



Financial Aid

Satisfactory Academic Progress Policy

Federal and state regulations require students requesting 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), and
- Completes a cumulative 67% of all attempted units (Quantitative Standard) and
- Completes educational program within 150% of the minimum required units for the program to meet the standards required to maintain satisfactory status for financial aid eligibility (Quantitative Standard).

Attempted and Completed units

- Attempted Units include: A, B, C, D, F, CR, P, NC, NP, FW, W, I, IP
- Completed units are units with a grade of: A, B, C, D, CR, P

Repeated, Audited, Transfer, or Remedial Coursework

- Transfer credits from other institutions will be included as attempted and completed units in the SAP calculation, whether or not this is the first time a student is applying for financial aid.
- Courses in which a student receives a grade of F, I, NC, NP, IP, W, or FW will not be counted as completed units for SAP purposes, but will be counted as attempted units.
- 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 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 but are placed on a Monitoring status.

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. At the end of the term, progress will be reviewed to determine if the student now meets SAP. Warning status does not apply to maximum unit timeframe. Some students will be automatically terminated based on previous academic history.

SAP Termination Status

If after the warning status, students who failed to achieve the minimum Quantitative and/or Qualitative SAP standards will be ineligible for future financial aid. A student can become ineligible for two reasons:

- 1) Student failed to meet SAP standards after their "Warning" semester and/or
- 2) Student did not complete educational program within the maximum timeframe allowed

Maximum Time frame

At Chaffey College, 72 units is the maximum for most programs.

Exceptions to this maximum may be considered by appealing if one or more of the following occurred:

- ESL courses necessary to prepare a student for college level coursework were taken
- Basic skills courses were taken
- Up to 30 units for remedial (non-degree applicable) coursework
- There was a change in major (one time only)

The 72-unit limit will include courses students have attempted at Chaffey College **and** all units that have been transferred from all accredited institutions as they will be counted as both attempted and completed units towards the maximum timeframe.

Reinstatement

Students who have been terminated 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 on a SAP termination status may have one approved appeal during their lifetime at Chaffey College. In order to appeal, the student must have extenuating circumstances that occurred during the period that the student did not meet SAP. Also, there must be evidence you will make satisfactory progress in the future. To appeal, the student must document the circumstance for not meeting SAP and must provide official documentation.

Before students can appeal for financial aid, all students are required to complete a Satisfactory Academic Progress (SAP) Appeal Workshop. Appeals must be returned to the Financial Aid Office by the deadlines provided by the Financial Aid Office with appropriate documentation. Incomplete appeals will be returned to the student unprocessed. All information will be submitted to the Financial Aid Appeals Committee for review. Students will be notified once a decision is made by mail. 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.

SAP Probation

Students will be placed on Financial Aid Probation status only if their appeal of termination status is approved to continue receiving financial aid. An educational plan is required for a student on probation. Probation students will only receive financial aid for courses that are listed on their approved Student Educational Plan. The Appeals Committee may impose conditions for a student's continued eligibility to receive Federal Title IV aid.

If the appeal is approved, funding will only be disbursed for the semester in which they were approved and forward. The Appeals Committee will make decisions on a case-by-case basis and appeal approval is not guaranteed. The decision of the Financial Aid Appeals Committee is final.

If the appeal is denied, students are no longer eligible to receive financial aid at Chaffey College. Students must meet reinstatement requirements (see reinstatement above) before any further financial aid may be awarded. Students that have reached or exceeded 72 maximum units will be disqualified and will no longer be eligible to receive financial aid at Chaffey College.

Students on probation must meet the appeal conditions each semester beginning with the semester of approval in order to maintain their Probation status. If students fail to meet SAP while in a Probationary status, they will be terminated from receiving financial aid until they meet reinstatement requirements prior to exceeding the Maximum Time Frame. Failure to follow the Education Plan will result in the appeal being revoked and no further appeals will be allowed.