



Financial Aid, Veterans & Scholarship Services 2011-2012 Satisfactory Academic Progress Guidelines

In accordance with federal regulations, Satisfactory Academic Progress (SAP) is reviewed using maximum time frame and pace of progression (quantitative); and GPA (qualitative) criteria at the end of each enrollment period (Fall, Spring, Summer). Standards apply to all students regardless of previous financial aid history. Your SAP will be determined when all transcripts and evaluations are received. Beginning Fall 2011, SAP will be reviewed prior to fall disbursement and the end of each semester from then on.

SAP covers Cal Grant and all federal programs including Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Work Study (FWS), and Direct Loans.

The following specifies qualitative and quantitative SAP factors, defines financial aid warning status, disqualification, and reinstatement guidelines at Palomar College.

Major

Financial aid eligibility requires students to declare a major in an eligible program--including Associate Degree (AA), Certificate of Achievement (CA), or Transfer Programs.

You are expected to:

- Meet with an academic counselor (*available by appointment*) to create an educational plan which outlines the courses you have completed and are required to complete to achieve your educational goal at Palomar College.
- Use your educational plan, college catalog and other publications to help you complete your declared program of study.
- Enroll in courses required for your program to ensure meeting SAP.



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Previous College Attendance

You must submit an official academic transcript from the college(s) you attended to the Records Office. Notify the Financial Aid Office once the transcript(s) have been received by the College. Once notified, we will request a Transfer Credit Evaluation (TCE). The TCE will determine the number of units from other colleges that can be applied towards your program major at Palomar College. Accepted transfer units will be included in your cumulative unit total for your SAP review.

Qualitative Standard- Grade Point Average

The College requires a minimum cumulative Grade Point Average (GPA) of 2.0 to obtain a Certificate of Achievement, AA Degree or complete a transfer program. Therefore, to be considered meeting SAP, you must have and maintain a minimum 2.0 Palomar College cumulative GPA.

Note: other college(s) GPA will not be included in this qualitative measure.

Quantitative Standards

The maximum time frame shall not exceed 150% of the published program length, and as such, establishes a **Unit Limit** and **Pace of Progression** for determining satisfactory academic progress towards a program of study.

Maximum Time Frame-Unit Limit

- In general, maximum unit limit for an AA, AS or a Transfer Certification is 90 units (60 x 150%); 45 units for a Certificate of Achievement (30 x 150%). Programs requiring more than 60 units (ex. Nursing) will be a unit limit exception.
- Only one (1) change of major will be recognized for unit limit adjustment.
- Repeated courses (including academic renewal) and withdrawals will be included in your unit limit.
- Up to 30 units of completed remedial work and all ESL units will be excluded from your maximum unit limit. However, you must demonstrate academic progression toward your educational goal.
- If you have a BA degree (or higher) or reach the maximum unit limit, you are **not** eligible for additional federal financial aid at Palomar College.
- If you have completed the course requirements for an AA degree and/or the CSU-GE, IGETC-UC, or IGETC-CSU transfer requirements you **may** be eligible for future financial aid up to the maximum time frame.

Pace

- Pace is calculated as cumulative units completed (UC) *divided by* cumulative units attempted (UA). Pace is calculated at the end of each enrollment period (semester).

You must complete at least 75% of attempted units. Only units receiving grades “A” through “D” or “P” will be considered completed units.

Reminder: *cumulative units includes both Palomar College and other college units (as determined by the transfer credit evaluation)*



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Warning Status

If you do not meet SAP standards at the end of an enrollment period, you will be placed on “Warning” status if:

- Your cumulative Palomar College GPA is below 2.0;
- Your pace is calculated at less than 75%;
- You have attempted at least 60 units but less than 78 units (including Palomar and transfer units).

If placed on “Warning” status you will be federal aid eligible for one (1) additional term only. You are encouraged to seek student services assistance if you are struggling with course work or content. Palomar College provides tutoring and counseling services to students.

Continuing Palomar College financial aid students with a current disqualification will not be considered for a warning status.

Reminder: *You are responsible for understanding how your grades and withdrawals affect your academic progress.*

Disqualification/ Ineligible Status

If you do not meet SAP standards by the end of your Warning period, you will be disqualified and ineligible for federal financial aid. Similarly, if you are a continuing Palomar College financial aid student with a *current* disqualification status, you remain ineligible for federal financial aid. Additionally, if your SAP review makes it clear that you cannot mathematically complete your program within the maximum time frame, you automatically become ineligible for aid. You may appeal the disqualification.

Appeals must be submitted by the established deadline for the term you wish to receive aid.

Appeals will be considered based on:

- Recent disability or job layoff that requires retraining or further education to a different career major.
- Severe illness or injury, death of immediate family member or other unforeseen extenuating circumstance.

Appeals based on (*but not limited to*) the following criteria will **not** be considered:

- Wrong or difficult class, too many units in the term, bad time management transportation issues, etc. that are NOT extenuating circumstances.

Your appeal must include documentation to support your explanation of:

- Why you failed to meet SAP;
- What has changed or what steps you have taken that will allow you to meet SAP;
- If you have an AA degree or higher, why you are enrolling at a community college and the purpose of returning to a two-year program.

If your appeal is approved, you will be reinstated on a “Probation” status and eligible for federal financial aid for one (1) additional term. You must meet SAP standards or meet the conditions included in your financial aid academic plan stated on your appeal decision notification.



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Disqualification/ Ineligible Status

If you are denied or do not submit an appeal *and* you do not meet Satisfactory Academic Progress in a later term, without federal financial aid, your progress will be reviewed automatically for the following term or year you re-apply for federal aid.

Appeal Decision Reviews

You may request to have your appeal decision reconsidered by the financial aid director and/or an appeals committee. You must complete and submit an "Appeal Review" no later than the 14th week of the semester you wish to receive aid.