# Crafton Hills College Satisfactory Academic Process (SAP) Policy

Federal and State regulations require that students seeking financial aid must demonstrate Satisfactory Academic Progress (SAP) toward a published degree objective and ensure progress toward the degree for all periods of enrollment whether the student has received financial aid or not.

## Financial Aid SAP Statuses

### Satisfactory

Once students have attempted any units, (regardless of receiving financial aid or not), students are required to: (1) Complete a cumulative 67% of *attempted units, (2) Maintain a minimum 2.0 cumulative GPA; and complete their education program within 150% of the minimum required units to meet the standards required to maintain Satisfactory status for financial aid eligibility.

### Warning

A financial aid warning allows students to maintain eligibility of financial assistance for the next semester after failing to meet Satisfactory Academic Progress (SAP) standards. Students in a Warning status will need to use the next enrolled semester to bring up either their cumulative GPA, cumulative completion ratio, or both to meet the SAP standards to be considered eligible for future financial aid.

### Disqualified/Terminated

A student who continues to not meet Satisfactory Academic Progress (SAP) standards after their term of "Warning" status will be denied future financial aid until they have reinstated their financial aid eligibility. Some students will be automatically terminated based on previous academic history.

### Appeal Approved

If a student's appeal is approved, the student will continue receiving financial aid on "Appeal Approved" status so long as the terms of their Term Dismissal and Petition for Reinstatement contingencies/contract are met, and courses on their SEP plan are completed with a passing grade.

## Attempted and Completed Units

- *Attempted units are any units for which a grade includes, but is not limited to A, B, C, D, F, EW, RD, P, NP, NC, I, IP or W. Repeated courses are included in this standard.
- Units for "EW" COVID-related during the qualified pandemic period may be excluded with proper documentation.
- Completed units are earned units with a grade of A, B, C, D, P or CR.
- All attempted units are counted. For transfer students, beginning Fall 2024 only credits from other institutions that count towards the current program of study will be included.

## Repeated, Audited, Transfer, Consortium or Remedial Coursework

- Repeated courses: Financial Aid may be awarded for the cost of courses previously taken if the course is being taken to improve a sub-standard grade of D, F, NP or NC and any one class that was previously passed. Repeated units will count toward the 150% maximum units allowed. Substandard grade repeats may be repeated two times.
- Transfer: Beginning Fall 2024, only credits from other institutions that count towards a current program of study will be included in the Term Dismissal calculation. A transcript evaluation from other institutions is required if a student is on Term Dismissal/MTF. Transcript evaluations are conducted by Admissions & Records. They require official transcripts to conduct an evaluation. Students denied Term Dismissal prior to Fall 2024 with outside transcripts affecting the decision, must notify the financial aid office to re-evaluate their SAP-Term Dismissal.

- Consortium: Crafton Hills College and San Bernardino Valley College are in a Consortium Agreement. Units from both colleges count towards SAP calculations.
-  Remedial Courses: Up to 30 units of non-degree applicable/remedial courses qualify for federal financial aid. *Note that this financial aid policy differs from the academic policy governing repeated courses.*

## Reinstatement

If eligibility is disqualified, students must meet the following requirements in order to re-qualify for the following semester:

- Bring cumulative completion rate to 67% of attempted units
- Achieve a minimum 2.0 cumulative GPA
- Not exceed maximum time-frame.

Note: Reinstatement is not retroactive, and students will not receive aid for any semester that they were ineligible.

*Maximum Time Frame (MTF)* is calculated using courses transferred and/or taken at Crafton Hills College and San Bernardino Valley College. A student is eligible to receive financial aid, specifically Title IV aid, for a maximum number of overall attempted credits for their primary (active) program of study. CHC may use the closest to degree completion program. A student must complete their degree/certificate program within *150% of the published degree length*. Certificate and program lengths will vary.

Students who have reached their maximum time frame (150%) of their program/certificate are immediately ineligible for federal financial aid the semester on or after they reach 90 units and/or maximum time-frame. Students do not receive a warning semester. To obtain additional federal financial aid a student must submit a completed Term Dismissal SAP Appeal which includes a meeting with their academic advisor/counselor to complete their Term Dismissal packet and complete a transcript evaluation from Admissions & Records for any and all outside transcripts by the deadline indicated. It is the student's responsibility to reach out to Financial Aid to obtain an appeal packet. Financial Aid will send out a courtesy notice to students at approximately 100% of the program length notifying them they are getting close to the maximum time frame for their program. Note: Depending on number of units taken, outside transcripts, major changes, time of calculating SAP, and related factors a student may not receive a notice prior to reaching 90 units and/or 150% MTF.

At CHC, the maximum is 90 units for most programs. For example:

- An Associate's Degree (AA) usually requires 60 units. Students must complete it within 90 units (150% of 60).
- A certificate requiring 30 units must be completed within 45 units (150% of 30).

Up to 30 units of remedial courses are excluded from the maximum unit timeframe.

## Appeal Process

SAP Appeals, Petition for Reinstatements or Term Dismissals, can be requested through the Financial Aid office. You must read the appeal carefully and submit your supporting documentation, prior to the appeal deadline. Incomplete appeals will be rejected.

## SAP Appeal Special Circumstances

In reviewing a student's appeal and documentation, CHC may consider any additional special circumstances that the institution deems appropriate and shall consider a broad range of special circumstances, including, but not limited to, any of the following:

• Death of a relative or other significant person

• Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person

• Pregnancy or birth of a child

• Homelessness

• Loss of childcare

• Loss or change in employment

• Loss of access to personal or public transportation

• 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

• Natural disaster

• Change of major (Once per SAP Policy)

Please note: If a student does not successfully complete the courses on the SEP plan with a passing grade of A, B, C, or D where applicable, and/or maintain a 2.0 for the term, this will revoke the Term Dismissal agreement and the student will no longer receive Financial Aid at CHC.

Students will be notified of the appeal decision via their student email within 45 days of a complete appeal submission. If the student has outside transcripts, they must be evaluated, and students must submit their official transcripts to Admissions & Records before the appeal submission is considered complete.

If a student has been approved and is eligible for a financial aid disbursement, they may receive a disbursement within 2-4 weeks after the SAP approval notification.

If the student's appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility. Students may request a second review process from their specialist if the initial SAP appeal is denied.