



## FINANCIAL AID OFFICE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal and state regulations require all colleges to establish a policy to determine whether a student is making satisfactory academic progress in his or her educational goal (A.A. /A.S, Certificate or Transfer). Per Federal regulations, this policy must apply to all students whether or not they were recipients of financial aid previously at San Bernardino Valley College or at any other college.

### **All students receiving Title IV aid are required to meet the following SAP standards:**

- **GPA Standard:** Maintain a minimum cumulative 2.00 Grade Point Average (GPA)
- **Units Completed Standard:** Complete at least 2/3 or 67 % of all units **attempted**
- **Maximum Unit Standard:** Complete their educational goal within 150% of the published time frame (# of units required). This evaluation looks at all **attempted units**.  
**Up to 30 units of remedial and all ESL coursework are not counted in the Maximum Unit Standard**

For example: Students are allowed 90 **attempted** degree-applicable units within which to complete an Associate's Degree or requirements to transfer (60 units X 150% = 90 units). Students enrolled in programs with less than or more than the standard 60 units requirement will be reviewed on a case-by-case basis.

### **Grades**

Completed units means that credit was received for the units enrolled. Grades of W, NC, I and F are not counted as units completed, but are counted as units attempted. The Financial Aid office will assume that students who receive F's in all classes actually withdrew from those classes and therefore the units for those classes will not be considered as units "completed" and students will not be paid retroactively for those units. If the student did, in fact, completed those classes and "earned" F's, the student is required to have their instructor certify this. Once certified, these classes will then be considered in the number of units completed.

### **Transfer Credits:**

All Transfer units from accredited institutions will be considered toward academic progress.

### **Course Repetition and Academic Renewal**

Course repetition within college policy as stated in the San Bernardino Valley College General Catalog will be allowed; however the credits from all attempted units, including repeated classes must be included when calculating the maximum unit standard. This includes classes which have been removed from the transcripts through Academic Renewal or Exceptions.

### **Frequency of Evaluation**

Students will be evaluated **once per year**, at the conclusion of the Spring semester. Students who have been placed on ***Financial Aid Probation*** for a specific semester will have their progress evaluated at the end of that semester.

### **Financial Aid Suspension**

Students who do not meet SAP requirements will be suspended from financial aid and are **not eligible** to receive further financial aid except the BOG Fee Waiver until they have made up the deficiency. In order to be considered for reinstatement:

- Students who have not completed 67% of all units attempted, or have a cumulative grade point average of less than 2.00, must raise their cumulative GPA and/or percentage of units completed to meet the standard.
- Students who have exceeded the maximum allowable units and wish to have their financial aid eligibility extended must submit a SAP appeal form to the Financial Aid Office.

### **SAP Appeal Process**

Students who do not meet SAP requirements may appeal for reinstatement of their eligibility by submitting a SAP appeal form to the Financial Aid Office. Appeals may be made based on extenuating circumstances that prohibited the student from meeting SAP standards. Examples of extenuating circumstances are:

- Death of an immediate family member
- Documented illness,
- Major accident or injury (Self, child, or parents)
- Victim of a crime or unexpected disaster

### **SAP appeal must include:**

- The reason why the student failed to meet SAP
- What has changed that will allow the student to make SAP at the next evaluation
- Supporting documentation of any extenuating circumstances.
- **Students who appeal for maximum unit standard must meet with an academic counselor and submit a Student Education Plan (SEP) with the appeal.**

The appeal will be reviewed by the Financial Aid Appeals Committee to determine if the student's circumstances warrant a probationary reinstatement, or continued ineligibility. Students will be notified by mail.

### **Financial Aid Probation**

Students whose SAP appeals are reviewed and approved will be placed on ***Financial Aid Probation*** for the subsequent semesters in which they are enrolled. During any probationary semester, the student **is eligible** to receive financial aid.

When placed on ***Financial Aid Probation***, student progress is monitored at the end of the probationary semester and the student is required to meet the following requirements:

- Complete 100 % of all units attempted during the probationary semester (ie: Student does not have any W, F, I or NC grades on the transcript for the probationary semester.)
- Complete all courses with a grade of "C" or better
- Maintain a term 2.00 GPA or higher for the probationary semester

**The probation student must satisfy above requirements to remain eligible for aid.**

For additional information regarding this policy, please contact the Financial Aid Office located in the AD/SS Building, Room 106 or visit [www.valleycollege.edu/financial\\_aid](http://www.valleycollege.edu/financial_aid).