



2009 - 2010 STANDARDS OF 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 Fullerton 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 course of study. Failure to maintain SAP will result in the loss of financial assistance (other than the fee waiver). The financial aid office reviews academic progress each semester for Fullerton College (which includes attempted units at Cypress College).

In order for students to receive financial aid at Fullerton College, they must adhere to the following requirements:

1. Enroll in an eligible program for the purpose of completing an Associate Degree, an eligible certificate program or transfer requirements.
2. Maintain a Fullerton College cumulative GPA of 2.0 or above and successfully complete the units they have attempted.
3. A Maximum timeframe is set in which students must complete their educational program as 150% of the published program's required units at Fullerton College.
 - a. AA, AS Program = 90 units attempted
 - b. Certificate Program = 60 units attempted
4. Students are required to complete at least 75% of the total number of units they have attempted at Fullerton College.

UNITS ATTEMPTED:	MUST COMPLETE	UNITS ATTEMPTED	MUST COMPLETE
1	1	14	11
2	2	15	12
3	3	16	12
4	3	17	13
5	4	18	14
6	5	19	15
7	6	20	15
8	6	21	16
9	7	22	17
10	8	23	18
11	9	24	18
12	9	25	19
13	10	26	20

Probation: Students who fail to complete SAP standards (indicated above) will be placed on **Probation I**. This is a warning to students and will not affect their financial aid. If, while on Probation I, students fail to meet the SAP standards for the second time they will be placed on **Probation II** status. Probation II status is the second and final warning. Students on Probation II status who do not complete the SAP requirements for the following semester will be placed on **Disqualified** status and all aid for the term will be cancelled.

Attempted 90 Units or more: Students who have attempted 90 units (the maximum time frame limit) or more are required to petition each semester/ school year to receive financial aid. Students can only receive an additional 4 (full-time) semesters of financial aid at Fullerton College. If petitioning for the fall, the Student Educational Program Plan (SEPP) should include the spring classes (if applicable) and the counselor must indicate an eligible major and transfer status. If approved for the fall aid and counselor approval was already written for the spring program, AND SAP has been met, the student will automatically be approved for the spring semester and will not need to petition again. A student who does not meet SAP during the fall may be disqualified or have to petition again for spring financial aid.

Remedial and ESL Courses: Financial aid may be received for remedial (basic skills) courses if the remedial 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 remedial coursework will count toward the 2.0 GPA and 75% 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; when maximum time frame units are being counted.

NOTE: SAP status at Cypress College is carried over and shared with Fullerton College, ie. Students on Probation I at Cypress College, who later attend Fullerton College and do not meet the SAP requirements at Fullerton, will be placed on Probation II at Fullerton College.

Regaining Eligibility: Students who are DISQUALIFIED from receiving aid can regain eligibility by meeting the SAP standards. You must complete 75% of the attempted units during the disqualified semester and raise the CUM GPA to at least 2.0. The student would be placed on Probation II status the following semester.

Appeals/ Petitions: Students must complete and submit a **Petition form** along with a counselor approved Student Educational Program Plan (SEPP) for every semester if:

- * 90 or more units have been attempted.
- * Aggregate Loan amount has exceeded Fullerton College standards:
Dependent students -\$10,500 Independent students - \$23,000 (NOTE: This includes previous institutions!)
- * BA/BS Degree completed. Ineligible for grants, loan only.

IMPORTANT: The SEPP must match ALL classes in which the student is enrolled. Petition form will not be accepted without the SEPP form attached.

Disqualified Appeals Process: Students who are not making SAP and have lost financial aid eligibility will be notified by the FA Office. Students for whom mitigating circumstances have substantially hindered academic progress may appeal for an exception to the SAP requirements. A student may appeal and must provide documentation, if they have personally experienced any of the following:

1. Serious illness or injury
2. Death of an immediate family member or
3. Extenuating Circumstances that were beyond control.

A thorough and clearly written explanation, indicating the mitigating circumstance that prevented the student from making SAP, must be submitted along with the supporting documents. Each appeal will be reviewed and approved or denied based upon the student's individual circumstances. **All decisions from the Director of Financial Aid are final.**

Award Limitations: Students are limited to 4 full-time semesters of financial aid AFTER attempting 90 units. Students who have earned a BA/BS degree may be eligible to apply for one student loan IF enrolled in prerequisite courses for a graduate program. These classes must be indicated on the SEPP form. A petition/ appeal must be submitted and approved by the Director of Financial Aid in order to apply for the loan.

NOTE: BEGINNING JULY 1, 2008, DUE TO NEW FEDERAL REGULATIONS, STUDENTS WILL BE LIMITED TO RECEIVING A MAXIMUM OF 18 FULL TIME SEMESTERS OF A FEDERAL PELL GRANT.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTOOD THE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS POLICIES AND PROCEDURES. FAILURE TO COMPLY WILL RESULT IN DISQUALIFICATION FOR FINANCIAL AID.

Student's Signature Date
PRINT NAME

Last First

SSN _____ ID @ _____

Contact Number _____