

Satisfactory Academic Progress (SAP) Policy

In accordance with Federal Financial Aid Regulations, Shasta College has developed the following policy to stay in compliance with the SAP criteria when determining student eligibility for financial aid. Students must meet all three SAP standards in order to remain eligible to receive financial aid at Shasta College. A student's SAP will be evaluated at the end of each semester and the student will receive notification of their eligibility through the "My Shasta" Portal as well as email if the student fails to meet one of the SAP standards (listed below). Though we make every effort to notify students of their SAP status in a timely manner, it is the student's responsibility to understand their progress in relation to the SAP standards. Every semester counts towards all students' financial aid eligibility regardless as to whether or not they are receiving financial aid at the time.

The three SAP standards are the following:**1. Maintain a minimum 2.0 cumulative Grade Point Average (GPA)**

Students are expected to complete all attempted coursework associated with their declared educational goal. Students are also expected to maintain a cumulative academic GPA of 2.0. Students are also expected, for financial aid purposes, to maintain a cumulative FA GPA of 2.0. For financial aid purposes this includes all prior coursework (including all repeat, remedial and ESL units). Your academic transcript GPA may differ from your FA GPA due to repeats and withdrawals. Grades of NC (No Credit), NP (Not Passes), IP (In Progress), RD (Report Delayed), INC (Incomplete), W (Withdrawal), or F (Failure) are considered units NOT successfully completed.

- For Nursing/Dental Hygiene/BS-HIM programs, all students actively enrolled must be meeting GPA graduation requirements by the end of their second year.
- This includes all prior coursework (including all repeat, remedial and ESL units) that appears on your Shasta College transcript.
- See what you need to do to improve your GPA by visiting: <http://www.back2college.com/raisegpa.htm>

2. Pace: Complete a minimum of 67% of all cumulative completed vs. attempted units

- This means that a student must receive credit for at least 67% of all attempted units (including all repeat, remedial, and ESL units). Withdrawals (W), Incomplete (I), No Pass (NP), In Progress (IP), Failing Withdrawal (FW), and Failing (F) grades are all considered units attempted with no credit received. The Pace percentage is calculated as follows: Total Units Completed with Credit/Total Units Attempted=Pace
For Example:

A student enrolls in their first semester and enrolls in 12 units and ends up receiving 6 units worth of W's and 6 unit's worth of B's. This students Pace calculation is $12/6=50\%$. This student would not meet the 67% minimum percent rule.

- See the attached Pace Calculation Grid

3. QUANTITATIVE: Must not attempt more than 150% of the units required for the students declared major.

- This includes all prior coursework attempted and earned regardless as to whether a degree/certificate has been earned. This includes W's, I's, NP's, IP's, FW's and F's.
- Students must make progress towards their declared educational goal each semester in order to complete their program of study within the 150% timeframe. It is advised for students to meet with a counselor every semester to ensure they are on track to finish within their allotted timeframe.
- Up to 30 units of remedial and/or ESL coursework will be excluded from the Quantitative assessment. Any units earned exceeding 30 units in remedial and/or ESL will be counted.
Breakdown of 150% maximum number of units:

Transfer Majors= 105 units

AA/AS=90 units

Certificates=Vary, contact the FA Office for a specific calculation if necessary

SAP Notifications/Status:

The students SAP status will be reviewed at the end of every semester once grades post. If the student has not met one of the SAP standards they will receive a notification informing them of one of the following SAP status's via email. The student's SAP status will also be posted in their "My Shasta"- "My Financial Aid" portal which will provide details as to which SAP standard the student did not meet.

SATISFACTORY: The student has met all three SAP standards and is in good standing.

WARNING (GPA/PACE): The student will be funded one semester and will be required to submit their grades at the end of the semester for a review. Students in a Warning status are advised to meet with their counselor, utilize tutoring services, and seek help from their instructors.

The student has either:

- Fallen below the 2.0 GPA minimum
- Fallen below the 67% Pace standard

INELIGIBLE (GPA/PACE): The student is now ineligible to receive financial aid at Shasta College for any future semesters until the students regains their financial aid eligibility.

The student was:

- In a Warning Status and did not raise their GPA or PACE to the minimum standard
- Previously determined ineligible due to past semesters not meeting the minimum standard

Maximum Timeframe Warning (Quantitative): The student has attempted/completed 100% number of units required for their major. The student can be funded up to 125% in a Maximum Timeframe Warning, however if the student will exceed the 125% they will have to appeal for a Quantitative Extension. Students who have to appeal, must meet with a counselor and submit a current comprehensive educational plan with the appeal form (see below).

For example: If a student's major requires 60 units to complete, 150% of 60 units equals 90. 125% of 60 units equals 75 units. The student can be funded without interruption or in need to appeal up to 75 attempted units.

NOTE: It is advised for the student to meet with their counselor and only take courses required for their major to avoid exceeding the 150% Quantitative rule.

Maximum Timeframe Ineligible (Quantitative): The student has attempted/completed 125% of their declared educational goal. The student must appeal for any additional units needed to complete. This ensures that the student will complete within the 150% rule of the Quantitative component of SAP and if they are to exceed it, an approved appeal will grant additional units.

Regaining Financial Aid Eligibility:

If a student becomes ineligible due to not meeting one of the three SAP standards (GPA, PACE, or Quantitative) the student can regain their eligibility in the following ways:

- **GPA/Pace Ineligible:**
 1. Students can continue attending Shasta College without financial aid and as soon as they raise their GPA and/or Pace to the minimum requirements, they will successfully regain their eligibility.
 2. Students can submit a GPA/PACE Appeal Form and go through the appeal process. See below for more information.
- **QUANTITATIVE Ineligible:**
 1. Students can submit a Quantitative Appeal for Extension of Units Form, see below.

Appeal Process:

A student that has become ineligible due to not meeting one or more of the SAP standards must submit the appropriate appeal form to the Financial Aid Office. A Financial Aid Appeal Committee meets weekly to review all appeal forms that are submitted and the student will be notified of the outcome via email. If a student's appeal is denied, the student has the right to submit additional documentation for a re-evaluation by the committee. If a student breaches their contract or extension of units agreement, the student can regain their eligibility by raising their GPA and Pace to the minimum standards without receiving financial aid, or re-appeal. If a student is re-appealing, the second appeal will not be approved if the reasoning for breaching is the same as what the first appeal was approved from.

Prior to appealing, students should collect any documentation that can support their claim for extenuating circumstances. If the student is appealing for an extension of units (Quantitative), the student should obtain an updated educational plan from their counselor, prior to appealing. All documents must be uploaded and submitted through the online portal. Students should provide a detailed and clear explanation of what affected their ability to complete their courses successfully.

Students can appeal online at <https://shastacollege.verifymyfafsa.com/>

Contracts: If a student appeals due to not meeting the minimum cumulative standards of GPA and/or Pace, the student may be approved for a contract.

- The student will be required to meet a standard 2.0 GPA by term and 67% Pace by term in order to remain in good standing with their contract.
- If the student fails to meet the term or cumulative GPA and Pace, the student will have breached their contract and become ineligible.
- Once approved for a contract a student will have four semesters to raise their cumulative GPA and Pace to the minimum standards. If the student fails to raise their cumulative GPA and Pace by the end of the fourth semester, they will become ineligible.

Extension of Units: If a student is approved an appeal due to excess units, the student will be put on an extension of units. The student must stay on track and complete only units required for their major.

- Students can be approved for either an extension of 120% of attempted units required for their major or 150%, depending on the student's situation and total number of units already attempted.
- Students approved for an extension of units appeal, will be required to meet the cumulative GPA 2.0 and Pace of 67%. If a student fails to meet either of these, the student will have breached their extension of unit agreement and will become ineligible.

Additional SAP Information:

SAP and LOANS:

Federal Direct Loans are a form of financial aid and are low-interest loans intended to help defray the cost of a student's college education. Repayment is required when a student graduates, drops below 6 units a semester, or withdraws from all their classes. **Shasta College has the right to reduce or deny loans on a case-by-case basis for students at high-risk for default, including students on Warning, Probation, Contract or in Excess Units.** Students who do not meet all SAP standards are considered to be at high-risk and should plan accordingly to meet their educational costs without dependence on maximum annual loan limits.

Remedial Courses:

Federal regulations allow a student to receive Federal Student Aid for up to one academic year's (30 semester units) worth of remedial coursework. All units attempted are included in the quantitative and qualitative determination of a student's Pace and GPA determination of a student's SAP. Up to thirty units of remedial coursework will be excluded from the Quantitative standard. Once a student reaches thirty units of attempted and/or completed remedial coursework, any additional remedial courses will be counted towards their Quantitative SAP status.

Repeatability:

You may include any repetition courses in a program in the student's enrollment for a term as long as the student has never passed the course. If the student passes the course, you may include one repetition after passing the course. Any second or subsequent repetition of the passed course may not be included in the student's enrollment status for the purposes of title IV and HEA programs.

Withdrawals and Non-Passing Grades:

Students who have received Pell Grant, SEOG, and/or Federal Loans and withdrawal or do not pass all of their classes may be required to return funds to the college. Read more on our Return to Title IV Policy at:

www.shastacollege.edu/fa_r2t4.

Change of Majors:

Changes to a student's educational goal (major) may affect future financial aid eligibility due to the Quantitative standard.

Gap in Enrollment:

A gap in enrollment, cannot regain a student's eligibility for financial aid if they have not been successful in meeting the GPA or Pace component of SAP. Students, who were not successful in meeting the GPA and/or Pace component and have a gap in enrollment, must be considered for either probation or a contract. It is possible that a student may have a change of major as well; however a change of major will only affect the student's eligibility in regards to their QUANTITATIVE SAP status.

Military Deployment:

Students who have been deployed for military reasons may have a WARNING or INELIGIBLE status removed upon return with adequate documentation.