

The FAFSA is available in the Financial Aid Office, most high school counseling offices, or from FAFSA's website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Priority deadlines are:

- Fall Semester            June 1
- Spring Semester        November 3
- Summer Terms         March 1

#### **INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID**

Federal law requires that to receive financial aid, students must be making satisfactory progress in their course of study. CCCCD requires the following standards:

##### **Incremental Measurement of Progress**

Each semester, the Financial Aid Office evaluates the satisfactory academic progress of CCCCD students that receive financial aid, including grade point averages. The number of hours completed are checked at least once each academic year.

##### **Completion Requirements**

1. The maximum number of hours a student may attempt is limited to 90 credit hours. A student will be deemed making progress once demonstrating he/she will graduate within 150% of his/her degree program.
2. Enrollment status (hours attempted) is determined by the student's enrollment on the census date (twelfth class day during the fall and spring semesters; fourth class day during the summer sessions).
3. Twelve or more hours is considered full-time. Nine to 11 hours is considered three-quarter-time. Six to eight hours is considered half-time.
4. Students enrolled on a full-time status must complete 24 semester credit hours per academic year (an academic year equals two regular 16-week semesters plus summer sessions).
5. Students enrolled less than full-time must complete a proportionate number of hours per academic year (e.g., three-quarter-time = 18 semester credit hours; half-time = 12 semester credit hours).
6. Courses in which students earned a final grade of "A", "B", "C", or "D" are used to compile hours completed. Withdrawals, incomplete

courses, repeated courses, and noncredit remedial coursework are counted toward attempted hours. Students who withdraw from all classes will be immediately ineligible for financial aid the next semester or term enrolled at CCCCD.

##### **Grade Point Average (GPA) Requirements**

1. A student who has a cumulative GPA of 2.0 or above and meets the Completion Requirements is considered to be making satisfactory academic progress.
2. A student who has attempted less than 30 semester hours with a first-time cumulative GPA of 1.67 or above is considered eligible for financial aid for one semester.

##### **Failure to Meet the Standards of Academic Progress**

1. Any student on academic suspension is not eligible for financial aid.
2. A student who withdraws from CCCCD while receiving financial aid is not eligible for additional financial aid until an equal number of hours is completed at the student's expense.
3. A student who is denied aid under this policy is again eligible when the student documents that he/she meets the Completion and Grade Point Average Requirements.

##### **Appeal Process**

1. Student aid regulations allow a student to appeal an adverse satisfactory academic progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other special circumstances.
2. A student who wishes to appeal shall do so in writing to the Financial Aid Office within 21 calendar days of notice of the adverse finding.
3. A student whose appeal is denied by the Financial Aid Office may appeal to the Financial Aid Task Force. The student must provide written notice to the Financial Aid Office of the intent to appeal within 14 calendar days of the notice of the denial.
4. Subsequent to the denial by the Financial Aid Task Force, a student may seek an administrative appeal from the Vice President of Student Development.