

Chaffey College

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The U.S. Department of Education requires that students applying for financial aid, must demonstrate Satisfactory Academic Progress (SAP) toward an AA/AS degree, transfer requirements, or certificate program. This Policy applies to all students whether or not they were recipients of financial aid at Chaffey College or at any other College.

Chaffey College requires students to meet both a qualitative and a quantitative standard for academic progress. All students will be evaluated at the end of each semester to determine if they are meeting SAP standards. In order for students to receive any federal or state financial aid, students must adhere to all of the following SAP standards:

Financial Aid SAP Status

A student is meeting Satisfactory Academic Progress as long as the student:

Maintains a minimum 2.0 cumulative GPA (Qualitative Standard)

- At the time of review, a student's official cumulative grade point average (GPA) is evaluated to determine whether qualitative standards are being met. Students pursuing a course of study leading to an A.A. degree, an A.S. degree, a certificate, or transfer program to a 4-year college or university must maintain at least a 2.00 cumulative grade point average.

Completes a cumulative 67% of all attempted units (Quantitative Standard)

- Federal regulations require that a student receive aid only for courses which meet the student's published declared program of study as published in the Chaffey College catalog. All students are required to successfully complete a minimum of 67% of all units attempted including units transferred to Chaffey College to meet this standard. Completed units are enrolled units for which credit is received and final grades posted.
- Only grades of A, B, C, D, or P are considered units completed. Classes in which a student receives a grade of F, I, NP, IP, W, EW or other will not be counted as units completed for satisfactory academic progress purposes, but the units will be counted as attempted. Students must successfully complete a cumulative minimum of 67% of the units attempted to meet this standard.

Maximum Time Frame Requirement

- Federal Regulations allow students to receive financial aid for a limited time only. A student can only receive financial aid for a maximum of 150% of the school's published program length. Chaffey College measures the progress of all students in attempted semester units. 60 units are the standard for completion of many of the degree programs at Chaffey College. Thus, 90 attempted units are the maximum for which a student can receive financial aid (60 units x 150% = 90 units).
- On a case-by-case basis, students may be permitted to receive financial aid beyond the maximum timeframe if there is a change in major or if a degree or transfer program requires units in excess of 90. If a student transfers in coursework from other institutions, we will count all attempted units accepted in the SAP calculation, for both progress and maximum time frame.
- Academic Renewal is not recognized for financial aid purposes and is always counted in units attempted, GPA calculation, and maximum time frame, even when a more favorable grade was subsequently received, both attempts would be counted.

Repeated, or Remedial Coursework

- Financial aid may be awarded for the cost of courses previously taken if the course is being taken to improve a sub-standard grade of D, F, NP or NC. Financial aid will be awarded a maximum of two times for repeated classes in which a student receives a passing grade (A, B, C, D, CR and P grades are considered passing for financial aid purposes). Repeated units will count toward the 150% maximum units allowed.

- Students on Approved appeal may repeat a course they have previously failed if it is necessary for completion of the degree or certificate, listed on their educational plan and approved by a counselor. Students may repeat, with financial aid, the previously failed course or courses until they receive a passing grade in the course (no F, I, W, EW grades). Students may repeat a course they have previously passed **one time only** if it is necessary for the degree or certificate, listed on the Educational Plan and approved by a counselor (grades of F on the retake course count as the one allowable retake and no further retakes will be funded). Students may submit and SAP Updated Educational Plan form requesting the addition of a course previously taken (while on approved appeal) and must meet the same criteria as the other repeats: the course must be necessary for the degree, listed on the Educational Plan and approved by a counselor.
- EW (Excused Withdrawal) are not part of the calculation. EW's are not considered in completed credits or a student's cumulative grade point average (GPA).

Adding and/or dropping units after the first grant disbursement will require a review and possible adjustment of any future disbursements. Chaffey College Financial Aid office follows all Title IV regulations in relation to financial aid for repeated courses and IP grades.

Students that are meeting Qualitative and/or Quantitative SAP standards and who reach 45 units will receive a **Monitoring** notification to ensure they are on track for completion within the allowable time frame and taking courses they need to reach their academic goal before reaching 150% maximum time frame. Students remain eligible for financial aid.

SAP Warning Status

A financial aid warning allows a student to maintain financial aid eligibility for the next semester after failing to meet Satisfactory Academic Progress (SAP) standards. Warning does not apply to maximum unit timeframe. Some students will be automatically terminated based on previous academic history. Students in a warning status will want to use the next enrolled semester to bring up their cumulative GPA, cumulative completion rate, or both to the SAP standards to be considered eligible for future financial aid.

Ineligible Status

If after warning status, a student failed to achieve the minimum Quantitative and/or Qualitative SAP standards will be placed on **Termination** status and will not be eligible for future financial aid (federal or state, with the exception of the California College Promise Grant). A student can become ineligible for two reasons:

- 1) Student failed to meet SAP standards after their "Warning" semester and/or
- 2) Student exceeds the 150% Maximum Time Frame of program of study.

Students who come to Chaffey College with a prior AA degree will be determined ineligible and must appeal for aid (Maximum Timeframe appeal). Students who come to Chaffey College with a prior bachelor's degree will be determined ineligible and must appeal for aid (Federal Direct Loans and Federal Work Study only).

Reinstatement

Students who are ineligible and now have a cumulative GPA of at least 2.0 and a cumulative 67% of all attempted units or greater, may be reinstated automatically during evaluation period prior to exceeding the Maximum Time Frame. Reinstatement is not retroactive, and you will not receive aid for any semester that you are ineligible.

Appeal Process

Students who become ineligible may appeal their financial aid termination status. All students appealing must submit a complete **Satisfactory Academic Progress Appeal** to the Financial Aid Office with appropriate documentation by the deadlines listed below. Complete appeals are forwarded to the SAP Appeals Committee. Incomplete appeals will be returned to the student unprocessed. Students will be notified once a decision is made via the assigned Panther email. Appeals must be filed during the term of enrollment.

Regulations prohibit students from appealing retroactively for prior terms. Any appeals evaluated after the semester deadline will not be eligible for aid for that term. To appeal, students must document the circumstance for not meeting SAP and must provide official documentation.

2023-2024 SAP Appeals Deadlines

Fall 2023 -11/6/2023

Spring 2024 - 04/8/2024

Summer 2024 -7/8/2024

A student who has is determined ineligible due to failure to make SAP after Warning status may file an appeal, known as a SAP APPEAL. An appeal will be reviewed only for **documented** extenuating circumstances. **Appeals not meeting the definition of "extenuating circumstances" will not be accepted.** Submission of an appeal does **NOT GUARANTEE** reinstatement of a student's financial aid. If an appeal is approved, the student will receive financial aid for the semester at the soonest payment date following approval.

Examples of extenuating circumstances that must be supported by documentation:

Extenuating Circumstance:	Documentation:
Death of an immediate family member	Attach copy of death certificate or obituary
Serious physical or emotional illness of student or immediate family member	Attach medical documentation confirming onset and duration of illness or condition
Accident or injury (Self, child, or parent)	Provide medical and/or other documentation verifying the date and duration of the occurrence
Victim of a crime or unexpected disaster that impacted student's attendance	Provide documentation of insurance claims or other 3 rd - party information and nature of disaster
Student made significant improvement during warning or probation status, completed a term of at least 6 units, with a minimum 2.00 GPA and 67% completion rate OR if in Ineligible status student completed ONE term unaided and met term SAP of 2.00 and 67%	Only for students who significantly improved in prior semester. Complete the Appeal process. Grades for preceding semester will be verified by the Financial Aid Office. Spring 2024 appeals maybe submitted to the Financial Aid Office beginning January 8, 2024.

Maximum Time Frame Appeal (Appeal for Extension)

Appeal for Extensions will not need to submit documentation of extenuating circumstances. However, students will need to submit a SAP Appeal Request Form, a full educational plan, and a brief statement indicating why they have attempted 90 units or more.

NOTE: Change in degree/major without extraordinary circumstances does not constitute sufficient reason for exceeding the 90-unit limit. If the appeal is approved, the student may receive financial aid on probation for one or more semesters until the degree is completed.

Examples of students appealing for exceeding the Maximum Time Frame:

- Completed ESL courses
- Student has reached the maximum time frame of attempted units, but includes remedial coursework, which would reduce the unit attempted total. Up to 30 units for remedial (non-degree applicable) coursework
- High unit majors (Nursing, Vocational Nursing)
- High unit transfer majors (Math, Biology, Chemistry, Physics, Computer Science, Engineering)
- Completed Military or AP courses/credit.
- Change of academic program will be considered on a case by case basis.

Students who have earned a bachelor's degree are not eligible for further Federal Pell Grant aid. Students must complete an appeal (and any other document required to complete their financial file) only if they are interested in receiving Direct Loans or Federal Work-Study. They must have an approved appeal on file to receive Federal Student Loans and Federal Work Study.

The Financial Aid Office may determine to extend a student's maximum timeframe for continued eligibility of financial aid for courses listed on an **approved** Maximum Timeframe appeal provided that the courses in which the student is enrolled apply to the students' program of study or the courses are required for transfer.

Complete SAP appeals include the following items and are submitted via Campus Logic at <https://chaffey.studentforms.com>

1. A detailed statement via Campus Logic that explains the reason for not meeting SAP.
2. Complete GetSAP Counseling session <https://chaffey.get-counseling.com/take-session/16757/intro> and upload verification that you have completed the SAP Counseling session. Must complete "The Key Components to the Satisfactory Academic Progress (SAP) Financial Aid Appeal Process"
3. Supporting documentation that supports your statement for the term(s) you did not meet SAP progress.
4. Upload a copy of Current Comprehensive Student Educational Plan (SEP) Meet with an academic counselor to obtain a comprehensive Educational Plan that clearly states your academic goal, what remaining classes you need to obtain that goal. Please bring this form when you meet with a counselor.

Probation

Students who are not meeting SAP and have successfully appealed are considered to be on Probation. Students will be reinstated for financial aid and placed on "Probation" or on an Academic Plan. In order to remain eligible for financial aid, the student must comply with the conditions of the approved appeal and academic plan. Students on Probation must meet the SAP standards (2.0 GPA & 67% Completion Rate) beginning with the semester of approval in order to maintain their Probation Status. An approved appeal puts the student into a continuous Probation period until they complete the approved time frame or do not meet Satisfactory Academic Progress. If students fail to meet SAP while in on an approved appeal, students will become Ineligible to receive financial aid until they bring their SAP up to Qualitative Standard of 2.0 GPA and 67% completion rate prior to exceeding the Maximum Time Frame.

Academic Plan

Probation students will only receive financial aid for courses that are listed on their Approved Student Educational Plan (SEP), which is submitted with the student's SAP appeal request. If an appeal is submitted in the academic year and approved, funding will only be disbursed for the semester in which they were approved and forward. Eligibility for federal, state and institutional eligibility will be determined after the appeal has been approved. No retroactive disbursements will be made.

If an appeal is approved, students will be monitored after each term. The Appeals Committee may impose conditions for a student's continued eligibility to receive Federal Title IV aid. Students will be advised by email of the appeal's outcome.

Important reminder: Students who are on Warning, Monitoring, Approved appeal or may have been reinstated after Summer, Fall and Spring terms grades posted, may experience a financial aid disbursement delay in their next semester until is evaluated.