

2022-2023 Catalog **Addendum**

This catalog addendum reflects updates to the 2022-2023 Catalog.

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www.solano.edu

A public community college serving the Northern California communities of
Benicia, Dixon, Fairfield, Suisun, Travis Air Force Base,
Vacaville, Vallejo, and Winters

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SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Solano Community College (SCC) evaluates the satisfactory academic progress of all enrolled students at the end of each term in order to determine a student's eligibility for federal aid (e.g. Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Direct Loans) and Cal Grants in the following term. Note that the evaluation looks at all periods of a student's enrollment, including those in which the student did not receive Title IV aid.

After grades post at the end of a term, the Financial Aid office will use the standards and procedures below to evaluate whether the student is still eligible to receive federal financial aid and/or Cal Grants.

Qualitative standards

To receive Title IV aid, students must maintain good grades.

- Students must have a cumulative grade point average (GPA) of 2.0 or better on a 4.0 scale. This means that you have received a C grade or better in most of your classes.
- Grades for remedial and ESL courses count in the GPA calculation.
- Grades for transfer courses will also count in the GPA calculation if the records office has entered them into the student information system.

Quantitative standards

To receive Title IV aid, students must also demonstrate that they are completing their programs in a timely fashion.

- Students must complete at least 67% of the cumulative number of SCC units attempted at each SAP evaluation.
 - The pace of completion is computed by dividing the total number of institutional units completed by the total number of units attempted.
- A student may not attempt more than 150% of the published amount of units required to complete the program in which the student is enrolled.
 - For example, most AA/AS degrees are 60 units long, so their maximum time frame is 90 units. Once a student has attempted 90 units, they are no longer eligible for Title IV aid and must appeal to receive aid in subsequent terms.
 - For eligible certificate programs, maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 units maximum).
 - All attempted units are counted in the calculation of the 150% program limits, including:
 - any accepted transfer units;
 - courses for which a student has received a grade of "W"; and
 - any incomplete courses.

Warning status

When students fail to meet one of the standards above, the Financial Aid office will place them on "Warning" status for the next term (assuming they were not already on warning, probation, or ineligible status for the term that was evaluated).

- Students may receive financial aid while on "Warning" status.
- Students who meet all SAP standards at the end of their Warning semester become fully eligible again in the following term.
- Students not making SAP at the end of the warning period are determined to be ineligible for financial aid.

Reestablishing Eligibility

- Students may reestablish their eligibility by taking classes without receiving Title IV aid and meeting all qualitative and quantitative SAP standards listed above.
- Any grade changes that occur will be assessed at the request of the student.
- Unlike some state programs, sitting out one semester or longer will not reestablish eligibility for federal financial aid and/or Cal Grants.
- Students returning to Solano after an extended time should contact the Financial Aid office to revisit their eligibility.

Appeal Process

Students determined ineligible for federal financial aid due to unsatisfactory academic progress may submit an appeal if they had extenuating circumstances that affected their ability to perform well in school.

- Appeals require the following documentation:
 - Typed, signed, and dated statement that includes:
 - What extenuating circumstances caused the student to fall below the SAP standards;
 - What has changed that will allow the student to meet the standards and successfully complete their program of study; AND
 - Sufficient detail for a person unfamiliar with the student's situation to make a decision based on the statement alone.
 - A comprehensive Student Education Plan (SEP)
 - Any additional information requested by the financial aid office
- The Financial Aid office will review each appeal on a case-by-case basis and inform the student of the results of the appeal. Note that submitting an appeal is not a guarantee that the appeal will be approved.

Probation

- Students who receive an approval for their SAP appeal will be placed on probation status.
- Students may receive financial aid during terms of probation.
- Students must complete 67% of their units attempted with a 2.0 GPA each semester while on probation.
 - The SEP submitted with the initial appeal sets the length of time in which the student is supposed to complete their program of study
 - If the student completes 67% of their units attempted with a 2.0 GPA each term, they can stay on probation until they have reached the final term indicated in the SEP.
- If a student on probation status fails to meet the pace of completion and GPA requirements, they will be deemed ineligible for the following term.
 - Any future appeals will have a higher level of scrutiny applied since the student failed to meet the conditions of the first one.

Course repetition, withdrawals, and incompletes

- If a student has earned a passing grade in a course, they may only repeat it once and receive Title IV aid for it. Exceptions may include art, music, and/or athletic courses that students may take each term to stay in practice.
- If a student withdraws from a course, it will not be considered a repeat attempt.
- Incomplete grades will not be considered passing grades in a SAP evaluation. Once an incomplete course has been completed, the resulting grade will be used in subsequent SAP evaluations. Previous evaluations that used the incomplete grade will not be re-evaluated.

Changing or adding programs of study

- SAP will be evaluated based on the student's primary declared program of study.
- Any SCC units used to pursue other programs of study (former or concurrent) will be used in the evaluation.
- Students can expect to appeal when they've reached the maximum timeframe for their primary declared program of study even if they have remaining coursework in a second certificate or degree program

RETURN TO TITLE IV FUNDS POLICY

In some cases, federal regulations require the financial aid office to calculate the “earned amount” of a student’s award and ensure that the “unearned amount” is returned to the agency that oversees federal student aid programs. This process is known as “Return to Title IV Funds” or “R2T4.”

The following award types are subject to R2T4 regulations:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans

Note that Federal Work Study (FWS) funds are not included in this list. Likewise, R2T4 calculations are not performed on state, local, and institutional awards (although each program may have its own rules requiring the return of funds).

What triggers an R2T4 calculation

There are two general situations in which a calculation must be performed:

1. The student notifies the school of their intent to withdraw from all classes or begins the official withdrawal process. This is known as an “official withdrawal.”
 - a. The withdrawal date used will be the date that the student notified the school of their intention to withdraw or began the official withdrawal process.
2. After the payment period is over, the school finds that a student finished the payment period with a collection of “F” and “W” grades. This is known as an “unofficial withdrawal.”
 - a. As Solano Community College is not required to take attendance, we will use the midpoint (50% mark) of the payment period for the withdrawal date.

An R2T4 calculation is not required when:

- The student never actually began attendance for the payment period. In this case, *all* disbursed Title IV funds must be returned to the Title IV programs.
- The student had begun attendance but was not eligible to receive Title IV funds due to an eligibility reason (unsatisfactory academic progress, appeal denials, incomplete verification materials, ineligible program of study, etc.). In this case, no Title IV funds should have been disbursed, but if any were disbursed, the entire amount must be returned.

How the R2T4 calculation works

Students are considered to have earned aid in proportion to the amount of time in the payment period that they remained enrolled in classes. The longer that the student remained in their classes (the later the withdrawal date), the more of their aid will be considered “earned.” Once the student has been

enrolled for 60% of the payment period, they are considered to have earned 100% of their federal financial aid award for the period.

Note that different R2T4 rules apply to students who are only taking courses that are shorter than the length of the term (e.g. an 8 week course in fall or a 4-week course in summer). Full descriptions of the calculations and their components are available online in Volume 5 of the FSA Handbook for the award year in question. See <https://fsapartners.ed.gov/knowledge-center/fsa-handbook>.

The calculation ultimately determines the amount of the student return (the amount for which the student is responsible, if any), the institutional return (the amount for which the institution is responsible, if any), and/or a post-withdrawal disbursement (if applicable; see below).

Student returns

This is the amount the student must return to the government. A notice will be sent when we have performed the R2T4 calculation. A student **MUST** repay the full amount to SCC Cashier Office within 45 days of their date of withdrawal. If unpaid, the outstanding amount will be referred as an overpayment to the US Department of Education for debt collection.

Students in an overpayment status for federal funds will **NOT** be able to receive any additional financial aid disbursements at **any** college or university until repayment has been made in full.

Institutional returns

Solano will return this amount to the government and will charge the debt on your MySolano Student account for repayment.

- You may be eligible to continue receiving financial aid disbursements if you owe this portion.
- Owing this debt to the College will block/prevent you from enrolling/registering in future terms, accessing transcripts, and viewing your grades.

Order of returns

If the calculation finds that a student has been disbursed “unearned aid,” then student and institutional returns must be made (up to the total net amount of the award) in the following order:

1. Unsubsidized Direct Federal Stafford Loan
2. Subsidized Direct Federal Stafford Loan
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grant (FSEOG)

Post-Withdrawal Disbursements

If the R2T4 calculation shows that a student received less Federal Student Aid than the “earned amount,” SCC will offer them a post-withdrawal disbursement of the earned aid that was not received. The student must respond quickly—within 14 days—if they hope to have a post-withdrawal disbursement of grant funds (Pell or FSEOG).

If a student attended classes but was not eligible for any Title IV aid prior to withdrawing, these regulations do not apply.

Timeframes

- Within 30 days of the determination that a student has withdrawn, an R2T4 calculation must be performed.
- Within 45 days of the date of determination, any unearned funds must be returned to Title IV funds.
- If the student is eligible for a post-withdrawal disbursement, that offer must be made within 30 days of the determination (and the student has at least 14 days to provide their consent to that disbursement).
- Post-withdrawal disbursements of grants must be made within 45 days of the determination that the student has withdrawn and post-withdrawal disbursements of loan funds must be made within 180 days of that determination.