

**2015-2016 SATISFACTORY
ACADEMIC PROGRESS
POLICY AND
APPEAL GUIDELINES**

Cosumnes River College

Satisfactory Academic Progress Review Process

At the time the CRC Financial Aid Office begins review of your financial aid file, a review of your academic progress is done.

You are then placed in one of two categories:
“Good Standing” or “Denied”.

Students who are “denied” have been determined no longer eligible to receive aid due to:

- ⦿ unsatisfactory academic progress, and/or
- ⦿ attempted more than 150% of the units required for their degree or certificate program.

If you are denied financial aid, you have the opportunity to appeal for financial aid consideration.

What is the *SAP* Policy?

Satisfactory Academic Progress:

Quantitative (progress percentage) and Qualitative (GPA)

- Quantitative – Complete at least 67% of units attempted at CRC (including courses approved by consortium).
Progress Percentage (cumulative) = Total units with a grade of “F”, “NC”, “W”, “NP”, “IP” and “I” divided by the total units attempted. Non-completion percentage must be 33% or less.
- Qualitative - Maintain a minimum 2.0 (college) cumulative Grade Point Average (GPA) at CRC (including courses approved by consortium).

Satisfactory Academic Progress: Maximum Timeframe

- Students who have attempted more than 150% of the units required for their degree or certificate will be denied financial aid. However, they do have the option to appeal to be considered for financial aid.
- Students who have attempted 150 or more units or have BA degree or higher are not eligible to appeal the denial of aid regardless of the reason. The total attempted units includes units transferred in from other colleges and completed at other LRCCD colleges.
- Students who are approved on an appeal prior to reaching 150 units, may continue to receive aid until the end of their program as long as they meet the requirements of their probation. Student who fail to meet the requirements of their probation and are beyond 150 units, are no longer eligible to appeal.

The Appeal Process

Submitting an Appeal due to Quantitative (progress percentage) and Qualitative (GPA)

In addition to completing the Appeal form, you will need to submit the following:

- ⦿ **Submit a type (preferred) or write a letter of explanation that addresses the following:**
 - Address each term (term by term) where you did not meet satisfactory academic progress, even if you previously explained and/or provided documentation for those terms in a prior appeal.
 - Include what plans or actions you have in place to meet your responsibilities from this time forward and how your circumstances have improved.
- ⦿ **Document the mitigating circumstances that have contributed to your inability to maintain SAP.** Please try to limit the documentation for those terms to no more than two pages for each unsatisfactory term. Appeals without supporting documents are subject to being denied.

Examples of Supporting Documents

- Medical documents that support you were medically unable to attend classes for reasons beyond the your control.
- Verification (obituary or death certificate) of a death of your immediate family. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse, or grandparents.
- Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service
- Verification of natural disaster beyond your control and is documented by a 3rd party professional, i.e. police, courts, or medical.
- You may also provide documentation of how your circumstances have improved, if applicable.

Submitting an Appeal due to Maximum Timeframe (attempted more than 150% of the units required for a degree or certificate)

In addition to completing the Appeal form, you will need to submit the following:

- Type (preferred) or write a letter of explanation.
 - Clearly state the major and educational goal you are pursuing at CRC. Both the major and educational goal you have on your appeal must match with the Admissions and Records Office.
 - Explain the reason for any deficiencies and/or the reason for remaining at this level of education and what action has been taken to ensure your program is completed in a timely manner. If you have completed an associate degree, explain why you are not currently using that degree and why you are returning to community college. Attach documentation to support your statement if applicable.
 - Include your expected graduation/transfer date.
- Attach a copy of your education plan.
 - Make an appointment to see a CRC Counselor in order to have a comprehensive educational plan developed.

Appeal Results

- ⦿ Appeals can take up to eight weeks to be reviewed, you will be emailed the decision.
- ⦿ You may also check My CRC Aid. In My CRC Aid, the results are as follows:
 - “Approved” = Approved Appeal = Eligible
 - “Received” = Denied Appeal = Not Eligible
- ⦿ If approved, It can take up to two weeks after the appeal is approved to receive your financial aid disbursement.

Key Points in the SAP Policy

- If your appeal for maximum timeframe (attempted more than 150% of the units required for a degree or certificate) is approved, please note we will only fund the courses that the counselor has indicated are required for your major and educational goal.
- If your appeal(s) is approved, your academic progress will be reviewed at the end of each term. Failure to make satisfactory academic progress during the term in which your appeal was approved, will automatically disqualify you for aid for the following semester.
- If your appeal is denied and you correct your deficiency for which you were initially denied and are now dismissed for another reason within the same award year, you may be offered the opportunity to appeal again for a different deficiency. You cannot appeal twice in a year for the same deficiency. The maximum number of times a you can appeal in an award year is two. Once a decision has been made by the Appeal Committee, that decision is final and cannot be appealed.

Key Points Continued

- If you fail to meet SAP and your appeal was either denied or you did not submit an appeal, you may regain eligibility by meeting the SAP standards based on your own actions. When you have resolved your deficiencies and meet SAP standards, please notify the financial aid office to re-evaluate your financial aid eligibility.
- If you do not submit documentation to support your appeal for all periods of deficiency, you are subject to being denied financial aid.

Tips for Success

- ⦿ Do not withdraw excessively from classes
- ⦿ Earn passing grades
- ⦿ Make progress toward your degree
- ⦿ Only register for classes that are consistent with your educational goal and major
- ⦿ Avoid changing majors
- ⦿ Check your “My CRC Aid” account regularly
- ⦿ Be aware of Financial Aid dates & deadlines

There are services to help you achieve your academic goals!

We want you be successful here at CRC—visit the CRC Student Services Website for more information on the programs listed below.

- ◎ EOPS/CARE (691-7465)
- ◎ CalWORKs (691-7465)
- ◎ Career Center (691-7456)
- ◎ MESA (691-7338)
- ◎ Counseling (691-7316)
- ◎ Library (691-7265)
- ◎ Tutoring Center (691-7425)
- ◎ Labs:
 - Accounting Lab (691-7449)
 - Business/Lab (691-7297)
 - ESL Lab (691-7407)
 - Reading/Writing Lab (691-7123)
 - Math Center (691-7459)

If you have questions or for more information,
please visit:

Financial Aid Office

Library Room 107

Monday-Thursday: 10:00am-6:00pm

Fridays: 10:00am-4:30pm

www.crc.losrios.edu

916-691-7325