



Financial Aid Satisfactory Academic Progress

As a financial aid recipient, it is your responsibility to understand the terms and conditions of the Shasta College Satisfactory Academic Progress Policy as it relates to you. *This standard is called Satisfactory Academic Progress (SAP).* The Financial Aid Office will monitor your progress. We use three standards: GPA, PACE (units attempted vs units completed) and Quantitative (time-related). You must meet the MINIMUM academic requirements of all 3 standards to receive financial aid.

GPA BASED: A cumulative GPA of less than 2.0, the student will receive a WARNING. A 2.0 is equivalent to “C” level work. Grades of ‘CR’ (credit) combined with letter grades will be considered. When you receive a ‘W’ (withdrawal), ‘I’ (incomplete), ‘NP’ (no pass), ‘IP’ (in progress), ‘RD’ (report delayed), ‘FW’ (failure with withdraw), ‘F’ (failure), or “Return to Title IV”, these signify a lack of progress towards your academic goal and will affect your GPA based, PACE and time-related progress.

PACE: When the percentage of units attempted versus units completed is 67% or above you have met the requirements for PACE. PACE will be evaluated on a cumulative basis. All coursework completed will be included in the evaluation of Units Attempted versus Units Completed. This includes ‘W’ (withdraw), ‘NP’ (no pass), ‘IP’ (in progress), ‘RD’ (report delayed), ‘FW’ (failure with withdraw), ‘I’ (incomplete) and ‘F’ (failure) grades. An ‘F’ (failure) grade may be repeated and funded one time. Units Completed will be divided by the number of Units Attempted. All semesters will be included in the calculation of SAP even periods of non-funding including summer semesters. All coursework completed at prior institutions will be included as listed on your education plan.

QUANTITATIVE: The maximum number of units a student can be awarded financial aid towards their academic goal is 150% of their stated program of study. Time-related SAP will be determined by major. Changing majors will impact your ability to complete your education with Financial Aid funding. Please note that very few majors will exceed the 90 unit limit and most certificate programs will be substantially less. All units from prior institutions will be included in the unit count. **If it has been determined that a student can’t mathematically finish their program of study within the allotted time frame (150%) they will become ineligible for Financial Aid.** It is suggested when the student has attempted 67% towards their stated major they review their academic standing with a counselor to correct any deficiencies in their coursework prior to using all their financial aid funding. To allow for continued funding, It is at the discretion of the Financial Aid Office to establish a comprehensive educational plan for the students who, at 67% of their stated majors are at risk of quantitatively being denied funding.

EXAMPLE: An AA degree requires 60 units. 150% would be 60 units (100%) plus 30 units (50%) for a total of 90 units (150%) to finish your AA degree.

EXAMPLE: A certificate program that is 45 units in length would allow up to 68 units to be completed OR 45 units (100%) plus 23 units (50%) for a total of 68 units or 150%. Some certificates will be less than 45 units and the 150% total will be less.

EXAMPLE: A transfer major usually requires a minimum of 60 units (100%) to complete transfer requirements. Up to 150% will equal 60 units (100%) plus 30 units (50%) for a total of 90 units. Certain transfer majors will require additional classes and additional time will be allowed as required.

REMEDIAL COURSES/ESL: Remedial courses are defined as 200 level courses and above. 30 units of remedial courses taken at Shasta College can be funded *without* impacting the 150% time related, or PACE unit limit. Successful completion of the ESL COMPASS Exam will be funded for ESL classes only and only when the student is in possession of a valid high school diploma or GED. ESL students without a high school equivalency must have completed 6 units towards their major prior to July 1, 2012 to be eligible for future funding. Level 300 courses do not have unit credit and are not eligible for Financial Aid funding. (Per catalog)

REPEAT COURSES: Students may repeat a course up to a maximum of three times at Shasta College. However, financial aid eligibility will be limited to one repeat. A second repetition of a passed course may not be included in the student’s enrollment status for purposes of financial aid eligibility. Students that fail or withdraw from a course may repeat the course one time towards financial aid eligibility.

UNITS FROM OTHER COLLEGES/UNIVERSITIES: Units from other colleges/universities on your Education Plan will be included in your quantitative calculation and maximum time-related calculation. **BE AWARE!** Changes made to your major will not change the time related SAP, PACE or QUANTITATIVE requirements and may limit future funding. Students with completed degrees will be required to provide an evaluated Educational Plan to be considered for funding.

MILITARY DEPLOYMENT: Students who have been deployed for military reasons may have the WARNING status removed upon return with adequate documentation.

FREQUENCY OF PROGRESS AND GOAL REVIEW: We assess at the end of each semester. The student must meet all SAP standards to maintain eligibility. For example, if you enroll full time and drop half of your units, you are not meeting the PACE standards even if you are meeting the GPA based standard. Continuing this pattern of dropping coursework will result in not completing your program of study within PACE or QUANTITATIVE SAP as well.

WHAT IF YOU DON'T MAKE SAP? Sometimes unexpected events prevent you from passing classes, dropping a class, or withdrawing during the semester which results in unsatisfactory academic progress. The first semester you fail to make SAP will result in a WARNING. You will be eligible for one additional semester of funding **ONLY**. During this semester it is possible to clear the WARNING status by successfully completing SAP requirements. If the subsequent semester results in a lack of SAP future funding will cease. By not making satisfactory academic progress a second time, you lose your financial aid funding resulting in an INELIGIBLE status. It is your responsibility to your satisfactory academic progress status. Our office will send a courtesy notice of your warning or ineligible status. Lack of receiving a notice does not change your status.

REGAINING FINANCIAL AID ELIGIBILITY: With the exception of Quantitative Ineligibility, when a student is determined Ineligible for funding, the student can complete a semester without financial aid by meeting all the SAP components, or a one-time **appeal to the Financial Aid Appeals Committee**. Sitting out a semester does not regain eligibility. Quantitative Ineligibility requires an appeal.

REQUEST FOR AN APPEAL: This form is available through the Financial Aid Website. It is the discretion of the Financial Aid Director to determine whether an appeal is necessary.

APPEAL PROCESS: The written appeal must include reason for lack of SAP and what steps the student has taken to correct the situation satisfactorily. An appeal may be submitted **ONE TIME ONLY** following the semester the student became ineligible. No additional appeals are accepted. Situations that may be considered for an appeal relate to the student or their immediate family members only. These situations must be extenuating emergency situations such as: death of immediate family member or extreme medical emergencies.

FINANCIAL AID APPEAL: Upon review of your one-time appeal, the Financial Aid Appeal Committee will determine the student status: Probation, Academic Plan or Denial. Adequate consideration will be given to all appeals. The appeal process is available one time and not subject to re-appeal if the student fails during the probation term, does not meet the terms of the contract, or denied.

All decisions of the Financial Aid Appeals Committee are final. The student will be notified in writing regarding the decision. You may still receive a BOGW fee waiver if you meet BOGW requirements.

PROBATION: The student will be granted one semester of funding and must meet SAP standards. Successful completion of the semester the student returns to regular standing. If the student is not successful, they will not be funded until they regain eligibility on their own.

ACADEMIC PLAN: An Academic Plan is designed to assist the student in successfully completing their elected program of study within a prescribed time frame while successfully maintaining SAP. The Academic Plan must be followed by the student to prevent future disqualification from Financial Aid. A signed contract between the student and the Financial Aid Office, the Academic Plan grants the student eligibility through the completion of their degree objective at Shasta. Upon acceptance and approval of the signed Academic Plan the student will be placed on Probation Status. SAP will be reviewed at the end of each the semester to determine compliance with the Academic Plan as well as SAP. The Academic Plan cannot exceed the allowed time frame of 150% plus units for a given program. Subsequent semesters with failure to comply with the Academic Plan or failure to make SAP will result in all future financial aid terminated without opportunity to appeal.

DENIAL: Students, whose appeal has been denied for reasons other than quantitative, must reestablish eligibility by meeting all components of SAP without financial eligibility. Upon reestablishing eligibility, the student should provide the financial aid office with a copy of their transcript for an evaluation of eligibility.

INELIGIBLE STUDENTS: Students who do not meet satisfactory progress guidelines will receive electronic notification on their "My Shasta" account.

WITHDRAWING AND REPAYING FINANCIAL AID: If you withdraw from all your classes before the 60% enrollment period, you may owe money back to federal financial aid programs. This is known as "Return to Title IV", (R2T4), and it will affect your pace, which will place you in either a warning or ineligible status. Based on the day you withdraw, we calculate any funds owed to the federal programs and students are notified of required repayments. It is the responsibility of the student to repay funds due before they will be considered for further financial aid.

NOTIFICATION: It is your responsibility to understand your SAP standing. While every effort is made to send a courtesy notice when you are on warning or are ineligible, lack of timely receipt of notification will not change your status. You SAP standing is viewable via your "My Documents".