

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 do not maintain satisfactory academic progress, you will be disqualified from receiving financial aid or be placed on financial aid probation.**

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. All students receiving financial aid at College of Marin must maintain a cumulative 2.00 GPA, which is the equivalent of a 'C' average.

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, financial aid recipients must complete their program within 150% of the program requirements as stated in the college catalogue; the maximum cumulative units allowed to complete 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. Extenuating circumstances, such as illness, documented learning disabilities, or other exceptional circumstances will be taken under consideration.

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, 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).

SATISFACTORY ACADEMIC PROGRESS - REVIEW POLICY

Satisfactory Academic Progress is evaluated for all applicants during the file review process, before a financial aid award is made. Each student receiving financial aid from any federal program will be 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.** Failure to meet these standards will result in probation status for the following semester. Failure to meet these standards for two consecutive semesters will result in disqualification.

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 explanation 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.

STUDENT FINANCIAL AID RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

You have the right to information about:

1. The academic programs of the college
2. The cost of tuition and fees and the refund policy
3. Available financial aid programs, eligibility requirements, funding policies and procedures
4. The selection criteria for awarding limited financial aid funds
5. How your financial need and eligibility for funds is determined
6. How your financial aid package was determined
7. The Satisfactory Academic Progress requirements for financial aid recipients
8. The policies and procedures for financial aid disbursements
9. Interest rates, repayment terms, and deferment provisions for student loans

You have the right to appeal if you are denied financial aid or are disqualified from financial aid programs on the basis of Satisfactory Academic Progress requirements.

You have the right to make an appointment and meet with a Financial Aid officer if you have any questions at any time.

STUDENT RESPONSIBILITIES

It is your responsibility to use any federal or state funds awarded to you ONLY for expenses related your attendance at College of Marin and your living expenses during your time of enrollment in your program of study.

It is your responsibility to:

1. Provide complete, truthful, and accurate information on all financial aid application forms
2. Maintain Satisfactory Academic Progress standards
3. Enroll in a program of study leading to a degree, certificate, or transfer as outlined in the College catalogue
4. Read all information sent to you
5. Comply with all deadlines, requirements, and procedures
6. Notify the Financial Aid Office of any change in educational program or enrollment
7. Update any changes in address or contact info through the Admissions & Records office or the Student Portal
8. Review financial aid checks you receive for errors (name, amount, etc.)
9. Notify the Financial Aid office if you are attending another school or receiving financial aid from another school

If you have borrowed from federal student loan programs, you have the responsibility to notify the Financial Aid Office and the Dept of Education or collection agency of any change in any of the following:

- Enrollment status
- Deferment eligibility
- Name or Address
- School of attendance