

PRINT NAME: \_\_\_\_\_

SSN/ID#: \_\_\_\_\_

**2009-2010  
Financial Aid Copy  
SIGN AND RETURN TO  
FINANCIAL AID OFFICE**

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
MOORPARK – OXNARD – VENTURA

## SATISFACTORY ACADEMIC PROGRESS STANDARDS

The purpose of the Financial Aid Programs at any of the Ventura County Community College District (VCCCD) colleges is to facilitate the successful academic participation of financially needy students. In order to be eligible to receive financial aid funds, federal regulations require that a recipient maintain satisfactory progress toward their educational objective(s) (Degree, Transfer, or Certificate). Financial aid consists of grants (Pell, SEOG, EOPS, CARE, CAL GRANT (B & C), & ACG, loans (Stafford subsidized/unsubsidized), and Work Study. These standards, outlined below have been developed to assist in academic planning and success of the student.

### STANDARDS

Financial aid students must maintain the standards outlined below. These standards apply to all college level course work taken and evaluation will **include all course work taken before the time a student establishes eligibility for financial aid at any of the Ventura County Community Colleges.**

1. **Grade Point Average (GPA)** - Financial aid students must have a cumulative grade point average of 2.0 or higher.
2. **Maintenance of Units** - Financial aid students are required to complete 70% of the number of overall units attempted. **Calculation: total number of units completed divided by total attempted, (i.e. Total completed = 35 divided by total attempted = 56 = 62.5 % - student did not meet 70%).** Grades of F (fail), NC (no credit), RD (report delayed), I (incomplete) and W (withdrawal) are considered attempted, but not completed.
3. **Evaluation:** Satisfactory academic progress will be evaluated at the end of each academic year. The academic year is defined as Fall, Spring and the subsequent Summer session. Students who fail to complete the minimum number of units (70%) and/ or whose cumulative grade point average is below 2.00 will be placed on Probation for one semester (see Probation below).

### PROBATION

During a probation semester students must complete all attempted units with a term grade point average of 2.00 or better (i.e., enrolled in 7 units-complete 7 units; enroll in 9 units-complete 9 units, enroll in 12-complete 12 units). ***Financial aid is available during a probation semester.*** Students who have been placed on probation will have their academic record reviewed at the end of the probationary semester. Students who successfully complete their probation semester, but whose overall cumulative units/GPA fall below the minimum standards may be placed on a continued probation. Failure to complete probation requirements may result in suspension of financial aid.

### WITHDRAWALS

Any student applying for financial aid that completely withdrew from all classes or received no credit for all attempted classes (i.e., all F'S, NC'S, I'S, W'S) will automatically be suspended from financial aid eligibility the next semester of attendance. ***To regain eligibility see "Reinstatement".***

### MAXIMUM TIME FRAME

Students must complete their educational goal within a maximum unit time frame. Grades of F,I, NC, W, and transfer units, as outlined on your Counselor Certification Form, will be considered as **attempted** units and will be included in this time frame. Official transcripts from institutions previously attended (including institutions outside the United States) must be on file in the Counseling Office.

The maximum time frame is as follows:

AA/AS	=	90 attempted units
AA/AS/Transfer	=	90 attempted units
Certificate Program only	=	36/45 attempted units

***Students who have exceeded the maximum time frame and/or have attained an AA/AS, BA/BS,***

**MA/MS or beyond etc., will be required to submit an appeal to reinstate eligibility.**

### **COURSE REPETITION**

For financial aid purposes, courses may be repeated consistent with district academic standards, as identified in the college catalog and as allowed. However, units will count toward maximum time frame.

### **ESL COURSES**

ESL coursework does not count against remedial units; however, the units do count toward the Maximum Time Frame. Students who have exceeded the maximum time frame (90 units) will be required to submit an Appeal to Extend. The academic progress in ESL courses will be considered when assessing both the student's overall GPA and overall completion rate.

### **REMEDIAL COURSES**

Funding for remedial course work is limited to a maximum of 30 units, provided the remedial courses are included in the student's Educational Plan and identified in the college catalog.

### **SUSPENSION OF ELIGIBILITY**

Students who fail to meet the requirements during their probationary semester or withdrew from all classes or received no credit for all attempted classes (i.e., all F's, NC's, I's, or W's) will be placed on "Financial Aid Suspension" and will no longer be eligible to receive financial aid, with the exception of the Fee Waiver (BOGW), until they have been reinstated. **To regain eligibility see "Reinstatement".**

### **REINSTATEMENT**

Students may regain eligibility after:

- a. Attending one semester at least half-time (6 units) without aid and complete all attempted units (i.e., enrolled in 7 units-complete 7 units; enroll in 9 units-complete 9 units, enroll in 12-complete 12 units) with a term GPA of 2.0 or above. Students who successfully complete one semester, but whose overall cumulative units/GPA fall below the minimum standards may be placed on a probation status.
- b. Successfully appealing. (See Appeal Process)

### **APPEAL PROCESS**

Students who have had their financial aid suspended may file an appeal with documentation, if they have had special circumstances. **APPEAL MUST BE SUBMITTED TO THE FINANCIAL AID OFFICE PRIOR TO THE END OF THE SEMESTER FOR WHICH YOU ARE APPEALING.** Examples of such circumstances are:

1. Illness of the student.
2. Death of an immediate family member (your spouse, child, parents, brother, sister, or grandparents)
3. Other extraordinary circumstances that prevented the student from meeting the minimum standards.
4. Exceeded maximum time frame.

The Financial Aid Appeal Committee will review all appeals/requests. If an appeal has been approved, students may be reinstated in good standing and/or be placed on *probation* (see *Probation*). Students whose appeals are denied may request a review of that decision by the VCCCD Financial Aid Committee. Not all appeals result in reinstatement of eligibility; decisions of the VCCCD Financial Aid Committee **are** final.

### **CERTIFICATION STATEMENT**

I am aware that in accepting financial aid I am entering into an agreement to make Satisfactory Academic Progress. I further certify that I have read and fully understand the terms and conditions of this Satisfactory Academic Progress Standards. I understand that failure to comply with these terms will jeopardize future financial aid eligibility.

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Student Signature

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Date