



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

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OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

SATISFACTORY ACADEMIC PROGRESS

Policy and Procedures

Policy

Students who receive Federal financial aid are required to have their grades evaluated upon thirty days of attendance and at the midpoint of training. Federal financial aid includes the following: Federal Pell Grant. The student GPA will be reviewed by the financial aid office after the end of each increment. There are two components to this review; both quantitative and qualitative measures. A student must meet both measures at each increment. The procedure is as follows:

QUALITATIVE

All programs require 80% attendance to meet SAP requirements.

QUANTITATIVE

Pace:

$$\frac{\text{Cumulative number of hours (credit hours) successfully completed}}{\text{Cumulative number of hours (credit hours) attempted}}$$

Maximum Timeframe

The maximum timeframe in which students are expected to finish a program is 150% of a program's length. As a result, students must complete a minimum of 67% of days attempted in each increment in order to be making progress towards graduation. If a student completes 67% of the scheduled days of the program, the student should complete the program within the maximum time frame. This is applicable at any enrollment status, as it is designed to measure completion appropriately for each student, regardless of enrollment status.

Financial Aid Warning

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures indicated above during the training program and at the conclusion of a payment period. A student assigned a Financial Aid Warning will be notified in writing.

Financial Aid Suspension

Financial Aid Suspension status is assigned to a student who fails to make SAP or does not fulfill the requirements set forth in his or her academic plan when placed on Financial Aid Probation. A student who is placed on Financial Aid Suspension may only receive financial aid if the student re-establishes eligibility by meeting the standards set forth in this policy.

Reinstatement of Financial Aid – Appeal Process

Students who have lost their Federal financial aid eligibility are permitted to appeal provided the following:

**Student submits letter to the Financial Aid Department.*

In the letter, the following questions must be answered in order for the appeal to be considered:

- Why has the student failed to make satisfactory academic progress? Please provide specific examples such as medical, family emergency or hardship, or other extenuating circumstances.
- What has changed that will allow the student to make satisfactory academic progress at the next review?

The appeal decision will be reviewed and decided within one week of receipt of the appeal.