



# Satisfactory Academic Progress (SAP) Standards and Financial Aid Agreement

This document contains information that you need to read and understand regarding Satisfactory Academic Progress (SAP) and related issues at Southern California Institute of Architecture (SCI-Arc). On the accompanying form please place your initials next to each standard as you read it in this booklet. When you've read all of the components of SAP and the Financial Aid Agreement, sign and date the form and return it to the Financial Aid Office. Keep this document for your records.

Federal financial aid guidelines require that the SCI-Arc Financial Aid Office verifies each student's SAP for current and future financial aid. We have compiled these guidelines and incorporated the SCI-Arc policies into one document for your convenience.

To be eligible for financial aid, you must be enrolled as a regular student in an eligible program. You must complete courses that lead towards a degree (B.Arch or M.Arch). It is your responsibility to know your educational goal and the requirements to meet it. Any questions regarding academic advisement should be addressed by the Academic Counselor. It is your responsibility to keep the Financial Aid Office informed of changes in your enrollment status.

## ENROLLMENT STATUS

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### Undergraduates

You will be awarded financial aid based on your financial aid need, citizenship, the availability of funds and the number of units in which you are enrolled each semester. The table lists enrollment status and Pell Grant amounts:

Enrollment Status		Pell Grant Award	
12+ units	→ Full-time enrollment	12+ units	→ 100%
9–11 units	→ 3/4 time enrollment	9–11 units	→ 75%
6–8.5 units	→ 1/2 time enrollment	6–8.5 units	→ 50%
< 6 units	→ < 1/2 time enrollment	< 6 units	→ 25%

If you are enrolled in courses which are less than 15 weeks in length during the fall or spring semester(s), those units will be counted toward the total units for the entire semester. Payment of Pell Grant money during the summer sessions is determined using a prorated formula. Please ask a Financial Aid Office representative to explain the formula to you and determine if you would be eligible for Pell during any given summer session.

### Graduates

You must maintain at least half-time enrollment to receive financial aid.

Enrollment Status	
9–11 units	→ Full-time enrollment
6–8.5 units	→ 1/2 time enrollment
< 6 units	→ < 1/2 time enrollment

## QUANTITATIVE AND QUALITATIVE PROGRESS

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In order to be eligible for financial aid, you must make progress toward your educational goal. The SCI-Arc Financial Aid Office monitors that progress using two criteria – Quantitative Progress and Qualitative Progress. What follows is an explanation of each one:

### Quantitative Progress

You are required to complete at least 75% of the total number of units in which you enroll in each semester. The table below lists the number of units you must complete each semester, based upon your enrollment status:



<u>Undergraduate</u>		<u>Quantitative</u>
<u>Enrollment Status</u>		<u>Progress Requirements</u>
Full-time enrollment	→	Must complete 9 units
3/4 time enrollment	→	Must complete 7 units
1/2 time enrollment	→	Must complete 5 units
< 1/2 time enrollment	→	Must complete all units

<u>Graduate</u>		<u>Quantitative</u>
<u>Enrollment Status</u>		<u>Progress Requirements</u>
Full-time enrollment	→	Must complete 6 units
1/2 time enrollment	→	Must complete 4 units
< 1/2 time enrollment	→	Must complete all units

### Qualitative Progress

You are required to maintain a cumulative Grade Point Average (GPA) of at least 2.7. The GPA standard is used at all times in the determination of eligibility for financial aid, even when you do not receive financial aid.

Quantitative and Qualitative Progress standards are checked once per academic year at the end of the spring semester and include all periods during which you were enrolled (summer session(s), fall & spring semesters).

It is your responsibility to make sure that you meet both of these progress standards.

### GPA Equivalents

CR+	→	4.0
CR	→	3.35
CR-	→	2.7
CCR	→	2.0
NC	→	0.0
I	→	0.0
W	→	0.0

### Other Factors Considered for Satisfactory Academic Progress

1. Term Count—The Federal Government has placed limits on the number of semesters a student can receive financial aid. For a SCI-Arc student, it is 15 semesters of full time enrollment or the equivalent as a part-time student. Transfer students are calculated by the studio level they are accepted at. For example, if an undergraduate transfer student is accepted as a 2A, he/she will have eight semesters of eligibility with a maximum limit of 12 semesters.
2. Studio—SCI-Arc's policy is that a student must maintain a 2.7 or better in studio. If the GPA drops below 2.7, the student must have a meeting with the program chair who will determine if the student can continue onto the next level. Students who receive two consecutive CCR grades must repeat the most recent studio and receive a CR or better. Students who receive two consecutive NC's in studios will be dismissed from SCI-Arc.
3. Seminars—Students who receive two NC's in seminars will be placed on academic warning.
4. Cumulative GPA—Students with an overall GPA of 2.7 or below will be placed on academic warning. The GPA must be raised during the next semester. If not, he or she must meet with the program chair to determine if the student can continue studies at SCI-Arc.
5. Withdrawal, Leave of Absence and Refund Policy—Up to the first day of class, the student will receive 100% refund except for the \$100 registration fee (continuing students) or the non-refundable deposit (new students). All loans and grants will be sent back to the proper institutions with no penalties. On the first day of class and thereafter, the SCI-Arc refund schedule is as follows:

<u>Refund</u>	<u>Time from the first day of classes</u>
100%	→ 1–7 weeks
90%	→ 8–10 weeks
50%	→ 11–19 weeks
25%	→ 20–37 weeks
0%	→ After 38 weeks

6. The federal financial aid (Pell Grant, Supplemental Education Opportunity Grant [SEOG], or Federal Direct Stafford Loan program disbursed to the school on your behalf;
7. All registration fees (Administrative Fee, Student Union Fee).  
You will only be liable for repayment if you withdraw completely

(i.e. drop all of your classes) from SCI-Arc. In the event you are required to repay financial aid funds, the Financial Office will notify you in writing of the amount you owe. Your academic records will be placed on "hold" until repayment is made.



## FINANCIAL AID STATUS:

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As stated above, you are required to meet Quantitative and Qualitative Progress standards at all times. If you fail to do so, you will be placed on Financial Aid Probation or Financial Aid Termination status at the end of the academic year in which you failed to maintain either standard. Probation and Termination statuses are defined as follows:

**Financial Aid Probation Status:** Failure to meet Quantitative or Qualitative Progress standard(s) during the prior academic year. A Probation letter will be sent to you at the address on file in the Financial Aid Office informing you of your status and explaining what you need to do to correct this situation.

**Financial Aid Termination Status:** If you do not correct the situation which caused you to be placed on Financial Aid Probation status, or once you have received aid over the allowed number of semesters, you will be placed on Financial Aid Termination Status and you will not be eligible for any financial aid (including the Stafford Loan Program). A letter will be sent to you at the address on file in the Financial Aid Office informing you of your status and what you may do in terms of filing an appeal.

**Appeals:** Students suspended from receiving financial aid funds may appeal in writing to the Director of Financial Aid. A committee, that may include the Academic Counselor, Registrar and your Program chair, will meet on a case-by-case basis. Their decision will be sent in writing to the address on file.

Appeals must include documentation supporting the unavoidable circumstances which created the academic problem. Factors that are considered in reviewing an appeal include, but are not limited to: academic history, class standing, number of semesters aid was received, ratio of loans to units completed, previous deficiencies and appeals, and extenuating or unavoidable circumstances.

Note: While a medical emergency may be grounds for an appeal, chronic medical conditions are not and should have been taken into account during the academic planning process.

**Educational Goal Guidelines:** Failure to take personal responsibility for your education will not be considered a good reason to have failed to maintain SAP standards. As a college student, you are responsible for your educational goal(s), and you are expected to:

- Meet with a Counselor
- Read and understand financial aid instructions and materials
- Take courses consistent with your educational goal
- Meet SCI-Arc and financial aid deadlines
- Do your best to complete the units in which you enroll
- Maintain your GPA at or above 2.7.
- Read and understand the SCI-Arc General Catalog
- Attend your classes regularly and consistently
- Decide on and plan for your educational goal
- Seek tutoring and/or other services (if needed) to help you be successful in college
- And most importantly, always—if you are not sure of something— ASK QUESTIONS!

**Other Grounds for Termination from Financial Aid:** Financial aid is provided for students who qualify, and the SCI-Arc Financial Aid Office complies with all state and federal regulations governing their provisions. Besides failure to maintain Quantitative and Qualitative Academic Progress and exceeding the maximum number of semesters to receive financial aid, there are a number of reasons why you could be terminated from financial aid. It is your responsibility to understand the financial aid rules as they are explained to you in publications such as the Free Application for Federal Student Aid (FAFSA), and the Student Guide to Financial Aid.



#### **Grounds for Terminating Financial Aid Include**

1. You are only eligible to receive financial aid at one college and/or university at a time. If you are enrolled at more than one college and/or university, you should only receive financial aid from one of the institutions you attend. This aid includes: Pell Grants, Federal Work-Study (FWS), Supplemental Educational Opportunity Grants (SEOG), Cal Grants and Federal Direct Loan Programs. Scholarships are not included in this prohibition. If you attended more than one college and/or university at the same time, check with each institution regarding their rules about scholarship eligibility. If you receive financial aid from more than one college or university during the same time period, you may be terminated from financial aid. You could be required to pay back the money to at least one of the institutions and you may be referred to the Department of Education Division of Fraud and Abuse.
2. Financial aid will be terminated if you fail to submit or knowingly provide false information on any documents required by SCI- Arc or any other college and/or university. These documents include but are not limited to: The SCI-Arc admissions application, the FAFSA, supplemental financial aid documents (verification worksheet, certifications and acknowledgements, SCI-Arc Financial Aid Application, etc.) financial aid transcripts, academic transcripts, financial aid appeals, consortium agreements, or federal income tax returns.
3. Your financial aid application may be delayed or your file closed if you do not provide all required documents. You may be terminated from financial aid if you do not provide required documents or if you knowingly provide false information in order to receive financial aid.

#### **FAMILY EDUCATION RIGHT TO PRIVACY ACT (FERPA)**

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The Federal Privacy Act (FERPA) prohibits the provision of confidential student information to persons other than the student unless you have provided a written waiver specifying to whom information about you can be given. That is why we cannot give out information to you over the telephone - it is for YOUR protection! We strive to provide you with the best, most timely and accurate service possible. The Financial Aid Office, in order to maintain a record of our dealings with you, conducts most of its business with you by email. It is your responsibility to keep the Financial Aid Office informed of your current email address and telephone number.

# SCI-Arc

## Financial Aid Agreement

A. Eligibility for financial aid at SCI-Arc requires the following:

1. Completion and submission of the FAFSA and all appropriate forms. The SCI-Arc Federal Code Number is **014073**.
  2. Declare an educational goal with the Academic Counselor.
- J. Students interested in the Federal Work-Study

B. Students applying for financial aid need to start early (January).

It is the student's responsibility to inform the Financial Aid Office if they plan to attend SCI-Arc and to obtain additional forms either by downloading from the [my.sciarc.edu](http://my.sciarc.edu) website or by picking it up from the office when they have received a copy of their SAR acknowledgement.

C. The determination of financial aid eligibility is a lengthy process. Students applying for aid should plan ahead to have sufficient money available to cover the cost of registration, fees, books, supplies, materials and lab fees. Moving costs are not covered by financial aid.

D. Ability to Benefit: Students must have a G.E.D. or high school diploma in order to be eligible for Title IV Federal financial aid.

E. Students receiving aid are to use these funds only to cover the cost of books, fees, living expenses and other related educational costs.

F. Students who are enrolled in courses that are not mandatory to their degree plan are not eligible for federal aid (Pell Grant, Supplemental Education Opportunity Grant (SEOG), or Direct Stafford or Direct PLUS Loan Programs).

G. Students on financial aid are required to notify the Registrar and/or Academic Counselor of any changes in address or email address. Students can update their own address through the SCI-Arc portal. Failure to do so may delay your financial aid check or other processes.

H. Students applying for financial aid must submit an official academic transcript from all colleges and universities attended. These transcripts must be sent to the Admissions Office. Students should have transcripts evaluated. Contact the Academic Counselor to make arrangements for transcript evaluation.

I. Students should report to the Financial Aid Office if their financial circumstances change significantly.

J. (FWS) program must complete the separate FWS application. The separate FWS application must be submitted to the Financial Aid Office by the third week of classes.

K. Students on Federal Work-Study (FWS) are required to comply with reasonable requirements set by the FWS supervisor. Failure to do so will result in loss of FWS eligibility.

L. Once a student receives a "Financial Aid Award Letter," the student may apply for a student loan under the William D. Ford Federal Direct Loan Program. Please refer to the [my.sciarc.edu](http://my.sciarc.edu) website on the Financial Aid page. The Preferred Lender List for private loans can be found at the bottom of every program level's page.

M. The SCI-Arc Financial Aid Office understands that students have many different financial situations, and provides various programs to assist them in financing their education. Due to the federal regulatory nature of the banking and lending industries, the Financial Aid Office may review the student loan application and, on a case-by-case basis, delay or deny certification of the student's loan.

N. All loan disbursements, grants and scholarships will be credited to the student's account. Tuition and fees will be deducted. Any remaining monies will be refunded to the student. Any balance due will be the sole responsibility of the student and must be paid in full prior to being allowed to register for classes.

O. All males born after December 31, 1959, must register with the Selective Service. If you believe that you are not required to register, call the Selective Service Office at (847) 688-6888 or go to [www.sss.gov](http://www.sss.gov) for information regarding exemptions.

P. Information on your financial status may be made available to scholarship donors.

Q. Failure to attend classes for which payments have been made will have serious consequences, including registration holds, record holds and repayment of funds.



# Satisfactory Academic Progress (SAP) Financial Aid Agreement

Last Name:

First Name:

Student #:

Social Security #:

Academic Year:

Email:

After you have read the Satisfactory Academic Progress booklet and Financial Aid Agreement form, please initial next to the topic or component.

↓ Initials

↓ Topic

Quantitative and Qualitative Process

Other Factors Considered for Satisfactory Academic Progress

Financial Aid Status

Appeals

Educational Goal Guidelines

Other Grounds for Termination

Financial Aid Agreement Form

Certification: I have received, read, and understand the Satisfactory Academic Progress (SAP) components and Financial Aid Agreement Form. I have initialed each component topic as I read the material. I also authorize SCI-Arc to transfer any federal and state grants, scholarships or loan proceeds into my student account to cover educational obligations such as institutional charges, paybacks, book vouchers, etc.

Signature:

Date: