

Information Page

Federal regulations require students receiving financial aid to maintain Satisfactory Academic Progress (SAP). NOTE: Academic SAP requirements differ and a student should monitor their Academic progress.

Satisfactory Academic Progress (SAP) Standards:

- SAP standards are measured qualitatively and quantitatively.

Qualitative Standard

- Maintain a cumulative 2.0 Grade Point Average (GPA).

Quantitative Standard

- Maintain a cumulative 67% Completion Rate.

Maximum Time Frame (MTF)

- Students must complete their active, primary program of study in a timeframe not to exceed 150% of the published length of the program. For example, if the academic program length requires 60 credit hours, financial aid funds cannot exceed 90 credit hours attempted.
- The first 30 attempted developmental credit hours are excluded from the calculation of MTF.
- Transfer credit hours accepted from other institutions are included in the calculation of MTF.
- A change in major can restart the calculation of MTF.

Failure to meet one or more of the above SAP conditions for the first time will place a student on Warning. For students on warning status, financial aid will continue for the term. At the end of the warning term, a student who fails to meet the 2.0 GPA and 67% completion rate requirements will be moved to Unsatisfactory status.

Appeal with Extenuating Circumstances:

To begin the appeal process, a student must complete and submit the SAP Appeal Worksheet including a written statement and corroborating documentation. Reasons to appeal include, but are not limited to, extenuating circumstances (for example involuntary call to active military duty, automobile accident, domestic violence, documented learning disability), death of immediate family member, illness or injury, or other life altering events beyond your control (for example criminal activity, divorce).

Completed SAP Appeals will be reviewed by the SAP Committee to determine if the appeal is approved or denied. It is recommended alternative payment arrangements be made, such as self-support or utilizing the payment plan, to avoid being dropped from classes for non-payment while the appeal is being reviewed.

What to expect if the appeal is approved:

- Students will receive a letter via U.S. Post and an email in their official student email account outlining the terms of the approved SAP appeal. All terms of the appeal of the appeal must be met for each term of enrollment for the student to remain on appeal and continue to receive financial aid.
- If any term of the appeal is NOT met for each term of enrollment, the student will lose financial aid eligibility at CCC&TI.

What to expect if your request for appeal is denied:

- Students will receive a letter via U.S. Post and an email in their official student email account notifying them of the SAP appeal decision. Students are required to pay through self-support methods for educational expenses.

Print Student Name _____

Student ID _____

Phone Number _____

Program of Study to Complete: _____ GPA Completion Rate MTF

- 1. Explain why you failed to maintain Satisfactory Academic Progress. Attach relevant supporting documentation of the extenuating circumstance during the term (ex. Obituary, medical documentation, etc.).**
If necessary, you may use a separate sheet of paper, signed and dated.

- 2. Explain what changes or measures (i.e., tutoring, academic plan, personal circumstances, or other applicable measures, etc.) you will take to improve your academic status.**

Student's Signature _____ Date _____

Financial Aid Office Use Only

FA Counselor: _____ Meeting Date: _____

Completion Rate: _____ GPA: _____ Current Program: _____ LEU: _____

FA Received: \$ _____ Max Time _____ credits attempted (exc remedial)/ _____ Max Prog Credit

Approved Denied Fall 2022 Spring 2023 Summer 2023

E-Mail Sent Letter Sent FASI Updated

Appeal Requirements: 2.0 term GPA; 67% Completion Rate 100% Completion Rate

Additional Requirements from SAP Committee: _____

Director Approval: _____ Date: _____

TRAN (portrait) EVAL (landscape) RGN (portrait) AWSU (portrait)