



SATISFACTORY ACADEMIC PROGRESS

In accordance with Federal and State regulations, these guidelines apply to all students requesting Title IV funds regardless of whether the student has previously received Title IV aid. Financial aid recipients are required to meet Saddleback College's Satisfactory Academic Progress (SAP) requirements. SAP provides qualitative, quantitative and incremental standards by which the college can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their program of study. Failure to maintain SAP will result in loss of financial assistance (other than the California College Promise Grant (CCPG)/fee waiver).

Qualitative Standard:

Students must have a cumulative grade point average (GPA) of 2.0 or better; this includes all courses including ESL/remedial.

Quantitative Standard

1. Pace of Progression

Students must complete a certain percentage of units attempted in order to make progress toward their academic goal. At Saddleback College, expectation is for students to complete at least 67% of their cumulative units attempted. ESL/remedial courses are included.

2. Maximum Time Frame:

Attempted Maximum Time Frame: (generally 90 Units or more for most AA/AS programs, but maybe less): To identify the maximum time frame, 100% of units required are taken plus an additional 50%. For example, a 30 unit certificate program has a maximum time frame of 45 units. It is critical that students take the correct classes required for their degree, as even passing one's classes with a high GPA, does not ensure the student will be able to graduate within the 150% maximum time frame. Taking courses not required for one's degree, may result in the student being cut off from receiving future financial aid (see below.)

Important Information: If at any point in time it is determined that the student cannot complete their course of study within the 150% timeframe (90 units for AA/AS, other certificate programs will vary), they will be immediately disqualified from future financial aid (with the exception of the CCPG/fee waiver), for the remainder of their program, even if currently meeting the SAP standards.

Evaluation

The financial aid office reviews academic progress at the end of each semester. All attempted units are counted regardless of whether or not financial aid was received. We count all Incompletes (I), Withdrawals (W), Credit/No Credit, Pass/No Pass, Failed Withdrawals (FW), Excused Withdrawals (EW), Failing Grades (F) and all repeated coursework. 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.

Transfer Units

Transfer units from other institutions will only count toward the student's Pace of Progression and Maximum Time Frame calculations if they have been officially evaluated by Admissions and Records as eligible toward the student's Program of Study. Transfer units will not be included in the student's GPA calculation.

Repeat Courses:

We will pay for failed courses and count the units in SAP, up to the maximum allowed by the college. Once a student passes a course, however, we will only pay for one subsequent attempt. Both attempts, even if aid was not received, will count in the SAP calculation.

If a student transfers in course work from other institutions, we will count all attempted units accepted in SAP calculation, for both progress and maximum time frame. Any student who contests units as not degree applicable, will need to follow the maximum time frame appeal process as outlined below.

Basic Skills Courses:

Financial aid may be received for basic skills (remedial) courses if these courses are a prerequisite for entrance into a regular college program. Aid cannot be received for more than 30 attempted units of remedial coursework. ESL coursework must be part of an eligible program of study to receive financial aid. ESL coursework is not an approved program in itself. A student enrolled in ESL classes, who is not in an eligible program of study, is not eligible for financial aid funds.

ESL and basic skills coursework will count toward the 2.0 GPA and 67% of units completion requirements (SAP Standard). However, ESL units will not count towards the maximum time frame limit and a maximum of 30 attempted remedial units will be subtracted from the total; for maximum time frame purposes.

Alignment of Quantitative Standard and Maximum Time Frame: Pace of Progression

The quantitative and maximum time frame standards are set to help students achieve their academic goal while maximizing their Title IV eligibility usage. This is known as pace of progression, ensuring Title IV recipients remain on track to complete their college degree.

The below chart provides a guide to maintaining quantitative standard (67% completion) while pacing to completion within the maximum time frame standard (150%) for academic goal.

Units Attempted	Must Complete	Units Attempted	Must Complete
1	1	14	10
2	1	15	11
3	2	16	11
4	3	17	12
5	4	18	13
6	4	19	13
7	5	20	14
8	6	21	15
9	6	22	15
10	7	23	16
11	8	24	17
12	8	25	18
13	9	26	18

PLEASE NOTE: Attempted units are all units/classes in which the student was enrolled thru census week (check Class Schedule for details). Therefore some W's may be included in the "attempted unit" total.

Warning Status:

When a student is not meeting SAP, the college will offer one semester (maximum) of financial aid warning before aid is disqualified for progress. During this semester students are eligible to continue receiving financial aid. If after the warning semester students are still not meeting SAP standards they will be

disqualified for financial aid. There is no financial aid warning for maximum time frame.

Financial Aid Disqualification:

Students who do not meet the SAP standards listed above will be subject to disqualification from receiving further financial aid (other than the CCPG/fee waiver). SAP is **verified at the end of each** semester. Generally a student must meet all SAP eligibility criteria before regaining eligibility. However, students have the right to submit an appeal each semester, especially due to ongoing extenuating circumstance; please see below for appeal process.

Regaining Eligibility:

Students who are DISQUALIFIED from receiving aid can regain their eligibility by meeting the SAP standards of completing 67% of the attempted units and raise the cumulative GPA to at least 2.0, and be under the maximum time frame for their program.

Appeal Process:

Once the student reaches their maximum time frame, and/or does not meet the SAP Policy after one semester of financial aid warning, they will be disqualified from receiving additional assistance other than the CCPG/fee waiver.

Under certain conditions, a student may be eligible to appeal for reinstatement of aid, without meeting the SAP Policy. Each institution has the option of allowing or not allowing appeals and if allowed, must explain what options are available and who is eligible for an appeal. Appeals are offered in the fall, spring and summer semesters, during a specified period of time (see SAP Appeal form for specific deadlines). Students who are disqualified will receive notification via Saddleback student email. The SAP appeal will be available to students via saddleback.verifymyfafs.com.

Reasons a student may be eligible to appeal include:

- **Extenuating Circumstances Appeal** (circumstances beyond the student's control) – Student encountered circumstances that prevented him/her from meeting SAP standards. Student must provide a written statement explaining extenuating circumstance, and outline a plan to stay on course toward completion of their program. Third-party documentation is required to substantiate the student's statement. An appeal for extenuating circumstances without third-party documentation will not be reviewed. Documentation of extenuating circumstances should account for the semesters where there was a lack of progress, and must match up with the written explanation, OR MAP/Educational Plan for a change of major. Students should be aware of why they are appealing and state that on the appeal. A MAP/Educational Plan is required for an appeal review; student must follow the MAP/Educational Plan for all future

terms, and meet SAP standards each term to remain eligible for future terms.

Examples of extenuating circumstances are considered to be (but not limited to):

- Serious illness, injury or medical condition requiring doctor's care.
- Death of an immediate family member.
- Extenuating circumstances that were beyond the student's control.
- **Maximum Time Frame Appeal** – Students who have attempted the maximum time frame limit of 150% or more of their program unit requirements, have the option to appeal to receive financial aid. The following is a list of valid reasons a student would be eligible to appeal for financial aid after reaching the Maximum Time Frame:
 - One time change in major or program of study. In order for an appeal to be approved, the new unit count (once all non-degree applicable attempted units are backed out) must be under the new maximum timeframe. A formal change of major with Counseling must be submitted prior to completing the appeal process.
 - Student has reached the maximum time frame as a result of having to take remedial/ESL coursework, or the student is enrolled in a major which requires a high number of pre-requisite courses.

Important: A MAP/Educational Plan is required with all appeals. Only the courses enrolled from student's MAP/Educational Plan would be counted toward their financial aid eligibility.

Changes to a student's Program of Study while on an appeal is generally not allowed, but will be considered on a case-by-case basis for students who request it.

Incorrect or contradictory appeals will be denied, and the student will not be able to resubmit their appeal during that semester. On the appeal, students must provide the following information for consideration:

- Why the student failed to meet SAP.
- What has changed to allow the student to make SAP at the next evaluation.

Each appeal will be reviewed by a committee and recommended for approval or denial based upon the student's individual circumstances.

Financial Aid Probation:

Students whose SAP appeal is approved will be placed on financial aid probation and receive payment for one semester. Students will be required to sign a Financial Aid SAP Agreement.

At the end of the financial aid probation period, students must meet all conditions set upon by the Financial Aid SAP Agreement. If conditions are not met, students will be placed on SAP disqualified status at the end of the financial aid probation period.

Students on a financial aid probation must:

- Complete each semester with a 2.0 GPA and complete at least 67% of their attempted units
- Be enrolled in courses that are on student's approved MAP/Educational Plan. Only enrollment in courses included on student's MAP/Educational Plan will be counted toward units for financial aid eligibility. All other terms of eligibility apply, including but not limited to repeated coursework
- For extenuating circumstances appeals, students must complete their program of study within 150% of the required units of the program of study listed on their MAP/Educational Plan.
- If a student fails to meet the terms of the Financial Aid SAP Agreement while on probation status, they will become ineligible for future financial aid, until they meet they are able to regain eligibility, as described.

Submitting SAP Appeals after Failing SAP Probation

Students on financial aid probation as a result of an approved appeal and fail to meet the terms of their Financial Aid SAP Agreement, may submit a subsequent SAP Appeal; however, these appeals are granted on an exception basis. Students will be required to document specifically the extenuating circumstances that caused them to not meet the terms of their Financial Aid Agreement and how those circumstances have been resolved.

SAP Appeal Denied:

Students whose SAP appeal is denied will not be eligible to receive financial aid, and will remain in SAP disqualified status. Generally students regain financial aid eligibility when they attend classes for one to two terms without financial aid to then again meet SAP standards. The appeal process is designed to be the exception to the rule when extenuating circumstances exist outside the student's control and/or a change of major occurred where the student is now over the maximum timeframe for the new program. Students should identify why they were disqualified and what their reasons are before they consider submitting a formal appeal.

All appeal decisions from the SAP Appeal Committee are FINAL.

Access to Appeal Form:

Students who are disqualified from financial aid and have met the requirements to appeal will find the appeal form online at saddleback.verifymyfafsa.com portal. Student must ensure that submission of the Appeal form to the Financial Aid Office also includes all required supporting documentation. The appeal will NOT be reviewed without sufficient documentation. The student will receive no additional request to submit supporting documentation if they fail to do so. Complete appeals, with supporting documentation, are reviewed within six to eight weeks of submission. Students can log back into saddleback.verifymyfafsa.com portal and click on the appropriate academic year SAP Appeal tab in order to follow their status.

Legislation and governmental regulations are continually changing the face of student financial aid. The information contained in this policy is correct as of the time of publication. However, information is subject to change without notice.