

CHAPTER 13

SATISFACTORY ACADEMIC PROGRESS

Imperial Valley College . 380 E. Aten Road . Imperial, California . 92251

13.1

SAP POLICY OUR POLICIES AND PROCEDURES

Imperial Valley
College

IVC POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP) FOR FINANCIAL AID

Financial aid is limited to a certain number of units based on students' current program of study. All students are encouraged to have an educational plan completed, with the assistance of an academic counselor, in order to ensure you are taking the courses required to complete your program within the standards listed below.

EFFECTIVE DATE: This policy applies to all financial aid recipients beginning with the Fall 2018. These standards will be applied to federal financial aid as well as Cal Grants and supersede any prior year SAP standards. All academic coursework attempted through Spring 2019 will be evaluated using these standards whether or not students received financial aid for those semesters.

Note: students enrolled in programs of one year or less must be evaluated at each term (this may include Summer 2019 which would be evaluated using these standards) Using professional judgment, IVC may monitor SAP by term on a case by case basis.

GOOD STANDING: Satisfactory Academic Progress (SAP) will be evaluated at the end of Spring 2019 semester. In order to maintain eligibility for financial aid, student must meet the following standards:

Grade Point Average (GPA)	<ul style="list-style-type: none"> ▣ Students who have attempted 12 or more units must maintain a minimum cumulative GPA of 2.0 in all coursework attempted at IVC.
Completion Rate (PACE)	<ul style="list-style-type: none"> ▣ Students who have attempted 12 or more units must complete at least 67% of the units you have attempted with an acceptable grade. This includes transfer coursework. Acceptable grades are A, B, C, D, CR and P. Grades of F, W, NP and I are not considered acceptable grades.
Maximum Timeframe (MTF) Note: If it is determined at any point throughout the year that student has met or exceeded the MTF standard student will become ineligible.	<ul style="list-style-type: none"> ▣ Complete program of study within the MTF standard which is 150% of the number of units required to complete educational objective. Completion of most A.A./A.S. degrees at IVC require 60 units, this allows an MTF unit limit of 90 attempted units for financial aid. Transfer majors will be allowed an MTF unit limit of 112.5 for most programs by petition only. Certificate programs will have lower MTF unit limits depending on the published length of the program. Programs requiring more than 60 units will be allowed a higher MTF unit limit by petition only. ▣ All units attempted toward current major are counted toward the MTF unit limit; even if student was not on financial aid at the time he/she attempted them. ▣ Only one major at a time can be authorized for financial aid payment with a limit of 3 majors eligible for units' adjustments for financial aid purposes. ▣ Remedial and ESL courses are excluded from MTF limit.

REMEDIAL COURSEWORK: Financial aid is limited to 30 attempted units of remedial coursework. ESL courses are not subject to this limit.

REPEAT COURSEWORK: Repeated coursework will be counted toward completion rate and maximum timeframe standards. Only the highest grade will be counted toward GPA. In addition, student may only receive financial aid for one repeat of a previously passed course.

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TRANSFER COURSEWORK: Units acceptable for transfer into IVC will be included in students' completion rate and maximum timeframe calculation, but not in GPA. It is students' responsibility to request transcripts from previously attended institutions, if he/she elects to apply units toward current educational objective.

DISQUALIFICATION (DQ): If SAP standards are not met for all coursework attempted by the end of Spring semester student will be disqualified for the entire year. **Note:** Students enrolled in programs of one year or less must be evaluated each term. Student will be notified via IVC email account and WebSTAR of the Disqualified (DQ) status. Disqualified students with special circumstances may petition [see Petition details below](#). Students may also remove deficiencies for prior academic years in the Summer session without receiving financial aid. Otherwise, SAP status will be re-evaluated at the next annual evaluation. Students who meet SAP standards at that point will be reinstated.

MAXIMUM TIMEFRAME REVIEW: Once student has reached the MTF unit limit (90 units for A.A./A.S., less for certificate programs) or it is determined student is unable to complete program within the MTF limit, student will be notified via IVC email account and WebSTAR. Change of major, transfer major or a high unit major may extend eligibility by petition only, [see Appeals Process below](#). High unit majors include: emergency medical services, mathematics, nursing, physical science and pre-engineering.

FINANCIAL AID PETITION - APPEALS PROCESS

If student has special circumstances that prevented he/she from meeting SAP standards or if student has exceeded the MTF unit limit and have had a change of major or enrolled in a high unit major, student may file a petition with an academic counselor. Petitions for DQ status are not accepted for Summer. The first step is to complete all financial aid requirements to determine if student is otherwise eligible for financial aid. The second step is to complete the petition form available on our website. If student feels he/she has special circumstances that prevented them from meeting SAP standards, student must explain the special circumstances and what has changed that will allow student to make SAP by the next term. Documentation will be required to support statement. Student must then make a petition appointment with an academic counselor who will determine whether or not he/she is eligible to seek an appeal through petition.

APPEAL THROUGH PETITION

- If counselor approves petition, it will be forwarded to the **APPEAL COMMITTEE** along with an Academic Plan developed by counselor. Each appeal will be reviewed and approved or denied based on the student's individual circumstances.
- If the Committee approves appeal, student will be placed on **PROBATION STATUS** and awarded aid according to the conditions of the appeal approval.
- The decision of Appeal Committee is final and no further appeals during the current aid year are allowed.

IVC PROCEDURES

ACADEMIC STANDARDS

- Our SAP standards are the same or stricter than standards for non-Title IV students enrolled in the same educational program:
- SAP standard for Title IV students:
 - Students who have attempted 12 or more units must maintain a minimum cumulative GPA of 2.0 in all coursework attempted at IVC.
 - Students who have attempted 12 or more units must complete at least 67% of the units you have attempted with an acceptable grade. This includes transfer coursework. Acceptable grades are A, B, C, D, CR and P. Grades of F, W, NP and I are not considered acceptable grades.
- Academic standard for students enrolled in same educational program who are not receiving Title IV assistance:
 - Students are in good academic standing when they have a 2.0 grade point average or higher.

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- **Scholastic Probation:** Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on academic probation if the cumulative grade point average is below 2.00 for all grades earned at IVC. Students will be removed from academic probation when their cumulative grade point average at IVC is 2.00 or higher.
- **Lack-of-Progress Probation:** Students who have attempted 12.0 or more units at Imperial Valley College (IVC) as shown on their transcript will be placed on Lack-of Progress Probation when the percentage of all units attempted for which symbols of W, I and NP (and former grade NC) are earned at IVC reaches 50percent or more. Students will be removed from Lack-of-Progress Probation when the percentage of all units attempted at IVC for which symbols of W, I and NP (NC) are earned drops below 50percent.

SAP POLICY IMPLEMENTATION

- Federal regulations require that students seeking financial aid maintain satisfactory academic progress (SAP) toward an educational objective during all periods of enrollment. Even if a student has never applied for or received financial aid, overall academic history at IVC will be evaluated before a student is awarded financial aid to make sure he or she is meeting the SAP standards.
 - **Declaration of Major/Certificate** – A student must declare an educational objective in order to receive financial aid. The student may choose an associate degree, a certificate program, or a transfer program. Students who are undecided about course of study are referred to speak with an academic counselor.
 - **Other College Attendance** – Units transferred into Imperial Valley College will be included in the student's completion rate and maximum timeframe calculation. It is the responsibility of the student to request transcripts from previously attended institutions if they choose to apply units toward their current educational objective.
 - **Maximum Timeframe** – Students are required to complete their program of study within the maximum timeframe standard which is 150% of the units required to complete the educational objective. Completion of most Associate Degrees at IVC require 60 units, this allows a maximum of 90 units attempted (60 units x 150% = 90 units). A few high unit majors, such as Nursing, as well as transfer programs will have higher allowable timeframes. Certificate programs will have lower maximum allowable timeframes depending on the published length of the program.
 1. Only those degree applicable units which apply to the current major are counted toward 150% maximum timeframe, with a limit of 3 majors eligible or unit adjustments for financial aid purposes.
 2. Only one major at a time can be authorized for financial aid payment – double majors are not allowed.
 3. All units attempted toward the current major are counted, even if the student was not on financial aid at the time they were attempted.
 4. Non-degree applicable classes such as ESL or remedial coursework will not be included in the calculation for maximum units.
 5. Repeated courses will be included in the calculation for maximum timeframe.

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WARNING OR PROBATION NOTIFICATIONS OUR PROCEDURES

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PROGRAM LENGTH AND FREQUENCY OF REVIEW

- Our program length is: generally, longer than one academic year in length
- Frequency of SAP evaluation:
 - Students in short term programs of less than one year in length must be evaluated each semester.
 - Academic progress for all other students will be evaluated annually at the end of Spring semester and students will be notified when they fall below the required minimums (2.00 GPA, 67% completion of units).
 - Using professional judgment, we may monitor SAP by term on a case by case basis.

DISQUALIFICATION

- Student will be disqualified if, at each cumulative, yearly evaluation period, he or she
 1. Completes less than 67% of units all attempted (including units accepted for transfer), or
 2. Has a cumulative GPA below 2.0
- A student will lose financial aid eligibility at evaluation if they exceed maximum time frame standards. In addition, if it is determined at any point throughout the year that a student has exceeded the MTF standard, they will become ineligible.

NOTIFICATIONS

- Students are notified of disqualification and appeal process via email and message posted in WebSTAR.

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SAP APPEAL PROCESS OUR PROCEDURES

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APPEALS

- If a disqualified student has special circumstances that prevented him or her from meeting SAP standards, he or she may appeal the disqualification.
 1. The student completes a Petition with appropriate documentation explaining the special circumstances and what has changed that will allow the student to make SAP at the next evaluation period or a specific point in the future.
 2. The student makes a Petition appointment with an academic counselor who will determine whether or not the student is eligible to seek an appeal through petition.
 3. If the counselor approves the petition, it will be forwarded to the Appeal Committee along with an Academic Plan developed by the counselor.
 4. Each appeal will be reviewed and approved or denied based on the student's individual circumstances.
 - a. If the Committee approves the appeal, the student will be placed on Probation Status and awarded aid according to the conditions of the appeal approval.
 - b. Students are notified of the Committee's decision with a letter.
 - c. **All decisions of the Appeals Committee are final.**

SAP APPEALS COMMITTEE

- Membership: Director of Financial Aid and Financial Aid Officers
- Role of the Committee: Review requests for exception to SAP policy
- Process:
 - Students wishing to appeal their disqualification, must submit a Petition to an academic counselor.
 - If the counselor approves the Petition, it is sent to the Appeal Committee for review.
 - The decision of the committee is final.

RE-ESTABLISHING ELIGIBILITY

Financial Aid Reinstatement

- The student in a disqualified status may have financial aid reinstated at the next evaluation by meeting the following criteria:
 - Achieve a cumulative GPA of at least 2.0 and a cumulative completion rate of 67%.
 - Total degree applicable units attempted within maximum timeframe standards
- Students may also remove deficiencies for prior academic years in the Summer Session without receiving financial aid.

NOTIFICATIONS

- Students are notified of approval and conditions of approval in writing.
- Students are notified of denial and reason for denial in writing.