

Palomar College –Federal Student Financial Assistance

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state student financial aid regulations require all colleges to establish rules to determine whether a student is making satisfactory academic progress in his or her program of study. **These rules must apply to all students whether or not they were recipients of financial aid previously at Palomar College or at other colleges.**

Federal regulations state that the rules must include the following elements:

- A maximum time frame for students to complete his or her program (i.e., based on units attempted);
- A minimum number of units to be completed;
- A minimum grade point average.

TIME FRAME (Unit Limit)

The maximum limit stated below establishes a "time" limit in making satisfactory academic progress towards a program of study as published in the Palomar College Catalog. This will be based on attempted units that are stated on your college academic transcript at all colleges previously enrolled/attended. **Note: Exceeding the limit will result in disqualification/ineligibility status.**

AA, AS, Program	60 attempted units maximum (Palomar & Transferred)
Program for a Transfer Institution	60 attempted units (Palomar & Transferred)
Certificate Program	30 attempted units maximum (Palomar & Transferred)
Exceptions to Unit Limit:	Any program that requires more than 60 units (e.g., Nursing)

Note: Once a student completes the course requirements for an AA Degree and/or the CSU-GE or IGETC -GE transfer requirements OR reaches the unit limit, the student is NOT eligible for future financial aid.

COURSES/UNITS TO BE COMPLETED

Federal regulations require that a student receive aid only for courses, which meet the student's published declared program of study. All courses a student is enrolled in as of the 8th week are considered courses (units) attempted during the semester.

The chart below establishes a minimum number of units a student **must complete each semester (including Summer semester)** regardless of award status or award amount received.

<u>Units Attempted</u>	<u>Enrollment Status</u>	<u>Minimum Units to Complete Each Semester</u>
12 +	Full-Time	12 units
9-11.5	3/4-Time	9 units
6-8.5	1/2-Time	6 units
.5-5.5	Less than 1/2-Time	ALL units

Note: Intersession courses (courses occurring outside of the 17 weeks semester) are not considered as part of your financial aid enrollment status.

FINANCIAL AID ADD/DROP DEADLINE

For financial aid purposes, all enrollment activities (i.e., registration, add or drop) must be completed by the end of the eight-week of the semester to be considered in your award. This includes all "Alternative Programs" such as late-start, short-term, fast track, and self-pace.

Note: A student's award amount for the semester will be adjusted if a student drops or changes his/her enrollment on or before the 8th week or prior to receiving the full payment of their award for the semester, whichever occurs first.

REPEAT COURSES

Any course that is repeated **may not** be considered in determining financial aid eligibility or award payment once a student has been determined to be ineligible or disqualified for financial aid. **However, repeat courses will count toward the maximum time frame (unit limit).** **In addition, repeat courses that were previously taken with a non-passing grade that reflects either non-attendance or student stopped attending will not be considered in student's future enrollment status for financial aid award determination.**

GRADE POINT AVERAGE

The minimum Grade Point Average (GPA) at the end of each semester must be 2.0 (C).

Grade Interpretation: Grades of A, B, C, D, or CR are considered units completed

Grades of IP, F, FW, NC, W, or I are considered units not completed **Note:** CR grading produces no GPA.

Continue Reading on Reverse Side

DISQUALIFICATION STATUS

Any student will be placed on Disqualification status for the next semester they enroll, if he or she meets one of the following

1. GPA at the end of the semester is below 2.0;
2. Completed less than the established minimum units based on enrollment status for the semester.
3. Exceeds maximum time frame (i.e. has attempted 60.5 units or more).

INELIGIBILITY STATUS

Any student will be considered ineligible if he or she meets one of the following:

1. Exceeded the established "Time Frame" whether or not they were recipients of financial aid.
2. Palomar College academic transcript states that the student's last semester GPA is below 2.0.

IMPORTANT REMINDER: Students are responsible for keeping track of their academic situation that could result in disqualification or ineligibility status for financial aid. It is the student's responsibility to be aware of their status, submit a petition/appeal and not rely or wait until notified by the Financial Aid & Scholarships Office.

PETITION & APPEALS PROCESS

Students have the right to submit a petition or an appeal their status. If you wish to appeal the Disqualification or Ineligibility Status, you must complete and submit a "Financial Aid Petition Form" **no later than the established deadline for the semester you wish to receive aid.** Forms may be picked up at the Financial Aid Office during regular office hours or downloaded from www.palomar.edu/fa If you wish to appeal the decision on your petition, you must complete and submit an "Appeal to the Director of Financial Aid" form **no later than the 14th week of the semester you wish to receive aid.** The decision of the Director is **FINAL.**

PETITION & APPEALS DECISIONS

Decisions to petitions/appeals submitted are made based on department official's individual professional judgment and may result in any one of the following:

- Approval with conditions (for example: only courses required for degree or GE transfer).
- Course Progress Status – decision pending a review of current semester status at the end of the 8th week.
- DENIED and/or off financial aid until student demonstrates academic progress.
- Last semester or last year on aid.
- Warning Status – This is determined on a case by case basis.

OTHER POLICY ITEMS

"Flexible Scheduling" and "Distance Learning" courses

Any course that has been identified as under "Flexible Scheduling" or "Distance Learning" for the semester may impact the student's award amount and may not be considered in determining financial aid eligibility or award payment until after the first week of the course enrollment period,

Remedial Units Limit & ESL Units

A maximum of 30 units of completed remedial work is allowable in addition to the maximum unit limit.

All ESL units attempted are exempt from the unit limit. However, student must show progress towards educational goal.

Extenuating Circumstances

Reinstatement of financial aid beyond the established unit limits or not meeting minimum GPA or units attempted during the semester will be considered based on extenuating circumstances such as:

Unit limit -- recent disability or job layoff that requires retraining or further education.

Minimum GPA or Units Attempted -- student severely ill or injured, death of immediate family member and unforeseen extenuating circumstances. **IF** petition/appeal for unit limit is approved, the period to be considered eligible for financial aid will not exceed **ONE school year.**

REPAYMENT STATUS

Repayment of funds may occur:

If a student reduces units enrolled.

If a student does not attend at least one day of a specific course enrollment;

If a student completely withdraws from all of the courses for the semester;

For additional information, refer to the Palomar Student Financial Assistance Return to Title IV Policy.

Questions regarding this policy or the decision on your petition or appeal must be submitted in writing and addressed to the Director of Financial Aid, Veterans & Scholarships.