



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. SAP 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 successfully complete 75% of the total number of units that they have attempted at all colleges (quantitative/pace).
3. Students will be allowed a maximum of 90 total units attempted (quantitative/pace) or a maximum of 150% of the program length toward the completion of a degree or certificate program. These units include ALL units attempted at Citrus College, and any other college for which the District has transcripts on record.

MAXIMUM UNITS ALLOWED

Students may attempt up to 90 units or a maximum of 150% of the program length toward the completion of a degree or certificate program. Students who have **completed an Associate degree (including a foreign degree) or attempted 90 or more units** will be denied financial aid. Students who have **attempted more than 150% of the units required for a certificate program**

will be denied financial aid. Units attempted at other colleges or taken without the assistance of financial aid are calculated into the total number of units attempted.

Up to 30 attempted units of remedial coursework at Citrus may be deducted from the total units accumulated. **ESL classes are counted towards the total number of units attempted.** Students who enroll in excessive remedial courses that don't apply to their degree or certificate may exhaust their financial aid eligibility prior to completing their program.

COURSE REPETITION

To determine the student's GPA, the most recent grade for a repeated course will be used. All units (both current and prior) from repeated courses are counted toward the maximum number (90) of units a student is permitted to attempt. Students are not eligible to receive aid for more than one repetition of a course that has been previously passed. Once a student reaches a maximum of 90 units he/she will be dismissed (see disqualification 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 DISQUALIFICATION STATUS

Students who do not meet the SAP standards for more than one term, will be disqualified from receiving all financial aid, except for the Board of Governor's Enrollment Fee Waiver (BOGW). Being on disqualification 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 receive an approved notification and successfully complete and meet the guidelines of the appeal approval.

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

APPEAL ELIGIBILITY CRITERIA

Financial Aid eligibility is determined in compliance with federal and state regulations, and institutional policies, and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation or other legally protected basis. If you wish to file a grievance, you should follow the directions outlined in the college catalog.

1. If you do not meet the satisfactory academic progress standards to receive aid, you may be eligible to appeal. Appeals are to be submitted in writing only. If you are approved on appeal, your academic performance will be reviewed at the end of each term. If you are approved on appeal and fail to meet the following guidelines, you will be denied aid. Students may only appeal once per year with the exception of summer.
 - Take coursework that is applicable to your degree or certificate program as noted on your Ed Plan, and
 - Successfully complete at minimum 75% of all courses attempted in each term following the appeal approval, and
 - Complete all coursework with a term GPA of 2.0 or higher in each term following the appeal approval, and
 - You are within the maximum time frame allowed in any prior appeal.

In order for you to be eligible to appeal the denial of aid due to not successfully completing courses with a cumulative GPA of at least 2.0 and/or due to not successfully completing at least 75% of all coursework, you must provide the following documentation that covers all periods of enrollment:

- A. Medical documents that supports that you were medically unable to attend classes for reasons beyond your control, or
- B. Verification (obituary or death certificate) of a death in your immediate family. Immediate family for purposes of a financial aid appeal is parents, siblings, children, spouse, or grandparents, or
- C. Verification of military orders for military personnel and their families that have been temporarily reassigned or called to active service, or
- D. Verification of natural disaster beyond your control that impacted your academic performance, or
- E. Personal tragedies that were beyond your control and is documented by a 3rd party professional, i.e. police, courts, or medical, and
- F. Statement from you detailing the reason for the deficiencies, what action has been taken to ensure it will not occur in the future, and

G. Submit a Student Educational Plan developed by Citrus College.

To be eligible to appeal the denial of aid due to having already completed an Associate degree (including a foreign degree) or for having attempted 90 or more units or for having attempted more than 150% of the units required for a certificate program (This total attempted units includes attempted units from all other colleges), you must provide the following documentation:

- A. If you have 90 or more units attempted or have attempted 150% of the units required for a certificate: Statement detailing the reason for any deficiencies and/or reasons for not remaining at this level of education and what action has been taken to ensure it will not occur in the future, or
- B. If you have completed an Associates degree: Explain why you are not currently using the degree you have completed and why you are returning to a community college, and
- C. A Student Educational Plan developed by Citrus College.

If you have attempted 150 or more units, you are not eligible to appeal the denial of aid regardless of the reason. (This total attempted units includes attempted units from other colleges). However, if you have been approved previously on an appeal, you may remain eligible if you:

- A. Take coursework that is applicable to your degree or certificate program, and
- B. Successfully complete at minimum 75% of all courses attempted in each term following the appeal approval, and
- C. Completes all coursework with a term GPA of 2.0 or higher in each term following the appeal approval, and
- D. You are within the maximum time frame allowed in any prior appeal.

If you do not submit documentation to support your appeal for all periods of deficiency, your appeal is subject to being denied. Submission of an appeal does not guarantee reinstatement.

The committee's appeal decision is final, and can only be changed on a case by case basis at the discretion of the Director of Financial Aid. Once you have resolved your deficiencies and meet the satisfactory academic progress criteria, your financial aid eligibility will be reinstated.