

# KEEP WITH YOUR IMPORTANT RECORDS!

FAO Date Stamp

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS SANTA ROSA JUNIOR COLLEGE FINANCIAL AID OFFICE 2009-2010

Federal and State financial aid regulations require Santa Rosa Junior College to establish, publish and apply qualitative, quantitative and incremental standards by which SRJC can determine whether a student requesting and/or receiving financial aid is maintaining Satisfactory Academic Progress in his/her course of study. Financial Aid requires a declared major and enrollment in a Title IV eligible program (16 or more units in length).

**Qualitatively:** The quality of a student's academic progress is measured by the cumulative Grade Point Average (GPA). Students must maintain a cumulative GPA of 2.0 on a scale of 4.0. Courses completed with a grade of A, B, C, D, or CR will be considered acceptable for Satisfactory Academic Progress.

**Quantitatively:** The SRJC Financial Aid Office measures academic progress by the number of units a student has attempted and completed. Full-time students are expected to complete their course of study within six semesters. Students must complete 67% of the units that they attempt (for example, 60 units completed/90 units attempted = 67%). In addition, students must complete their course of study within 150% of the program (Degree/Certificate) length as published in the SRJC catalog. For example, 60 units are required to receive an AA/AS degree; 150% of 60 units is 90 units. Therefore, a student has a timeframe of 90 units to obtain an Associate's Degree. Students who have attempted 90 or more units will be reviewed on a case by case basis through the financial aid petition process. The number of educational goals a student may attempt and/or complete is limited to three.

### Associate Degree or Transfer Program maximum time frame is 90 units.

**Incrementally:** Students must complete a certain number of units attempted each academic year. The number of units to be completed each year is based on the student's choice of academic load. If a student does not complete the units needed for that academic load he/she will be placed on probation or may lose financial aid eligibility. At that time, the student will be asked to see an academic counselor to review his/her educational plan and develop a possible remedy. If the student is unable to fulfill the agreed upon remedy while on probation he/she will then be ineligible to receive further financial aid. Students may appeal to the Supervisor or Director of Financial Aid when and if financial aid eligibility is denied.

Academic Load	Full-time	Three quarters-time	Half-time	Less than half-time
Minimum Unit Requirement	12 units or more	9-11.5 units	6-8.5 units	.5 up to 5.5 units

### OTHER REQUIREMENTS

**English as a Second Language (ESL):** English as a Second Language courses are eligible for funding only if recommended on a long term student educational plan by an academic counselor, that shows when the student will begin a certificate, Associate's Degree, or transfer preparation program. English as a Second Language coursework is considered preparation for students to work at the post secondary school level. All students (including ESL students) must have a declared educational goal.

**Remedial courses:** Remedial courses are eligible for funding only if recommended on a student's educational plan by an academic counselor. A maximum of 30 remedial course units will be eligible for funding.

**Student Borrowers:** Students who have loans must enroll in and complete at least six units with a 2.0 GPA each semester.

**Extenuating Circumstances:** Circumstances that may be considered are personal illness, serious illness or loss of an immediate family member, or other situations beyond the reasonable control of the student. Documentation will be requested in most cases.

**Academic Transcripts:** All college work on record at SRJC must be reviewed for maximum time frame (quantitative) evaluation. Units taken at other colleges that have been transferred to SRJC do count toward the 150% limit.

**Withdrawal - Refunds:** A student who withdraws from school completely or receives all F, W or NC grades will be required to repay a pro-rata portion of the student aid funds received for that semester, and will need to petition for further aid eligibility.

Any questions about these requirements should be referred to the SRJC Financial Aid office.