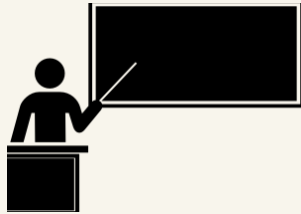


Satisfactory Academic Progress

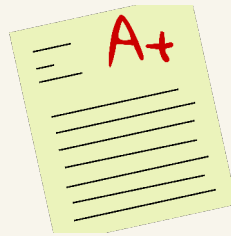
(SIMPLIFIED)

All students receiving financial aid must meet the SAP policy

MINIMUM REQUIREMENTS



complete 67%
cumulative
attempted units



maintain
2.0 GPA



stay within maximum
time frame of 150%
(90 units for most AA/AS
programs)

Completion Rate Calculation:

Total # Attempted Units (FC+CC) / Total # Completed Units (FC+CC) = Completion %

APPEAL PROCESS

Disqualified students may appeal due to a change of major (150%) or extenuating circumstances.



Complete online
SAP Workshop



If 150%+, meet
with a Financial
Aid Counselor



Complete appeal
online

Students appealing for extenuating circumstances (death in the family, medical issues, etc.) must provide official supporting documentation.

*No Financial Aid Warning Status for 150%+

**Excluding the BOG Fee Waiver



Good Standing

Student is meeting
SAP requirements

eligible for aid



Financial Aid
Warning

Student is not
meeting one (or
more) of SAP
requirements for
1 semester

eligible for aid



Disqualified

Student is not
meeting one (or
more) of SAP
requirements for
2+ semesters*

NOT eligible for aid**

Satisfactory Academic Progress (AMPLIFIED)

BACKGROUND: In accordance with Federal and State regulations, these guidelines apply to all students requesting Title IV funds. These Satisfactory Academic Progress (SAP) requirements provide qualitative, quantitative, and incremental standards by which the college can determine that students receiving federal financial aid funds are maintaining the progress required for their course of study. Students are required to meet the SAP requirements to remain eligible for financial aid. Failure to maintain SAP requirements may result in loss of financial assistance. Each institution has the option of allowing appeals in which financial aid may be reinstated for a student not meeting the SAP requirements. Fullerton College allows appeals in Fall and Spring for a change of major and extenuating circumstances that can be properly documented.

REQUIREMENTS: Maintain 2.0 GPA - Students must maintain a 2.0 GPA or higher for all cumulative units attempted at both Cypress College and Fullerton College.

Complete 67% - Students must complete 67% or more of all cumulative units attempted at both Cypress College and Fullerton College.

150% Maximum Time Frame Limit - Students must complete their program within 150% of all cumulative units attempted at Cypress College and Fullerton College. For example, a 30 unit certificate program has a maximum time frame of 45 units.

Financial aid cannot be received for more than 30 attempted units of remedial/ESL coursework. Remedial/ESL coursework must be part of an eligible program of study to receive financial aid and all ESL/remedial coursework will count toward the 2.0 GPA and 67% completion requirements but not towards the maximum time frame limit requirement.

PROCESS: At the end of each semester, academic progress is reviewed which includes units attempted at Cypress College and Fullerton College. All attempted units are counted, irrespective of whether financial aid was received, and it includes incompletes, withdrawals, credit/no credit, pass/no pass, repeated coursework, and transfer credits.

Financial Aid Warning: Students who fail to complete SAP requirements (excluding maximum time frame) by the end of the semester will be put on Financial Aid Warning but are still eligible to receive financial aid for the subsequent semester attending.

Disqualified: If a student fails to meet the SAP requirements by the end of the second semester or reaches the maximum time frame, the student will be put in Disqualified status and all aid (excluding the BOG Fee Waiver) will be canceled.

REGAINING ELIGIBILITY: Students who are Disqualified from receiving financial aid can regain their eligibility by meeting the SAP requirements or completing the appeal process. Students may only appeal once for a change of major, with certain caveats.

APPEAL PROCESS: Disqualified students may appeal for a change of major (if they reached the maximum time frame limit) or extenuating circumstances (beyond the student's control) that prevented them from meeting SAP requirements if they are able to meet them by the end of the semester.

1. Student will receive a notification through myGateway that they have been Disqualified
2. Student should review Appeal Process Instructions carefully and confirm dates when appeals will be accepted
3. Student will complete a mandatory SAP Workshop online after the appeal start date
4. If a student is over the maximum time frame limit, they will meet with a Financial Aid Counselor. If units removed put the student under the maximum time frame limit, they should ensure an official Change of Major request is given to Admissions and Records.
5. Within 2 business days of completing the SAP Workshop and after the appeal start date, the student will complete the appeal online through fullcoll.verifymyfafsa.com.

The appeal should include (1) why the student failed to meet SAP and (2) what has changed to allow the student to meet SAP requirements at the next evaluation. Supporting documentation or SEPP's are vital to the appeal process and must be submitted correctly online through the website to be reviewed.

Each appeal will be reviewed by the Director of Financial Aid and recommended for approval/denial based upon the student's individual circumstances. All decisions are final and there is no higher appeal.

Approved appeals will be placed on Financial Aid Probation and receive payment for one semester. If the student does not meet SAP by the end of the semester or does not follow the SEPP, they will be Disqualified. Students cannot appeal for the same reason twice.

Fall 2016: The BOG Fee Waiver eligibility is separate from the SAP requirements for financial aid. Please visit financialaid.fullcoll.edu for more details.