

TAFT COLLEGE  
SATISFACTORY ACADEMIC PROGRESS PROCEDURE  
(FEDERAL, STATE and INSTITUTIONAL FINANCIAL AID PROGRAMS)

**STANDARDS OF PROGRESS**

Taft College is dedicated to providing financial aid to those eligible students who are achieving consistent progress toward a specific educational objective. The student is responsible for setting an objective, achieving adequate grades and completing the courses required.

In order to be eligible to receive financial aid, students are required to enroll in a course of study leading to a degree, a transfer program (Ex: to a 4-year institution), or a vocational certificate and to maintain Satisfactory Academic Progress (SAP). Recipients in all Federal, State and Institutional programs are determined to be making satisfactory progress under the following circumstances.

**Maximum Time Frame**

Taft College has established a maximum time frame of 150% of the published program length. Maximum time-frame requirements apply to all financial aid recipients, and will include transfer units and all units attempted even if no financial aid was received for those units. Example: An AA/AS degree student (published program length = 60 semester units/maximum time frame=90 semester units) who transfers in with 30 non-remedial/basic skills units of which the student has never received any financial aid; Taft College will count the 30 units towards the maximum 90 units of financial aid eligibility.

Students who exceed the maximum time frame for their program are no longer eligible for financial aid.

**Quantitative**

To maintain SAP:

- 80% of the cumulative units attempted for each academic year (Fall, Spring and Summer) must count toward the students stated objective. Remedial/basic skills Math and English classes will count toward the stated objective.
  
- Students must complete at least 50 % of the units of the enrollment status, in a term(semester), for which they received a disbursement.  
Example: 6 or more for full-time  
4.5 or more for ¾ time  
3 or more for ½ time
  
- Students must not have received an AA/AS degree or have completed 90 non-remedial/basic skills units.

**Qualitative**

Taft College requires all financial aid students to maintain a cumulative academic GPA of 2.0 or higher per academic term(semester). This standard will be applied to all units (even if no financial aid was received for those units) from Taft College and any other accredited postsecondary institutions attended. Cumulative GPA obtained as a result of Academic Renewal will be used. It is the student's responsibility to notify the Financial Aid Office of Academic Renewal approval. See the college catalog for more information concerning Academic Renewal.

The following grades will not be counted as units **completed** for financial aid satisfactory progress purposes:

- “F” Grades
- “NC” Grades (no credit)
- “W” Grades (dropped)
- “I” Grades (incomplete)
- “IP” Grades (units will be counted during term grade is earned)
- “RD” Grades (report delayed)

ESL units are not counted towards the maximum time-frame.

## **FINANCIAL AID PROBATION**

The student will be placed on financial aid probation at the end of any term if his/her cumulative GPA falls below a 2.0. Probation is a warning, if the student does not achieve satisfactory progress during the probationary period (subsequent semester), the student will be placed on financial aid dismissal.

A student on financial aid probation due to a cumulative GPA of less than 2.0 will AUTOMATICALLY be reinstated if he/she brings their cumulative GPA up to 2.0. If the student fails to bring their cumulative GPA up to 2.0 in the subsequent semester, the student will be placed on financial aid dismissal.

## **FINANCIAL AID DISMISSAL**

Students not complying with the Satisfactory Academic Progress Procedures (SAP) will be placed on Financial Aid Dismissal.

## **FINANCIAL AID APPEALS**

Students who feel they do not meet the above criteria due to special circumstances may appeal to the Financial Aid Advisory Committee (FAAC) for review. Special circumstances may include, but are not limited to, illness, accident, death in the family, remedial/basic skills course work, or a change in educational goal. Steps to be taken:

1. A student who wants to appeal his or her dismissal/ineligibility status must complete a **Petition for Appeal of Financial Aid Dismissal/Ineligibility Status** form. Forms are available from the Financial Aid Director.
2. The FAAC will review the student's appeal and make a decision regarding the student's financial aid status. The student will be notified in writing within three (3) working days of the committee's decision.

Any student who is on financial aid dismissal and has had a change in major is required to meet with a counselor/advisor to establish a new educational plan and must appeal to the FAAC for review.

A student who has been placed on financial aid dismissal will not automatically be reinstated simply by paying for his/her own classes (i.e., not receiving Title IV aid) for a semester, or by sitting out a semester. The student must bring his/her cumulative GPA up; complete the required units for his/her enrollment status or go through the appeal process for review if a special circumstance exists.

## **INCOMPLETE GRADE**

In the case of a student receiving an incomplete grade (I), the student must complete all work necessary to remove the incomplete grade within 8 weeks from the beginning of the semester.

A progress report signed by the instructor involved must be submitted to the Financial Aid Office by the end of the 4<sup>th</sup> week of the semester. If the incomplete grade is not made up, the letter grade to be assigned will be used to determine the financial aid status.

## **REFERENCES:**

Institutional Agreement, Article 111.A.1 (In affect 2001-02 Award year)  
34 CFR 668.16(e)(2)(ii)  
Cal Grant Manual, Chapter 9, page 9-5  
2003-04 Financial Aid Handbook, Vol. 1, Student Eligibility, page 1-8

**I have read the above statement and understand that I must comply with these guidelines as set forth by the Board of Trustees.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date