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. **Complete 75% of the total number of units attempted at Fullerton College.**

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**PLEASE NOTE:**
Attempted units are all units/classes that you were enrolled in thru census week (3rd week of school). Therefore some W’s may be included in your “attempted unit” total.

**NOTE:** SAP status at Cypress College is carried over and shared with Fullerton College, i.e. 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. Units are added together when determining the maximum timeframe limit.

When a student is not meeting SAP, Fullerton College will offer 2 semesters (maximum) of probationary periods before aid is disqualified.

**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 that 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.

**AA or AS students who have attempted 90 Units or more:** AA and AS students who have attempted 90 units (the maximum timeframe limit) or more will be considered disqualified for aid as you have exceeded the Federally mandated 150% timeframe. You may petition for aid if you have had a major change or are transferring and taking approved pre-requisite courses. Both of these conditions need to be evaluated and documented by an academic counselor. These evaluation appointments are 1 hour in length and involve special handling by the counselors. Please be aware, that you may not be eligible for the early disbursements due to the time factor involved in processing your petition and having to wait for these special counseling appointments. You will need a detailed SEPP (Student Educational Program Plan) indicating exactly which “attempted” units are applicable to your current major. The counselor determines the total degree applicable units for you/us. If we can determine that the “applicable” units are under the 90 unit maximum, and that you will still be able to successfully complete this program within the 150% timeframe you may be approved for financial aid. If after reviewing the adjusted unit total, we determine that you still would not be able to complete your new program within the 150% timeframe or that it is still at a 90 unit attempted count, you will not be approved and will continue
to be disqualified for financial aid. Additionally, if you have completed your program, and are taking pre-requisite classes for transfer, these would need to be detailed and documented on your SEPP (prepared by the counselor), in order to be considered for payment. You would only be paid for the “specific” courses that are indicated on the SEPP as approved pre-requisite courses for the school you will be transferring to. If you have attempted over 90 units for an AA or AS degree and do not meet one of these conditions, you will remain disqualified for financial aid (with the exception of your Fee Waiver).

Certificate Students who have attempted 60 units or more: Certificate students who have attempted 60 units (the maximum time frame limit) or more will be considered disqualified for aid as you have exceeded the Federally mandated 150% timeframe. You may petition for aid if you have had a major change or are transferring and taking approved pre-requisite courses. Both of these conditions need to be evaluated and documented by an academic counselor. These evaluation appointments are 1 hour in length and involve special handling by the counselors. Please be aware, that you may not be eligible for the early disbursements due to the time factor involved in processing your petition and having to wait for these special counseling appointments. You will need a detailed SEPP (Student Educational Program Plan) indicating exactly which “attempted” units not applicable to your current major. The counselor determines the total degree applicable units for you/us. If we can determine that the “applicable” units are under the 60 unit maximum, and that you will still be able to successfully complete this program within the 150% timeframe you MAY be approved for financial aid. If after reviewing the adjusted unit total, we determine that you still would not be able to complete your new program within the 150% timeframe or that it is still at a 60 unit attempted count, you will not be approved and will continue to be disqualified for financial aid. Additionally, if you have completed your program, and are taking pre-requisite classes for transfer, these would need to be detailed and documented on your SEPP in order to be considered for payment. You would only be paid for the “specific” courses that are indicated as approved pre-requisite courses for the school you will be transferring to, by the counselor. If you have attempted over 60 units for a certificate degree and do not meet one of these conditions, you will remain disqualified for financial aid (with the exception of your Fee Waiver). Important Information: If at any point in time it is determined that the student cannot complete their course of study within the 150% timeframe, they will be immediately disqualified from future financial aid (with the exception of the BOG-FW), for the remainder of their program, even if currently meeting the SAP standards.

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.

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

Appeals/ Petitions: Students may not meet SAP for the following reasons:
- 150% timeframe has been exceeded (90 units attempted AA/AS, 60 units attempted Certificate)
- Student is disqualified but requests reinstatement due to mitigating circumstances.
- Aggregate Loan amount has exceeded Fullerton College standards:
  (Dependent students - $10,500 Independent students - $23,000 which includes previous institutions!)
- BA/BS Degree completed. Not eligible for grants, loans only.

Petitions are required if the following conditions exist (which need to be addressed on the petition form):
- Disqualified student has mitigating circumstances or extenuating circumstances (beyond the student’s control) that prevented him/her from meeting SAP standards (documentation substantiating statements must be submitted.) A SEPP form (or Student Educational Program Plan) would not be required.
- Change in major or program of study or coursework for transfer to a 4-year college or university. (Note: Only students completing a program at Fullerton College, and completing transfer requirements in order to transfer to a 4 year institution will be considered for reinstatement. A student coming to Fullerton College from a university, taking classes, and then returning to a university would not be eligible for Title IV funds at Fullerton College) A SEPP form (Student Educational Program Plan) would be required.
- Student has reached 90 attempted units, but a portion of the unit total is comprised of remedial coursework which would reduce the 90 unit attempted total. A SEPP form (or Student Educational Program Plan) would not be required.
- Student has reached 90 units and is working on transfer units/program. A SEPP form (Student Educational Program Plan) would be required.
- Student has reached 90 units and has a change in program. A SEPP form (Student Educational Program Plan) would be required.
- Student has reached 90 units and has mitigating circumstances which must be documented - SEPP is required.

NOTE: Although some conditions (above) do not “require” a SEPP form, students are encouraged to see a counselor and develop a Student Educational Program Plan within completion of their first calendar year at Fullerton College.

Mitigating circumstances must ALWAYS be documented or the petition will not be accepted. Mitigating circumstances are considered to be (but not limited to):
1. Serious illness, injury or medical condition requiring doctor’s care.
2. Death of an immediate family member or
3. Extenuating Circumstances that were beyond the student’s 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 by the Director of Financial aid and approved or denied based upon the student’s individual circumstances.

**Award Limitations:** All students will be limited to receiving a maximum of 18 full time semesters of Title IV aid as of July 1, 2008. 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 OR can show that they have changed major and indicate to us the exact units that are not “applicable” to the new course of study. 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.

All petition decisions from the Director of Financial Aid are FINAL.

I understand that I am responsible for reading and understanding all the forms I have signed and submitted to this office. I certify that I have read and understood the Standards of Satisfactory Progress policies and that failure to comply will result in disqualification of my financial aid.

_________________________________________________________ ID@________________________
Student’s Signature

_________________________________________________________ Date:________________________
PRINT: Last name____________________ PRINT: First name____________________