

Satisfactory Academic Progress Integrated Science Certificate Program

The U.S. Department of Education (DoE) requires SCU to define and administer Satisfactory Academic Progress (SAP) standards for students receiving Title IV Federal Financial Aid. The College's SAP policy for Title IV students is the same as or stricter than the school's standards for students enrolled in the same educational program who are not receiving Title IV aid. Students who do not maintain SAP ultimately will not be eligible to receive Federal Title IV financial aid as well as State and other aid. Federal Title IV financial aid includes Pell Grants, Subsidized and Unsubsidized Stafford Loans, and Federal Work-Study.

Aid recipients must maintain sufficient progress, as outlined below, to insure successful completion of their educational objectives.

2011-12 MONITORING AND APPEALS POLICIES

Beginning July 1, 2011, if a student does not meet satisfactory academic progress at the end of the first payment period, the student will be suspended from receiving financial aid. At that point, there will be an appeals process available for extenuating circumstances.

SAP is measured by both qualitative and quantitative standards. In order to maintain satisfactory academic progress, students are required to meet both standards.

Qualitative Measurement – GPA Standard

Good Academic Standing is defined as maintaining a minimum cumulative GPA of 2.00. The student's cumulative GPA will be measured after the student has attempted $\frac{1}{2}$ of their units or courses. For example, if a student is taking all 11 courses, SAP will be measured at the end of the 6th course. Similarly, if a student is transferring in courses, his/her attempted will be $\frac{1}{2}$ of those needed to complete the certificate program.

Quantitative Measure - Course Completion and Maximum Timeframe

To continue to be eligible for financial assistance, a student must complete a minimum number of units each payment period based on his or her enrollment status. The academic year is defined by the number of courses a student is required to take. Each course is approximately 4 weeks. (A payment period is defined as $\frac{1}{2}$ the number of units and $\frac{1}{2}$ the number of weeks required to complete the IS certificate.) A student must successfully complete 67% of the courses in 3 increments to maintain SAP requirements. An increment is defined as $\frac{1}{2}$ the number of weeks it takes to complete a payment period.

Clock hours classified as incomplete, failing, audit, unsatisfactory, or withdrawal do not constitute successful course completion and do not count towards fulfillment of the course completion requirement. Successful completion of repeated courses will be counted toward the earned hours requirements. Grades of passing, satisfactory, or deferred, and units earned for lecture/performance series constitute successful completion. If applicable toward a Certificate at SCUHS, transfer clock hours earned during the current term or academic year from another college may be considered toward the course completion requirement but may not be considered in computing the cumulative grade point average.

Also, to satisfy the course completion requirement, at the end of the 1st payment period, $\frac{1}{2}$ the number of weeks and $\frac{1}{2}$ the number of units, the student's cumulative completed hours divided by cumulative attempted hours must equal at least 67%.

Students who are receiving financial aid are expected to complete all requirements and maintain sufficient progress within a maximum time frame of attempted program units. The maximum number of weeks is 150% of the number of weeks a student is required to attend and the maximum number of units is 150% of the units that a student is required to take.

Probationary Period and Denial of Financial Aid

Students not meeting the minimum standards for satisfactory academic progress will be notified in writing and will be placed on financial aid suspension for the subsequent increment. If the student fails to meet GPA or course completion requirements at the conclusion of the 1st payment period, the student will be denied financial assistance (including federal student loans) for subsequent enrollment periods.

Reinstatement

If a student is denied aid due to lack of progress, courses must be taken at the student's expense (i.e. without federal funding) until the cumulative grade point average meets the requirement and/or the student has earned sufficient credit hours to make up for ALL prior course completion deficiencies.

Appeals Process and Form

If the student has experienced unusual circumstances that have negatively affected his or her academic progress, a written appeal may be submitted once the student receives notification of denial. The appeals process is reserved for situations largely outside the student's control, such as family catastrophe, illness, or other unusual circumstances. If a student chooses to appeal the denial of financial aid, the student should contact One Stop Enrollment Services using the SAP Appeal Form. These forms gather information about the student's unusual circumstances and how the situation has been resolved. The student will also be required to provide supporting documentation from doctors, ministers, counselors, etc., as well as a letter of reference from a University faculty member. Given the importance of such an appeal, original materials must be submitted in person. Faxed forms will not be accepted.

Appeals should be submitted to the Office of Financial Aid. It is the student's responsibility to ensure that the appeals form, supporting documentation, and letters are received by the required deadline. All appeals materials must be received by the Office of Financial Aid by the close of business seven working days, after receipt of the notice of suspension. The basis for appeals should be related to mitigating circumstances such as injury to the student, illness of the student, death or illness of a relative of the student, or other special circumstances. If these mitigating circumstances exist, the student should appeal the Financial Aid Suspension.

The Office of Financial Aid will then present the appeals to Academic Review Committee for Certificate Programs (ARC-CP) for consideration. Should the appeal be denied, the student has the right to make an appearance before the committee if desired. All appeals may be made no later than week 1 of the following payment period.

The ARC-CP is comprised of the Executive Director of the School of Professional Studies, Assistant Director of School of Professional Studies, Learning Specialist, Students Affairs, Registrar and the representative from Financial Aid. This committee ensures that all students maintain Satisfactory Academic Progress in accordance with the USDE legislative changes effective 7/1/2011. The ARC-CP is responsible for conducting reviews of students that are at risk of SAP. Satisfactory Academic Progress is measured at the end of each period of enrollment in accordance with SAP Policy to ensure federal compliance and dissemination to students.

If the Committee approves a student's appeal, he/she may be placed on financial aid probation and/or an academic plan will be created for the student in order to regain a good standing in SAP. The academic plan must be followed during probation, and must detail how the student can achieve a minimum cumulative GPA of 2.00. The plan may require the student to take fewer courses/clock hours. If at any time during probation it is determined that a student cannot successfully fulfill the probation requirements, he/she will be suspended from receiving financial aid.

**Southern California University Of Health Sciences
Office of Financial Aid**

**Satisfactory Academic Progress Appeal Form
2011-2012 Academic Year**

Section A: General Information

Please Print

Name: _____ SSN: _____

Address: _____

Phone #: _____ Major: _____

Academic Advisor: _____ CTLT Advisor: _____

Section B: Reason(s) for an Appeal (Check all that apply)

_____ Illness or injury-Provide supporting documentation of illness (Doctor's letter
Hospital bill, etc.)

_____ Extended illness or Death of an immediate family member-Please attach
appropriate documentation and/or program. Consideration will only be
given for immediate family member (parent(s), spouse, sibling or child.

_____ Unusual Circumstances-Please provide details and documentation (if possible).
List the date(s) the circumstance(s) occurred: _____

Section C: Letter of Appeal-Please attach a typed, detailed explanation of the
reason(s) that you would like for the Appeals Committee to consider.

Signature: _____ Date: _____

Return this form, your letter and supporting documentation no later than Week 16