Tab
Satisfactory
Academic Progress

Disclaimer: We are NOT the Department of Education, we are just two financial aid officers having a good time with our colleagues! If we are right (we knew that), if wrong (we never said that)!

Who does SAP Cover?

- All Title IV Aid Recipients
  - Federal Pell Grant, Federal Supplemental Opportunity Grant, Federal Direct Loans, Federal Work-Study
- All Cal Grant Programs
  - Cal Grants B and C

What does SAP Cover?

- Must be at least as stringent as institutional policy
  - Qualitative: quality of work performed
    - Example cumulative GPA = 2.00
    - Progressive: 1st year can be 1.70; 2nd year must be 2.00
  - Quantitative: progression to degree, certificate or transfer
  - Maximum time frame 150% of program length
    - To complete a program at 150%, many schools use a 67% completion rate.
    - Some schools use a completion rate that is progressive:
      - Example: 1st year = 51%, 2nd year = 75%, 3rd year = 100%

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Year 1 Attempted Units</th>
<th>Year 2 Attempted Units</th>
<th>Year 3 Attempted Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Units</td>
<td>67%</td>
<td>30 Units</td>
<td>90 Units</td>
</tr>
<tr>
<td>63 Units</td>
<td>2.0 GPA</td>
<td>75 units</td>
<td>100%</td>
</tr>
</tbody>
</table>
What happens when SAP is not met?

- **Annually**
  - Lose eligibility.
  - Appeal and placed on probation for 1 pay period only or placed on ed. plan

- **Every Pay Period**
  - Warning (automatic)
  - Below standard lose eligibility
  - Appeal for probation for 1 pay period only or placed on education plan

Recap of Terms

- **Warning**: only used if reviewing SAP after every Pay Period. Can be automatic.
- **Probation**: only used when a student has successfully appealed their SAP.

If a school allows a student to appeal, they must use these terms and definitions in their SAP policy and information to students.

Where are the Regulations

- **Currently**:
  - 668.16(e) Administrative Capabilities
  - 668.32(f) For all Title IV aid
  - 668.34 Must have graduation requirements met by end of 2nd year for full time students (note: by definition, students never exceed 2nd year while in a community college)
Maximum Time Frame 668.34(a)(5)

- Must specify the pace the student must progress to complete within the maximum time frame (e.g., 67%).
- At each evaluation, schools must calculate the ratio of successfully completed/attempted units.
- Policy may exclude up to 30 units of remedial credits.
- Policy must state how transfer credits are treated.

Appeals

- Schools have the right to decide whether to have an appeal process or not.
- The appeal process is an exercise of professional judgment based on mitigating circumstances.
- Examples of acceptable circumstances: death of a relative, injury, illness, or other special circumstance.

What makes up an appeal?

- **Why** did the student fail SAP?
  - Example: automobile accident
- **What has changed** so the student can once again make SAP?
  - Example: entered tutoring program
- Does the student have an Academic Plan?
  - Example: Student Ed Plan (optional) 668.34(a)(9)(ii & iii)
Academic Plan

- **Optional**: School’s choice.
- **Prescriptive**: course-by-course listing that must be or is a recommendation that the student follow.
- **Simple**: must be passing a set % of coursework attempted.
- If a student follows an Academic Plan, the student becomes ‘eligible’ (they are no longer on Warning or Probation).

Student Information about Appeals Process

- School must indicate whether or not it accepts appeals
- The appeal forms and process
- How often are appeals accepted; e.g. per term, per year
- How many times can a student appeal a decision?

Summer

- If school reviews SAP after Fall and Spring but **not** after Summer – the school would be treated as not using every Payment Period and could **not** use **Warning**.

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**11/7/2013**
**Warning**
- Status assigned to a student who fails SAP.
- Can only be used if evaluation is each payment period.
- Can be assigned automatically.

**Probation**
- Status where student did not meet SAP, and successfully appealed.
- Allows payment for only one (1) payment period and then *No Aid* unless student is following an Academic Plan.

**Elements Recap**
- Warning (if used) and Probation
- Treatment of Transfer Credit
- Appeal Process (if used)
- Notice to Students
SAP Policy can Vary by Categories of Students

- Full time or Part-time
- First year or Second year
- Program: Health field students can be done annually.

SAP issues to Define

- Course incompletes
- Course repeats
- Change of major
- Dual major
- Transfer credits
- Course drops/withdrawals
- ESL and remedial courses

Bonus: Repeated Coursework

- Repeated coursework can count towards a student enrollment status
  - In term-based programs.
  - Only once for a class that was previously passed (grade D- or higher).
Resources
- 34 CFR Sections 668.16(e), 668.32(f), 668.42 (c)
- Federal Student Aid Handbook, Volume 1, Chapter 1
- Final Regulations published 10-29-10
- NASFAA Final Program Integrity Rules: Satisfactory Academic Progress
- Great Lakes’ Smart Session on SAP

For Questions Contact
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phurley@glendale.edu
Brian Heinemann
bheinemann@cmccd.edu

Quick SAP Quiz
1. What 2 issues must be addressed in all SAP reviews?
Quick SAP Quiz Answer

1. What 2 issues must be addressed in all SAP reviews?
   **Quantitative & Qualitative**

Quick SAP Quiz

2. Can schools who review annually use ‘Warning’?

Quick SAP Quiz Answer

2. Can schools who review annually use ‘Warning’?
   **No**
Quick SAP Quiz

3. Can schools who review annually place students automatically in ‘Probation’?

Quick SAP Quiz Answer

3. Can schools who review annually place students automatically in ‘Probation’?

No

Quick SAP Quiz

4. Do schools have to allow students to Appeal?
Quick SAP Quiz Answer

4. Do schools have to allow students to Appeal?  
   No

Quick SAP Quiz

5. Can a college set their SAP to be ‘looser’ than their college’s requirements for Student Success?  

Quick SAP Quiz Answer

5. Can a college set their SAP to be ‘looser’ than their college’s requirements for Student Success?  
   No
Quick SAP Quiz

6. Student appeals must contain what 2 items?

Quick SAP Quiz Answer

6. Student appeals must contain what 2 items?

Why they failed SAP and what has changed so they will make SAP.

Quick SAP Quiz

7. Can schools set a maximum number of appeals?
Quick SAP Quiz Answer

7. Can schools set a maximum number of appeals?  
   Yes

Quick SAP Quiz

8. If a school reviews SAP after every Pay Period, can they skip reviewing Summer?  

Quick SAP Quiz Answer

8. If a school reviews SAP after Fall and then after Spring Pay Period, can they skip reviewing Summer?  
   Yes, but they are similar to an Annual Review school and cannot use ‘Warning’ for the Fall and Spring
Quick SAP Quiz

9. Can schools who review Annually have a Probation that is annual in length?

Quick SAP Quiz Answer

9. Can schools who review Annually have a Probation that is annual in length?

No, the SAP review must be after each pay period

Quick SAP Quiz

10. Can a school review their Health students annually while doing their other students each Pay Period
10. Can a school review their Health students annually while doing their other students each Pay Period?

Yes

11. Can a student who is following his Academic Plan but not meeting SAP be considered ‘eligible’ and paid Financial Aid?

Yes
Quick SAP Quiz

12. Do schools have to use Transfer Credits their college accepts in reviewing SAP?

Quick SAP Quiz Answer

12. Do schools have to use Transfer Credits their college accepts in reviewing SAP?

Yes

Thanks for your time!

- The End.
Please print or type. Send this document to the Financial Aid Office with:
1. Copy of the student's SAP appeal form
2. Copy of the student’s current Student Educational Plan
3. If student attended prior institutions, transcripts and evaluation may be required

Student's Name: ________________________________ GCC ID#: __________________

Academic Goal/Major upon Admission: ____________________ Transfer _____ AA/AS _____ Certif _____

Current Academic Goal /Major: _________________________ Transfer _____ AA/AS _____ Certif _____

Cumulative GPA: _________ Transfer Institution (if Applicable): ________________________________

Minimum number of units remaining to complete current educational goal per SEP: _________

Counselor Comments:
_________________________________________________________________________________
_________________________________________________________________________________
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Counselor’s Signature: ___________________________ Date: __________________

FOR FINANCIAL AID OFFICE USE

150% of AA/AS/Transfer program = 90 Units

Total Progress Units __________

Current Units __________

150% of Certificate program = ________ Units

ESL Units <_______>

Remedial Units <_______>

Requested Units __________

Total Units __________

Appeal Granted: YES / NO Referred to Committee: ____ FAO: _________ Date: _________________

Comments: ______________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
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Original: Financial Aid Office Copy: Academic Counselor

f:/FAO Forms\2013-2014\SAP Counselor Referral Form.docx [2/2013]
The following procedure is the process necessary to appeal your **DENIAL OR TERMINATION** of financial aid based on failure to meet the requirements of the Satisfactory Academic Progress policy (SAP). Your appeal must be based on **SEVERE CIRCUMSTANCES** beyond your control. (e.g. death in the immediate family or serious health issue for the student)

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### Student Section

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<thead>
<tr>
<th>Name</th>
<th>Student ID #</th>
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<tr>
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<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Home Phone #</th>
<th>Work Phone #</th>
<th>Cell/Pager Phone</th>
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- You must submit **SUPPORTING DOCUMENTATION** for the extenuating circumstances outlined in your explanation. An example of supporting documentation could include, but not limited to, court or police reports, hospital release forms, accident reports or death certificates.

- Before proceeding with your appeal, carefully read the Satisfactory Academic Progress (SAP) policy located on the CMC website at [www.cmccd.edu](http://www.cmccd.edu) under Student - Student Services - Financial Aid – Student Information. You must first understand why you have been denied before you can adequately prepare your appeal.

- Allow three to four weeks for processing of this appeal.

- You may be asked to submit additional information to support your appeal.

- You must meet with an academic counselor to create a **current Student Educational Plan (SEP)**. (All SEP counseling appointments require 1 hour.) Attach a copy of the SEP to this appeal.

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### Answer these if you are not meeting 67% or GPA requirements:

1. What circumstances beyond your control, prevented you from successfully meeting the requirements of the Satisfactory Academic Progress policy (SAP)? Your explanation should be very specific, including dates and details that coincide with semesters that you failed to meet the requirements of the SAP. Provide supporting documentation as explained above.

2. What adjustments have you made that will help to resolve the issues listed above?

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### Answer this if you already have a degree and have met the 150% rule:

1. What are your reasons for continuing your studies at Copper Mountain College, rather than transferring and pursuing a Bachelors Degree?
FINANCIAL AID OFFICE
2013-2014 SATISFACTORY ACADEMIC PROGRESS (SAP)
TERM DISMISSAL APPEAL INSTRUCTIONS

- If your educational objective is to complete an **AA/AS degree or to transfer to a 4-year college** you must appeal to receive financial aid after you have attempted 72 progress units.

- If your educational objective is to complete a **vocational certificate program** you must appeal to receive financial aid after you have attempted 30 progress units.

Federal regulations require us to terminate your financial aid once you have reached your attempted unit limit. This policy is outlined in the information you received with your financial aid award letter as well as in the GCC Catalog. Our records indicate that you will exceed your unit limit within the 2013-2014 academic year. Therefore, you have been placed on Financial Aid Term Dismissal and are no longer eligible to receive federal financial aid (grants, loans and work study) or Cal Grant awards. **This dismissal does not affect your ability to attend GCC or your eligibility to receive a BOG award in future semesters.**

You may appeal your Term Dismissal status by completing the attached appeal form and following the procedures listed below. All forms must be complete when submitted to the Financial Aid Office in order for your appeal to be reviewed. If your appeal is approved, your eligibility to receive federal and state financial aid will be reinstated under the conditions of the Satisfactory Academic Progress policy. **Appeal approvals are effective as of the semester the appeal is approved and are not retroactive to prior semesters.**

**APPEAL PROCESS**

**Step 1**
Complete the enclosed Satisfactory Academic Progress Appeal form. **Explain in detail** any mitigating circumstances such as family problems, health issues, work schedules, change of major, etc., providing applicable **documentation** that prevented you from completing your program within your progress unit limit. If you need more space, attach separate sheets of paper.

**Step 2**
If you have attended colleges other than Glendale College, all official transcripts must be on file in the Admissions and Records Office, and you must see your academic counselor to request an evaluation. The transcript evaluation must be initiated by your counselor. Once the evaluation is complete, attach a copy of the evaluation and your transcripts from all schools.

**Step 3**
Schedule an appointment to see your Academic Counselor in General counseling, EOPS or the Center for Students with Disabilities. **Bring your completed Satisfactory Academic Progress Appeal form, academic transcripts from other schools and the Admissions transcript evaluation to this meeting.** Your counselor will work with you to develop a Student Educational Plan (SEP) to meet your goal within the minimum units required.

**Step 4**
Your Academic Counselor will send the following documents to the Financial Aid Office:
- [ ] Your completed Satisfactory Academic Progress Appeal form
- [ ] Counseling Response form
- [ ] A copy of your Student Education Plan (SEP)
- [ ] Academic Transcripts and the GCC Admissions Office Transcript Evaluation

**Step 5**
Complete appeals are reviewed and APPROVED, DENIED or REFERRED to the Satisfactory Academic Progress Committee for further review. Once a determination has been made, you will be notified by mail.
IF YOUR APPEAL IS GRANTED:

If your appeal is granted you will receive a letter from the Associate Dean outlining what you have to do to maintain continued eligibility. A Contract Course list of the approved courses for which you may receive additional financial aid will be attached.

Only your approved contract courses on your contract course list will count toward your financial aid eligibility. These are classes from the Student Educational Plan (SEP) approved by your counselor and submitted with your appeal. Courses you are repeating are not eligible for additional financial aid. Any courses listed on your SEP in which you have already received a grade or a "W" will be eliminated when your appeal is reviewed. Other courses may be eliminated by the Financial Aid Office or the SAP Committee.

To remain eligible for financial aid, you must:

- Be enrolled in classes on your Contract Course list. The GCC Computer system will check your enrollment to make sure you are in the appropriate contract courses. **You will not be paid for courses that are not approved Financial Aid contract courses.**

- Successfully complete **ALL** contract courses for which you receive financial aid. Failure to successfully complete a contract course for which you received financial aid will mean disqualification and you will not be eligible for any more financial aid. Successful completion is defined as receiving a grade of **A, B, C, D, or CR.**

- If, for any reason, you need to change a contract course that is listed on your Student Educational Plan (SEP) and take a different course, your Academic Counselor may submit an **SEP Change Form** to substitute the new course for one you no longer need. The original contract course will then be deleted from your contract course list and the new course added. **The Financial Aid Office must approve revisions to your Contract Courses.** This process can only be used to substitute one course of equal unit value for another and must be submitted prior to the end of the semester for which you are requesting the new course. Other actions, such as requesting an increase in the total number of approved contract courses, require an entire new appeal.

IF YOUR APPEAL IS DENIED:

If your appeal is denied, you will receive a letter from the Associate Dean. You will no longer be eligible to receive federal financial aid (Pell, SEOG, Federal Work Study, or student loans) and Cal Grant awards while attending Glendale Community College. **However, you will be eligible for BOG fee waivers, as long as you continue to apply and meet the eligibility criteria.**

If you have any questions regarding your status or this procedure, please contact the Financial Aid Office during our regular business hours.

Thank you.
FINANCIAL AID OFFICE
2013-2014 SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

What is your current educational objective? ____________________________________________

You have been disqualified due to lack of academic progress. Federal regulations allow us to consider mitigating circumstances beyond the student’s control such as, illness or change of major that delay completion of your educational objective on time. Please explain, in detail, why you have been unable to achieve your objective within your progress unit limit and provide applicable documentation, such as medical records. Your appeal evaluation will be based on your academic history and goals. Please print or type:

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I understand that if I am granted this appeal, I will be responsible for the conditions under which it is granted. I further understand that failure to adhere to these conditions might result in permanent termination of financial aid eligibility at Glendale Community College.

Student’s signature: ____________________________ Date: _____________________
Student’s Name ___________________________ GCC ID# ___________________________

FINANCIAL AID OFFICE
2013-2014 DISMISSAL APPEAL FORM

☐ SAP Dismissal (no appeals accepted for Academic Dismissal) ☐ Contract Dismissal

What is your current educational objective? ____________________________________________

Because your GPA is below 2.00, or you have not passed 66% of all units you have enrolled in, or you did not pass a course on your contract, you have been dismissed due to lack of academic progress. Please explain (in detail) all mitigating circumstances beyond your control, such as illness or changes in work schedule which prevented you from maintaining Financial Aid’s minimum academic standards. Supporting documentation such as medical records or letters from employers must be included with your appeal. Your appeal evaluation will be based on your special circumstances, supporting documentation, academic history and educational objective. All appeals will be reviewed but not all appeals can be granted. Appeals must be submitted before the end of the semester to be considered for that semester.

Print or Type: ______________________________________ ______________________________________
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CERTIFICATION: I certify that all information on this form is true, complete, and accurate. Upon request, I agree to provide proof of the information reported on this form. False statements or misrepresentation can be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I give permission to the Financial Aid Office to make corrections/adjustments to data on my FAFSA based on forms and/or documents submitted.

Student’s Signature ___________________________________________ Date ______________

FAO: Approved ☐ Denied ☐ GPA _______ Progress _______ % FAO Initials _______ Date ______________

Reason: ____________________________________________________________________________
____________________________________________________________________________________
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f:\FAO Forms\2013-2014\Dismissal Appeal Form.docx [1/2013]
Satisfactory Academic Progress Standards for Federal Student Aid

Federal “Program Integrity” regulations published October 29, 2010 and effective July 1, 2011, included changes to Satisfactory Academic Progress (SAP) Standards. The regulations clarify and strengthen the expectation that students receiving federal aid should be making progress toward their stated educational goals.

The Standards

| Qualitative – Grade Point Average (GPA) | • Students must have a cumulative GPA of 2.00 at each SAP evaluation  
• Grades for remedial and ESL courses count in the GPA calculation |
| Quantitative – Pace | • Students must complete at least 67% of the cumulative number of units attempted at each SAP evaluation  
• Computed by dividing the total number of units the student has completed by the total number of units attempted  
• Must include courses with earned “W” and units accepted for transfer |
| Quantitative – Maximum Time Frame | • A period of time that is no longer than 150% of published length of the program in which the student is enrolled  
• For degree and transfer programs of 60 units, maximum time frame is 90 units  
• For eligible certificate programs maximum time frame varies (i.e. 30 unit program = 45 units maximum, 18 unit program = 27 unit maximum)  
• Requires that the student be enrolled in an eligible program; to receive federal aid students cannot have undeclared goals  
• Must include courses with earned “W” and units accepted for transfer |
| Institutional Policies – the regulations allow some flexibility in these areas | • Remedial/ESL coursework may be excluded from the Pace and maximum time frame calculations  
• The college may elect to have graduated GPA and Pace standards (i.e. lower for freshman and higher for sophomores)  
• College policies must address how the standards are affected by withdrawals and transfer units (not noted above), and incompletes and repetitions  
• College policies must also address “changes to majors.” Major changes can be limited in the policy  
• College policies may be more strict than federal standards and may include additional SAP requirements |
The Evaluation - Colleges can choose to evaluate SAP after every term or annually. Each of the three standards must be measured at each evaluation.

<table>
<thead>
<tr>
<th>Evaluations done each term</th>
<th>Students not making SAP may be automatically placed on one term of “warning” status.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students not making SAP at the end of the warning period are determined to be ineligible for federal financial aid</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Annual evaluations</th>
<th>Students not making SAP at the annual evaluation are determined to be ineligible for federal financial aid</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>No warning period is allowed</td>
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</tbody>
</table>

Appeals

<table>
<thead>
<tr>
<th>Institutional policies</th>
<th>Colleges are not required to offer an appeal process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College appeal processes must include the process and documentation required</td>
</tr>
<tr>
<td></td>
<td>Must explain how students can regain eligibility outside of an approved appeal by meeting SAP standards</td>
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<tr>
<td></td>
<td>“Sitting out” or terms for which no aid is received are not sufficient reasons for reestablishing eligibility</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Appeals</th>
<th>Must include an explanation of why the student failed to meet SAP</th>
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<tbody>
<tr>
<td></td>
<td>Must explain what has changed that will allow the student to make SAP</td>
</tr>
<tr>
<td></td>
<td>Colleges may include other requirements and documentation for the appeal</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Probation</th>
<th>Successful appeals result in the student being put on SAP probation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Students may receive financial aid during terms of probation</td>
</tr>
<tr>
<td></td>
<td>Student can regain eligibility by making SAP at the end of one term of probation or</td>
</tr>
<tr>
<td></td>
<td>Student can be put on an academic plan designed to meet SAP standards by a specific period of time or at program completion</td>
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<tr>
<td></td>
<td>Institutional policy will determine what is included in an academic plan</td>
</tr>
<tr>
<td></td>
<td>The college must verify each term that the student is following the academic plan; if not, the student becomes ineligible for federal student aid</td>
</tr>
</tbody>
</table>

Prepared by Rhonda Mohr, Student Financial Assistance Programs Unit, California Community Colleges Chancellor’s Office – October 7, 2011