

# Career Technical Education Financial Aid and Assistance

## Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process

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Under guidelines established by the Department of Education, Ventura Adult and Continuing Education must monitor its FSA recipients to ensure that they are meeting satisfactory progress standards. Regulations require Ventura Adult and Continuing Education to develop reasonable standards for measuring academic progress and to apply those standards consistently to all students within identifiable categories. Ventura Adult and Continuing Education will apply both a qualitative and quantitative measure in determining a student's academic progress.

Using a qualitative measure, Ventura Adult and Continuing Education, will use the equivalent of a Grade Point Average (GPA). Although course work is not measured by a GPA in the true sense of the definition, instructors measure the quality of work turned in by a student and translate the progress into a standard letter grade using the traditional GPA as a measuring tool. Ventura Adult and Continuing Education defines a student using the qualitative measure as one who is maintaining a "C" average, or a 2.0 average.

To quantify a student's academic progress, Ventura Adult and Continuing Education will adhere to the Department of Education's guidelines. Regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, credit hours attempted or clock hours completed as appropriate. At Ventura Adult and Continuing Education, we measure program length in clock hours.

To ensure that a student is making sufficient progress throughout the course of study, Ventura Adult and Continuing Education, will divide all eligible programs into equal evaluation periods called increments. These increments will not be longer than half of the program or academic year (900 hours), whichever is less. If a program is 700 clock hours, the increment will not exceed 350 clock hours. The method by which financial assistance disbursements will be made to the students and the frequency of those disbursements coincide with the evaluation period increments.

Ventura Adult and Continuing Education will compare the number of hours the student has completed to the number of hours the student could have completed. The calculation will enable our institution to determine whether the student is progressing at a rate that will allow him or her to finish the program within the maximum time frame. (150%)

A student who does not maintain a "C" average or has not completed the specified number of hours will be placed on WARNING status. The student will remain on WARNING status until he or she brings his or her course work up to an acceptable GPA (2.0) and/or completes the specified number of clock hours in an increment. During the time a student is on warning status, financial aid may be in jeopardy. The student's SAP will be reevaluated at the end of the second payment period. If the student has not attained SAP, Eligibility – Satisfactory Academic Progress, Academic Plan, and Appeal Process (continued) at this time, the student will be put on academic probation. For programs over 900 hours in length, the student must achieve SAP by the second payment period or he or she will be ineligible to receive further financial aid.

A student will be put on academic financial aid probation when he or she has failed to meet SAP for two consecutive increments.

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When it is determined that a student is no longer eligible to receive financial aid and that student withdraws from a program, Ventura Adult and Continuing Education will make an assessment as to what the student may be able to retain from his or her financial aid. Should a refund be due, Ventura Adult and Continuing Education will advise the student and make the appropriate adjustments on their account.

Under qualitative guidelines, students must complete all course work and have their work reviewed and accepted by the instructor for a passing grade. Should a student refuse to complete assignments, this will have adverse consequences on the amount of FSA that may be available. Each student will be counseled on a case-by-case basis. The program counselor or administrator will develop an academic plan for those students who do not meet SAP during their monthly program reviews.

The academic plan will set the conditions for insuring that the student will be able to meet SAP by a specific point in time. Those students with academic plans will be monitored on a monthly basis by the program counselor or administrator. Instructors will provide daily attendance and pacing information as well as GPAs to the counselor/administrator responsible for monitoring SAP to assure adherence to the academic plan. Students will be reinstated to eligibility if they adhere to the conditions outlined in the academic plan and may continue to receive financial aid while on academic probation.

A student may appeal a determination on his or her level of satisfactory academic progress. The student must request an appeal in writing to the program administrator for consideration. All appeals should include specific information regarding what has changed that will allow a student to achieve SAP at the next evaluation. Students can demonstrate their proficiency by showing an instructor or instructors their level of competence by testing out in a particular field or fields of study. The student must achieve an acceptable passing mark to establish their satisfactory progress level. Failure to clearly demonstrate their level of satisfactory progress will affect their FSA funding. Such scenarios will be addressed on a case-by-case basis and any student involved in this process will be duly counseled by, administrator(s), instructor(s) and a financial aid representative.

If a student on probation fails to meet the SAP standards of Ventura Adult and Continuing Education, he or she will not be allowed to receive further aid from the FSA Programs. The student may appeal SAP probation in cases of serious illness, severe injury, or a death in the immediate family. Ventura Adult and Continuing Education reserves the right to grant an appeal if the student can clearly demonstrate that he or she fits into one of the categories mentioned above. Ventura Adult and Continuing Education will review each appeal on a case-by-case basis and will document the appeal process findings.

A student may be paid for the payment period in which he or she regains satisfactory academic progress, but cannot be paid for any payment period for which the standards were not met. For Direct Loans, a student who does not meet satisfactory academic standards at the beginning of an academic year but later meets the standards in the academic award year is eligible for the entire period of enrollment in which he or she met the satisfactory academic progress standards.

For more information regarding the terms of any loan received as part of the students financial assistance package is located in the "Financial Aid Policies and Procedures Manual and Consumer Information."