



Financial Aid Office  
1000 W. Foothill Blvd.  
Glendora, CA 91741-1899

## **SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

Financial Aid Satisfactory Academic Standards must meet the criteria set by Title IV Regulations, published in 668.16(e), 668.32(f) and 668.34 of the Federal Register.

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP standards provide qualitative, quantitative and incremental (time frame) 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. To be eligible for financial aid, federal regulations require that a student be a 'regular student enrolled in an eligible program'. Students receiving financial aid must be enrolled in a course of study leading to an associate degree, a financial aid eligible certificate program and or a transfer program to a four-year college or university. Failure to maintain SAP standards will result in the loss of financial assistance. The financial aid office reviews academic progress at the end of the fall, spring and summer semesters/terms. This includes periods of enrollment in which the student did not receive student financial aid funds.

In order for students to receive any federal or state financial aid which includes direct loans at Citrus College, students must adhere to **all** of the following requirements:

1. Maintain a Citrus College cumulative GPA of 2.0 or above (qualitative).
2. Students are required to complete 75% of the total number of units that they have attempted at Citrus College (quantitative).
3. Students will be allowed a maximum of 72 total units attempted (time frame).

### **MAXIMUM UNITS ALLOWED**

Federal regulations set the maximum time frame in which students must complete their educational program as 150% of the published program length at Citrus College. The 72-unit limit will include courses students have attempted at Citrus College **and** all other colleges that they may have attended. Financial aid will be awarded for repeated courses. Once a student reaches a maximum of 72 units he/she will be TERMINATED (see termination status below).

### **FINANCIAL AID WARNING STATUS**

Students who do not meet the SAP standards will be placed on *WARNING*. While on *WARNING* status, students will continue to receive financial aid. All students who are notified of their *WARNING* status should seek academic counseling and take advantage of all other student services available to ensure student success at Citrus College.

## **FINANCIAL AID TERMINATION STATUS**

Students who do not meet the SAP standards for more than one term, will be TERMINATED from receiving all financial aid, except for the Board of Governor's Enrollment Fee Waiver (BOGW). Being on TERMINATION status does not prohibit a student from continuing their education. Students who have lost their financial aid eligibility may be reinstated once they demonstrate satisfactory academic progress.

## **REINSTATEMENT**

To re-establish eligibility for financial aid students must:

1. Meet all financial aid satisfactory academic progress standards (qualitative, quantitative, and maximum time frame) **or**
2. Submit an appeal (as stated below) and successfully complete and meet the conditions of the appeal process.

Students may appeal their termination status **only if** they meet the following conditions:

## **APPEAL STANDARDS**

Only appeals for the following reasons will be accepted:

- A death of an immediate family member of the student.
- Medical/hospitalization of the student.
- Mitigating circumstances beyond the student's control that affected their academic progress.

## **DEADLINES FOR APPEALS**

No appeals will be accepted after the dates listed below. NOTE: Incomplete appeals will automatically be denied.

The deadline to appeal for the **fall** semester is: **August 19**

The deadline to appeal for the **spring** semester is: **February 16**

## **APPEAL PROCESS**

When submitting an appeal application the student must be **currently enrolled** in classes during the semester for which the appeal is submitted. Acceptable **documentation** for each circumstance **must** be stated on the appeal form and supporting documentation **must** be attached, such as medical records, death certificates and any documentation that supports the student's mitigating circumstances.

The appeal requirements are:

1. A written statement with supporting documentation **must** explain why the student failed to make satisfactory academic progress **and** in the statement the student **must** explain what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress by the next evaluation.

2. Make an appointment with a Counselor or an Educational Advisor to obtain a Student Educational Plan (SEP). SEP is required and must be attached to the appeal. The SEP must state the student's educational goal and must include course work that will lead to the student's educational objective; which must lead to an associated degree, eligible certificate or transfer program. The student's educational goal and course of study must also be declared with the Admissions and Records Office. To schedule an appointment with a Counselor or Educational Adviser contact the Counseling department at (626) 914-8530.
3. All official academic transcripts from any previously attended colleges must be on file with the Admissions and Records Office. These transcripts; will be used to determine eligibility for any financial aid programs which includes direct loans. Transcripts submitted will be evaluated for units attempted and will be counted toward the quantitative standard (RATIO) and qualitative standard (GPA) when calculating the maximum time frame and determining satisfactory academic progress.

Appeals must be returned to the Financial Aid Office by the deadlines listed above. All information will be submitted to the Financial Aid Appeals Committee for review and students will be notified by mail of the results. **The decision of the committee is final.**

#### **APPEAL APPLICATION OUTCOME**

If a student's appeal has been ***granted*** the student will be placed on PROBATION. A student on PROBATION will continue to be eligible for financial aid on a semester by semester basis provided they meet the ***required*** terms and conditions as indicated in student's SEP. Failure to meet these requirements on a term by term basis will result in TERMINATION of financial aid.

If the appeal is ***denied***, students must meet SAP standards before any further financial aid may be awarded as long as the student hasn't reached the 72 maximum units.

#### **ADDITIONAL INFORMATION**

*In addition to the above information regarding SAP standards please be advised that the following information may also affect your academic standing and eligibility for financial aid.*

#### ***COMPLETE WITHDRAWAL:***

Students who completely withdraw from all classes (drop to 0 units) before completion of 60% of any semester may be required to repay a portion of their federal financial aid. Failure to repay the required portion owed will result in student owing a debt to the U. S. Department of Education which will prevent student from receiving any further federal financial aid at Citrus College or any other college. *(See "Return of Title IV" policy for further details).*

*These Satisfactory Academic Progress standards are in effect as of July 1, 2011. Also summer 2011 will be governed by 2010-11SAP policy.*

For additional information regarding financial aid policies/forms, please visit the Financial Aid website at: [www.citruscollege.edu/stdntsr/finaid](http://www.citruscollege.edu/stdntsr/finaid) .

If you require in person services the Financial Aid Office is located on the first floor of the Student Services Building. See financial aid website for office hours.