Santiago Canyon College Financial Aid
2021-2022 Satisfactory Academic Progress (SAP) Policy

Federal and state regulations require schools participating in financial aid programs to establish academic standards that measure a student's progress toward an educational goal. As a financial aid recipient, it is the student's responsibility to understand and meet all terms and conditions of the SCC Satisfactory Academic Progress Policy (SAP) as it applies to them.

In order to maintain their financial aid eligibility, Santiago Canyon College (SCC) students are required to meet and maintain the academic progress standards detailed in all three criteria outlined below:

1	**Qualitative Standard** (GPA Requirement)	All students receiving federal or state financial aid will have their Grade Point Average (GPA) evaluated at the end of each term. Students are required to maintain a **cumulative GPA** (includes all grades earned) that demonstrates they will complete their program with a 2.0 GPA. Earned grades include A, B, C, D, F, P, and NP. *Student is Disqualified from receiving aid if they do not meet the Qualitative standard outlined in this policy (See section: Disqualification Codes).*
2	**Quantitative Standard** (Class Completion Rate Requirement)	Students must successfully complete at least 66% of all coursework attempted. In addition, student is ineligible for aid when it becomes mathematically impossible to complete the program within the Maximum Time Frame. *Student is Disqualified from receiving aid if they do not meet the Quantitative standard outlined in this policy (See section: Disqualification Codes).*
3	**Maximum Time Frame**	Students must complete their educational program within a maximum time frame of 150% of the units required to complete that educational program. Example: A student who is registered in a program with 60 required units for completion, is eligible for financial aid for up to 90 units (60 x 150% = 90) *Student is Terminated from receiving aid if they exceed the maximum units.*

Repeating Coursework
SCC Students may receive financial aid only twice for the same course. However, if you have received a grade of C or higher, or a grade of P (Pass) you cannot be paid again for that course.

American College English (ACE), English as a second language (ESL), or other Remedial Coursework
Students who require additional assistance learning the English language may enroll in American College English (ACE) or English as a Second Language (ESL) courses and are eligible for financial aid. Students who are required to take remedial coursework are also eligible for financial aid and may receive financial aid for up to 30 units of remedial coursework.

Transfer Coursework/Previously Received Degrees
Students who have previously attended any other colleges, or have unusual enrollment history, or attended a four year university, or attempted 90 or more units, or who have already received a degree, may be required to submit official transcripts from all schools attended.

Financial Aid Warning Notifications:
Disqualification; Excessive Units; and Termination

SCC takes into account all units attempted at Rancho Santiago Community College District (RSCCD) and all units transferred from previous institutions attended, regardless of whether or not this is the first time a student is applying for financial aid at SCC. An initial SAP status is determined and assigned for all first-time financial aid recipients prior to processing their financial aid.

All students receiving federal or state financial aid will have their GPA and Completion Rate evaluated at the end of each term. Intersession classes are considered part of the Spring term and will be reviewed at the end of the Spring term.

Students are required to maintain a **CUMULATIVE GPA** and **CLASS COMPLETION RATE** that demonstrates they are on track to complete their program with at least 2.0 GPA for all grades earned and complete at least 66% of their attempted units. Earned grades are: A, B, C, D, and F.

Warning Notification: SAP Code = "W"

At the end of each semester/term, students who do not meet the Qualitative (cumulative 2.0 GPA) and/or Quantitative (66% class completion rate) SAP standards **for the first time** will receive a Warning notification. They will remain eligible for financial aid during the following term but are placed in a SAP Warning status.

Disqualification Notification = SAP Codes: D1, D2 or D3

After a semester/term on Warning status, students who fail to achieve the minimum Quantitative and/or Qualitative SAP standards by the end of the next term will be **Disqualified** from financial aid for the following semester/term but may appeal this status through our SAP Appeal process. All students who have been disqualified from financial aid eligibility are assigned a **D** code.

Disqualification Codes include:

D1	Student failed to meet the Qualitative Standard (GPA Requirement).	**D2**	Student failed to meet the Quantitative Standard (Class Completion rate).	**D3**	Student failed to meet **BOTH** the Qualitative and Quantitative standards.

In order to remain eligible for aid, you must maintain the minimum cumulative GPA and completion rate (attempted units/completed units) indicated in the scale below. This scale is used by Santiago Canyon College to determine if a student is on track to complete their program with the required academic progress standards. If a student falls below required criteria, student will be placed in a Warning or Disqualification status.

D1 Code (Qualitative Standard) Scale	
Attempted Units	**Cumulative GPA**
Less than 15	At least 1.6
15 to less than 30	At least 1.7
30 to less than 45	At least 1.8
45 to less than 60	At least 1.9
60 or more	At least 2.0

Qualitative Example:
John has attempted 22 units and has a cumulative GPA of 1.75. John is below the standard of 2.0 GPA but above 1.7 GPA required for students between 15 and 30 units, therefore John will receive a Warning SAP status and will remain eligible for aid.

D2 Code (Quantitative Standard) Scale	
Attempted Units	**Cumulative Completion Rate**
Less than 15	At least 45%
15 to less than 30	At least 50%
30 to less than 45	At least 55%
45 to less than 60	At least 60%
60 or more	At least 66%

Quantitative Example:
Sheila has completed her first semester. She attempted 15 units but only completed 9 units. Sheila's completion rate is 60% (9 units/15 units). Sheila is below the standard 66% completion rate, but is above the 50% for student between 15 and 30 unit bracket; therefore, Sheila will receive a Warning SAP status and will remain eligible for aid.

Excessive Units Notification = SAP Codes: E1 and E2

Students who have accrued 70 or more **attempted** units, but less than 90 units, will receive an Excessive Units Notification. Students must meet with an academic counselor to obtain a Comprehensive Student Education Plan (CSEP), which will outline any remaining coursework needed to meet their educational goal. Students must submit a copy of their CSEP to the SCC Financial Aid Office.

Termination Notification = SAP Codes: T1, T2, T3 and T9

Students who exceed the Maximum Time Frame (enroll in more than 150% of necessary units to complete their educational goal) will be **Terminated** from financial aid eligibility, but may appeal this status through our SAP Appeal process.

Termination also applies to students who have already obtained a bachelor or post-graduate degree and are no longer eligible for grants (except for the California College Promise Grant).

All students who have been terminated from financial aid eligibility are assigned a **T** code.

Termination codes include:

T1	Student has exceeded the Maximum Time Frame	T2	Student reported on the FAFSA that they have already obtained a bachelor or higher degree	T3	Student reported on the Admissions Application that they have obtained a bachelor or higher degree	T9	Student is no longer eligible for financial aid at SCC. *(May still be eligible for the California College Promise Grant)*

Financial Aid Appeal Process and Reinstatement

All students who have been Disqualified or Terminated are notified of their SAP status via email and the status is viewable on their Self-Service portal. Students must complete the SAP Appeal Process to request reinstatement. If their appeal is approved, their financial aid may be reinstated.

Disqualified SAP Appeal Process:
1. Review the SCC SAP Policy and the SAP PowerPoint at www.sccollege.edu/financialaid
2. Write an appeal statement explaining of the circumstances that led to the disqualification from financial aid. It is recommended to include any relevant supporting documentation.
3. Complete a Comprehensive Student Education Plan (CSEP) with an SCC academic counselor
4. Submit all completed appeal documents to the Financial Aid Office prior to the deadline*

Terminated SAP Appeal Process:
1. Write an appeal statement explaining of the circumstances that led to the termination from financial aid. It is recommended to include any relevant supporting documentation.
2. Complete a CSEP with an SCC academic counselor
3. Submit all completed appeal documents to the Financial Aid Office prior to the deadline*

Appeal Decisions:
An Appeals Committee makes the appeal decisions and **all decisions are final**. There is no guarantee that your appeal will be approved. Appeal Committee decisions are emailed to the student a few weeks after the student has submitted their appeal.

If your Appeal is approved:
You must comply with the conditions of your approval. If you comply with the conditions, it may not be necessary for you to appeal the next term (even if you have not been able to cure all your deficiencies within one term).

P1 P2	Students who successfully appeal their **Disqualification** status will have a new SAP status of "Probation" (P1 or P2) and must continue to meet the conditions of the appeal until they meet the qualitative and quantitative standards.
PT	Students who successfully appeal their **Termination** status will have a new SAP status of "Probation Terminated" (PT) and must continue to meet the conditions of the appeal until the academic goal is met. PT students are required to follow their CSEP and must maintain a current CSEP with the Financial Aid Office.

If your Appeal is denied:
You will not receive any financial aid for the current term.

To have your financial aid reinstated for following terms, you will need to show improvement in your academic progress during the current term and may be required to submit a new appeal next term if you are still not meeting eligibility requirements. However, you may still be eligible for the California College Promise Grant.

SAP APPEAL DEADLINES*		
Fall 2020: 12/3/2021	**Spring 2021: 5/20/2022**	**Summer 2021: 7/22/2022**

California College Promise Grant (CCPG fee waiver)

Students must maintain a different set of academic standards to maintain eligibility for the CCPG fee waiver. Students must sustain a cumulative GPA of 2.0 or higher and have a cumulative completion rate of more than 50 percent of the coursework you attempt for two consecutive primary semesters. (Drops, withdrawals and failing grades affect your completion rate.)

What are primary semesters?
At Santiago Canyon College a primary semester is considered Fall and Spring semesters. Summer is not considered a primary semester.

How to Regain CCPG Eligibility
If you lose CCPG eligibility due to not meeting the academic standard requirements, here are a few ways that you could have it reinstated:

- Improve your GPA or course completion ratio to meet the academic standing and progress standards
- Successfully complete the appeal process.
- Do not attend Rancho Santiago Community College District schools for 1 year (sit out 2 consecutive primary semesters).

CCPG Appeal Process and Reinstatement

Students who lose CCPG eligibility due to academic standards can appeal for reinstatement by submitting the Loss of California College Promise Grant Appeal form to the Financial Aid Office. All decisions are final. There is no guarantee that your appeal will be approved. All appeal decisions are emailed to the student.

Deadline to submit the Loss of California College Promise Grant Appeal form is the last day of each term.

Please visit our website for more information: www.sccollege.edu/financialaid