SATISFACTORY ACADEMIC PROGRESS POLICY

All students must maintain satisfactory academic progress to be eligible for student financial aid funds. These standards are established by the Financial Aid Office in accordance with federal regulations. If you are not maintaining satisfactory academic progress, you will be disqualified from receiving financial aid or be placed on financial aid probation. See reverse for Review Policy.

1. Enroll in a Program of Study and Follow an Education Plan:
   Federal regulations require that you be enrolled in an eligible program leading to a degree, certificate or transfer to a 4-year institution in order to qualify for federal student aid programs. You must be enrolled in the courses required for your program as outlined in the college catalogue. If it appears that you do not meet all Satisfactory Academic Progress criteria upon review, you may be required to file a copy of your Education Plan with the Financial Aid Office. The Plan must be signed by a Counselor and indicate your educational objective, major and anticipated graduation/transfer date.

2. Maintain a Minimum 2.0 Grade Point Average:
   Federal regulations require colleges to establish the minimum Grade Point Average (GPA) you must maintain and the maximum number of cumulative units you should reasonably take to reach your educational goal. All students receiving financial aid at College of Marin must maintain a cumulative 2.00GPA, which is the equivalent of a ‘C’ average. Students with two consecutive semesters below 2.00GPA will be disqualified from eligibility for financial aid. (See reverse for procedure to appeal the disqualification.)

3. Complete a Program Within 90 Attempted Units for AA/AS & Transfer Programs, or Within 150% of Required Units for Certificate Programs:
   Based on the federal requirement that financial aid recipients must complete their program within 150% of the program requirements as stated in the college catalogue, the maximum cumulative units allowed completing a degree or transfer program is 90 units. Certificate programs must be completed within 150% of the total required units as stated in the catalogue. This includes semesters you do not receive financial aid and all units in which you enroll (including courses you do not complete.) In addition, ESL courses and 30 units of remedial courses are included. Repeated courses are allowed based on College policy regarding repeatability. If you exceed the maximum number of units, you will be disqualified from financial aid. Appeals will be reviewed on the basis of your academic record and approved education plan. (See reverse for process.) Mitigating circumstances, such as illness, documented learning disabilities or other exceptional circumstances will be reviewed.

4. Complete 2/3 of Enrolled Units Each Semester:
   Each semester you must successfully complete at least 66% (2/3) of the units in which you are enrolled. (Students enrolled in 12 units must complete at least 8 units each semester, students enrolled in 11 units must complete 7, students enrolled in 9 units must complete at least 6 units, etc.) A course successfully completed is one for which you earn a grade of A, B, C, D, or P. Grades of F, NP, I, IP or W or Drop are not considered successful completion of a course, but do count toward the 90-unit maximum described in (#2). Failure to meet this standard will result in probation status for the following semester. Failure to meet this standard for two consecutive semesters will result in disqualification. (See reverse for process.) Course completion is reviewed at the end of each semester.
Satisfactory Academic Progress

REVIEW POLICY

Satisfactory Academic Progress is evaluated during the file review process before a financial aid award is made. Each student receiving financial aid from any federal program will be reviewed for satisfactory cumulative GPA (2.00 or higher) at the end of the each semester. Total cumulative units are reviewed at the end of the each semester. If you do not meet Satisfactory Academic Progress standards you will receive notification of probation or disqualification status for the following semester.

PROBATION STATUS:
Financial Aid probation status is assigned for one semester. During that semester you will be eligible to continue to receive financial aid, but must meet all Satisfactory Academic Progress standards by the end of the probation semester to be reinstated for future semesters. Failure to do so will result in disqualification until all Satisfactory Academic Progress standards have been met.

DISQUALIFICATION:
Loss of eligibility for all federal and state financial aid programs, except for enrollment fee waivers.

APPEAL PROCESS:
You may appeal disqualification from Financial Aid eligibility by submitting an appeal form to the Financial Aid Office. Appeals must include a COMPLETE Education Plan signed by an academic counselor. Any extenuating circumstances should be explained and documented. The Financial Aid Director and the Financial Aid Specialists from each campus review appeals. Appeals are rejected or approved based on the seriousness of any mitigating circumstances and overall academic record. The Financial Aid Office reserves the right to reinstate financial aid eligibility or extend probation periods based on the information presented during the appeal process.