

Satisfactory Academic Progress (SAP) Policy 2025-2026

“Working Together for Student Success”

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 loss of financial assistance. SAP for students will be determined at the end of each semester after the grade submission deadline. Effective July 1st, 2012, new Federal Regulations went into effect that significantly changed the SAP Policy. All students MUST meet the new SAP beginning on that date. Among the changes are the removal of Probation 1 and Probation 2 from the SAP calculation. There are no exceptions to these new regulations.

The financial aid office reviews academic progress each semester for Fullerton College (which includes attempted units at Cypress College). All attempted units are counted, irrespective of whether or not financial aid was received. **We count all incompletes (I's), Withdrawals (Ws), Excused Withdrawals (EWs), Credit/No Credit, Pass/No Pass 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. 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, would need to follow the maximum time frame appeal process as outlined below. When a student is not meeting SAP, Fullerton College will offer 1 semester (maximum) of Financial Aid Warning before aid is disqualified for progress. There is no Financial Aid Warning for maximum time frame.

California College Promise Grant (CCPG) eligibility is different and separate from the SAP eligibility for Financial Aid. Please contact the Financial Aid Office for further details.

FINANCIAL AID WARNING

Students who do not meet SAP Standards for progress (indicated above) will be placed on Financial Aid Warning. This is a warning to students and will not affect their financial aid for that term. If, while on Financial Aid Warning, students do not meet the SAP Standards for the second time they will be placed on Disqualified Status at the end of that term and all aid for the following terms will not be disbursed unless a SAP appeal is approved. Please note that SAP disqualification does not impact eligibility for the California College Promise Grant (CCPG), as the CCPG has its own set of academic and progress standards.



ATTEMPTED MAXIMUM TIME FRAME

Generally, the maximum time frame is 90 units for most AA/AS programs, but it may be less. Students who have attempted 90 units (the maximum time frame limit of 150%) or more, are required to appeal each semester/school year to receive financial aid. Individual certificate programs have their own maximum time frame. 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 (may include the CCPG), for the remainder of their program, even if currently meeting the 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 and of 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 67% unit 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. Fullerton College Financial Aid Office automatically removes 30 units of attempted remedial units.

REGAINING ELIGIBILITY

Students who are DISQUALIFIED from receiving aid can regain their eligibility by meeting the standards which is to complete the required 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. Students may wish to appeal this determination, by reading the appeal information on the next page. Students who have appeals approved will be placed on one semester of Financial Aid Probation, unless recommended for an academic plan by a Financial Aid Counselor.

BA/BS DEGREE STUDENTS

Students who have already completed a BA/BS Program and are enrolled in an AA/AS or Certificate Program at Fullerton College, will only be able to apply for Direct Student Loans and the California College Promise Grant (CCPG).

ELIGIBILITY

To become eligible to receive Title IV financial aid at Fullerton College, students must submit a completed Free Application for Federal Student Aid (FAFSA) to the Department of Education (DOE) or the California Dream Act Application (CADAA) to the California Student Aid Commission (CSAC), complete any required documents with the Fullerton College Financial Aid Office and adhere to the following requirements:

1. Enroll in a Title IV 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.
3. Complete 67% of the total number of units attempted cumulatively at Fullerton College, irrespective of if aid was received.
4. Complete an educational program within the maximum timeframe (150%) of the published program's required units at Fullerton College.
5. Have a valid U.S. High School Diploma or equivalent.

Pace of Progression: Attempted units are all units/classes in which the student was enrolled through census week (3rd Monday of school). Therefore, some W's may be included in the "attempted unit" total.

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

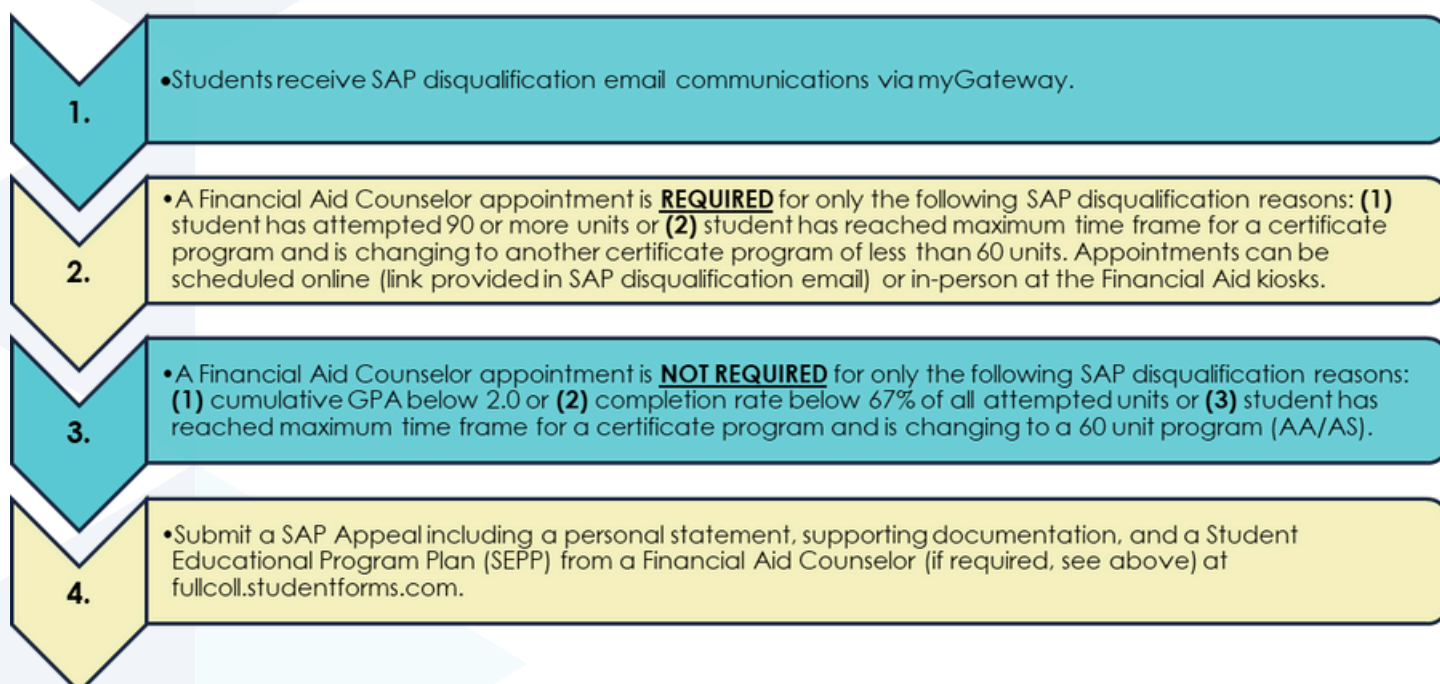
UNITS ATTEMPTED	COMPLETE UNITS	ATTEMPTED MUST	MUST COMPLETE
1	1	14	9
2	1	15	10
3	2	16	11
4	3	17	11
5	3	18	12
6	4	19	13
7	5	20	13
8	5	21	14
9	6	22	15
10	7	23	15
11	7	24	16
12	8	25	17
13	9	26	17

FINANCIAL AID DISQUALIFICATION

Students who do not meet the SAP Standards listed above will be subject to disqualification from receiving further Federal and State Financial Aid, which may include the loss of the California College Promise Grant (CCPG). SAP Standards are checked and verified each semester. Generally, a student who is disqualified from financial aid must meet SAP Standards by completing at least a successful semester without financial aid and meet all SAP eligibility criteria to regain eligibility. Students may wish to appeal this determination, by reading the appeal information below. Students who have appeals approved will be placed on one semester of Financial Aid Probation, unless recommended for an academic plan by Financial Aid Counselor.

APPEAL REQUIREMENTS & PROCESS

Once a student reaches their maximum timeframe, 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. At Fullerton College, appeals are offered in the fall, spring, and summer semesters, during a specified period of time.



Students who are disqualified will receive notification of their option to appeal via myGateway and will include the time period that appeals will be accepted during a given semester. SAP appeals are submitted online at fullcoll.studentforms.com. Students may stop by the Financial Aid Computer Lab for assistance submitting their SAP appeal online. If student is unable to submit appeal online, a paper SAP appeal is offered as a last resort.

Reasons a student may be eligible to appeal include:

- Extenuating circumstances beyond student's control that prevented student from meeting SAP standards. Documentation substantiating statements must be submitted with the SAP appeal. Extenuating circumstances must ALWAYS be documented, or the appeal will not be approved. If you have difficulty obtaining third party supporting documentation, and would like guidance on what you can provide, please contact us directly. Extenuating circumstances are considered to be (but not limited to):
 - Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person or
 - Death of a relative or other significant person or
 - Pregnancy or birth of a child or
 - Loss of childcare or
 - Loss of access to personal or public transportation or
 - Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability or
 - COVID-19 related circumstances or
 - Change in home or living circumstances such as homelessness or
 - Natural disaster or
 - Other extenuating circumstances that were beyond the student's control
- Change in major or program of study (AA/AS, or from one certificate program to another certificate program). 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 time frame. A student Educational Program Plan (SEPP) provided by the Financial Aid Counselor is NOT required for students changing from a short-term certificate to a degree of 60 units (example, AA/AS degrees). Also, formal change of major with must be submitted to Admissions and Records prior to submitting the SAP appeal to Financial Aid.
- Student has reached the maximum time frame of attempted units, but a portion of the unit total is comprised of remedial coursework, which would reduce the unit attempted total. A Student Educational Program Plan (SEPP) provided by a Financial Aid Counselor must be submitted with the SAP appeal.

Once students have met with a Financial Aid Counselor and received a SEPP (if required), students will be able to complete the appeal electronically at fullcoll.studentforms.com. Students may request in-person assistance to submit their appeal by visiting the Financial Aid Computer Lab. Supporting documentation for extenuating circumstances and the SEPP if required for the appeal process must be submitted in order for the appeal to be reviewed. Students are required to upload all supporting documents using a scanner, smartphone, or PDF on fullcoll.studentforms.com. An appeal that is submitted incorrectly or incomplete multiple times will be denied and the student will need to contact our office for guidance.

On the appeal, students must provide the following information for consideration:

1. Extenuating circumstances that caused you to fail to meet Satisfactory Academic Progress.
2. What has changed that will enable you to meet Satisfactory Academic Progress at the next evaluation.
3. The steps you will take to ensure you continue to meet Satisfactory Academic Progress in the future.

The first-level SAP appeal review is recommended for approval or denial based upon the student's individual circumstances. If a SAP appeal is denied, students may request a second-level appeal by contacting our office. All second-level appeal decisions are final and there is no higher appeal. Appeals approved will be placed on financial aid probation and will be eligible for a financial aid disbursement for one semester, unless recommended for an academic plan by a Financial Aid Counselor. Appeals considered for approval must pass the litmus test of determining that the student will be able to meet the SAP Policy at the end of the financial aid probation period. If a student's progress is such that there is no way they will be able to meet the SAP Policy at the end of the financial aid probation, their appeal will be denied. If a student is placed on an academic plan, the contract must be followed, in order to meet SAP at the agreed upon point in time. Follow the written guidance provided to you, if placed on an academic plan. Students will be notified through their fullcoll.studentforms.com account of their appeal status within 7-10 business days.

It is important to remember that generally, students regain eligibility for financial assistance again when they are once again meeting the SAP Policy. 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 under the maximum time frame for the new program. Students should identify why they were disqualified and what their reasons are before they consider submitting a formal appeal. For this reason, we offer SAP Workshops each semester, and disqualified students are highly encouraged to attend.

Legislation and governmental regulations are continually changing the face of student financial aid. The information contained in this brochure is correct as of the time of this publication in October 2025. However, information is subject to change without notice. Check the Fullerton College Financial Aid website for the most updated information at financialaid.fullcoll.edu.

Form written and developed by the Financial Aid Office.

