



# State Center Community College District (SCCCD) Financial Aid Satisfactory Academic Progress (SAP) Policy

*SAP will be checked for all students after every semester, regardless of whether financial aid was received. Progress is evaluated based on all courses taken at Clovis Community College, Fresno City College, Reedley College, the Madera and Oakhurst Centers, the Herndon Campus and any other SCCC site, plus units from prior colleges.*

## I. Academic Requirements

Students meeting ALL of the following requirements are considered to be SAP OKAY and can be considered for financial aid or reinstatement of financial aid:

- A. Qualitative Measure: Maintain a minimum cumulative Grade Point Average (GPA) of 2.0. (If all classes are taken on a credit/non-credit basis, the GPA requirement will not apply). A, B, C, D, RD, and F grades are used to calculate a student's GPA. Units from prior colleges are not included in the GPA calculation.
  - B. Quantitative Measure (Pace of Progression): Receive credit for at least 67% of the total units attempted. Withdrawals (W), Incompletes (I or IP), No Credit (N, NC or NP), Report Delay (RD) and Failing (F) grades are considered units attempted. Transferable units from prior colleges will be included when determining a student's pace of progression.
  - C. Maximum Timeframe: Have attempted less than 150% of the maximum cumulative units required for completion of their program, for example:
    - Most certificate programs: 30 units are needed to graduate; the maximum timeframe to complete the program would be 45 attempted units
    - Most degree and transfer programs: 60 units or more are needed to graduate; the maximum timeframe to complete the program would be 90 attempted units
- i. Up to 30 units of remedial coursework may be excluded from the student's cumulative units attempted.
  - ii. All repeated coursework and courses disregarded under Academic Renewal will be included in units attempted.
  - iii. All units from prior colleges will be included when determining a student's maximum timeframe. The Financial Aid Office reserves the right to require official academic transcripts from all prior colleges attended before determining a student's financial aid eligibility.
  - iv. If at any point in time it is determined that the student cannot complete their course of study within the maximum timeframe, the student will be immediately disqualified from future financial aid for the remainder of his or her program, even if he or she is meeting the current SAP standards outlined above.

## II. Financial Aid Warning

If a student does not meet the cumulative academic requirements outlined in Section IA or IB at the end of any graded semester, the student will be placed on WARNING status. Students who are placed on WARNING status may continue to receive financial aid for one semester, after which the student must meet the requirements outlined in Section I.

Students who complete a semester on WARNING must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the **short** time period between semesters, there will be at least a three week delay in notification of eligibility. If eligible, any disbursements of student aid will also be delayed.

### III. Financial Aid Disqualification

If a student does not meet all cumulative academic requirements outlined in Section IA or IB at the end of the WARNING semester and/or the student does not meet the academic requirements outlined in Section IC, the student will be placed on financial aid DISQUALIFICATION. Generally, a student who is disqualified from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in Section I.

Students placed on DISQUALIFICATION status are not eligible to receive financial aid except for a BOG fee waiver, if eligible. Students who complete a semester on DISQUALIFICATION must have their academic progress reviewed before their financial aid eligibility is determined for the following semester. Due to the **short** time period between semesters, there will be at least a three week delay in notification of eligibility. If eligible, any disbursements of student aid will also be delayed.

### IV. Appealing Financial Aid Disqualification

Under certain conditions, students placed on DISQUALIFICATION may file an appeal for consideration of reinstatement of financial aid eligibility. The following are examples of reasons a student may file an appeal:

- Unable to complete their course of study within the maximum timeframe because of a change of academic major
- Documented serious injury, illness or medical condition requiring a doctor's care
- Death of an immediate family member (copy of death certificate is required)
- Documented extenuating circumstances that were beyond the student's control

THE FOLLOWING ARE NOT CONSIDERED EXTENUATING CIRCUMSTANCES BEYOND A STUDENT'S CONTROL:

- Personal problems not requiring professional intervention
- Poor time management
- Unaware of academic progress policies or other college requirements
- Not following placement test recommendations
- Not following an Academic Counselor's recommendations
- Transportation problems
- Child care problems

To file an appeal, the student must submit an Appeal for Reinstatement/Petition for Extension, academic plan, and a typed statement to their campus's Financial Aid Office. The typed statement must indicate the circumstance(s) that prevented the student from making SAP and what has changed to allow the student to make SAP at the next evaluation. **Supporting documentation must be submitted for any semesters where there was a lack of progress.**

The Financial Aid Office reserves the right to limit the number of academic appeals a student may file to one appeal per semester. Incorrect or contradictory Appeals will be denied and the student will not be allowed to resubmit their appeal during that semester. All decisions made by the Appeal Committee are final and there is no higher appeal process.

## V. **Approved Appeals - Financial Aid Probation**

Students on an approved appeal are considered to be on PROBATION. Students on PROBATION must meet ALL of the following requirements each semester to maintain financial aid eligibility:

- A. Be enrolled in and attending an eligible program for the purpose of completing an AA/AS degree, transfer requirement, or certificate program,
  - B. Follow the academic plan outlined by the Appeal Committee,
  - C. Receive credit for at least 75% of the total units attempted, AND
  - D. Achieve a minimum GPA of 2.5
- (If all classes are taken on a credit/non-credit basis, the GPA requirement will not apply).

Students who complete a semester on PROBATION must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the time period between semesters, there will be at least a three week delay in notification of eligibility. If eligible, any disbursements of student aid will also be delayed. If a student meets all requirements outlined in Section V during the PROBATION semester, the PROBATION status will continue for the following semester.

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**CLOVIS COMMUNITY COLLEGE NONDISCRIMINATION STATEMENT:** Clovis Community College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

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Title IX Officer & Section 504/ADA Coordinator:  
Kira Tippins - Dean of Student Services  
10309 N. Willow Ave.  
Fresno, CA 93730  
559.325.5200 ext. 5312

*Clovis Community College (559) 325-5239*  
*Herndon Campus (559) 324-6400*

*Fresno City College (559) 442-8245*  
*Police and Fire Academies*  
*Career and Technology Center (CTC)*

*Reedley College (559) 638-0312*  
*Madera Center*  
*Oakhurst Center*