

**Financial Aid Office**

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**Financial Aid Satisfactory Academic Progress (SAP) Requirements**

- If you receive financial aid for **full-time** (12 credits or more) you must complete a minimum of 12 credits with a 2.0 cumulative GPA.
- If you receive financial aid for **¾-time** (9-11 credits) you must complete a minimum of 9 credits with a 2.0 cumulative GPA.
- If you receive financial aid for **½-time** (6-8 credits) you must complete a minimum of 6 credits with a 2.0 cumulative GPA.
- If you receive financial aid for **less than ½-time** (1-5 credits) you must complete all of your credits with a 2.0 cumulative GPA.

**In addition, you must:**

- Complete 67% of all classes attempted
- Maintain an overall Grade Point Average (GPA) of 2.0 or higher
- Complete your degree within the 150% timeframe (i.e. an associate degree of 90 credit hours must be completed within 135 attempted credit hours)

**Standards of Satisfactory Academic Progress for Recipients of Financial Aid at Chemeketa Community College (CCC)**

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility: Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards (Warning, Probation, and Denied). Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid.

**I. EVALUATION OF FINANCIAL AID ELIGIBILITY**

- Standards of Satisfactory Academic Progress (SAP) are applied at the end of every term to determine eligibility for the following academic term. SAP standards are calculated using the cumulative GPA and cumulative completion rate. Students must maintain an overall GPA of 2.0 or higher and a completion rate of 67% or more.
- Students in Good standing will be placed on financial aid Warning if they have not met the standards of satisfactory academic progress. Students on warning will need to meet the cumulative 2.0 GPA requirement and complete all classes during the following term to retain their aid eligibility.
- Students on financial aid Warning will need to have a cumulative 2.0 GPA and an overall completion rate of 67% the following term or they will be placed into Denied status. Students on Denied may

- need to attach an Academic Plan which is signed off on by an advisor or counselor to the Academic Progress Appeal. If an appeal is granted the student will be placed on probation for the following term.
- Students who use financial aid and either officially withdraw or do not complete any credits will automatically be placed on Denied status and are ineligible for further financial aid. Students will need to raise their GPA and/or completion rate to meet the minimum SAP requirements to regain financial aid eligibility or appeal their financial aid denied status, if applicable.
  - The evaluation period will be based on attendance in all prior term(s) including transfer credits and will include all classes attempted whether federal aid was received or not. SAP will be reviewed after each term. The student's cumulative GPA and completion ratio must meet the minimum standards or the student will be placed on Warning if appropriate or Denied.
  - Credits evaluated will include credits attempted at CCC, transfer credits accepted by CCC, and courses funded through consortium agreement.
  - Students on probation and following an approved appeal plan will be evaluated according to the agreed upon terms of the appeal.
  - Students who do not meet the Standards of Satisfactory Academic Progress will be notified via My Chemeketa email and their status will be available on My Chemeketa under their financial aid tab.
  - Students may follow the appeal process or the reinstatement procedures as outlined in V and VI. Students will not have eligibility for any further federal aid at Chemeketa until they have met Standards of Satisfactory Academic Progress or have been granted an appeal approval.

## **II. ELIGIBILITY**

Students must meet the following criteria:

1. Students must complete 67% of all credits attempted with a passing grade
2. Students must maintain a cumulative 2.0 GPA
3. Students must complete their program of study within a 150% timeframe of their degree or eligible certificate program. For example, if a program is 90 credit hours the student must complete all required coursework within 135 hours. This includes repeated grades and college preparatory coursework.

**Note:** Grades of F, I, NP, X and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

## **III. MAXIMUM TIMEFRAME ELIGIBILITY**

- Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.
- Students seeking second degrees and students with double majors are monitored like any other students under this policy. If or when the student exceeds the maximum time frame allowed for their respective programs, students may appeal if they have mitigating circumstances. All transfer hours accepted by Chemeketa will be included when determining maximum timeframe eligibility.
- A student may file a Maximum Credit Hour Appeal. The Financial Aid Office will make a decision regarding approval or denial of the appeal.
- In most cases a student with a Bachelor's degree or higher will be considered to have exhausted maximum timeframe eligibility. These will be looked at on a case-by-case basis in order for a decision to be made regarding financial aid eligibility. All Chemeketa credits and all transfer credits will be counted.

#### **IV. REPEATED, AUDITED, CONSORTIUM, REMEDIAL COURSES, ENROLLMENT**

- Financial aid eligibility will include repeating a course if the student earned prior credit for the course with a grade of a “D” or “F”. Any class can be repeated and paid for two times only. All classes taken must be counted as attempted classes.
- Audited courses, continuing education, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- Courses funded through a consortium agreement are included in determining academic progress.
- All attempted remedial credits will be included when evaluating SAP. (A maximum of 45 remedial credit hours may be funded.)
- Enrollment in any part of term will be considered in the respective summer, fall, winter, or spring term for SAP.

#### **V. APPEAL PROCESS**

A student who has lost financial aid eligibility due to extenuating circumstances may file an Academic Progress Appeal.

- Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
- All appeals must be in writing to the Financial Aid Office and should include appropriate documentation.
- Examples of documentation could include: an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, employer, etc. Letters from friends and family members do not meet the standards for appropriate documentation.
- The condition or situation must be resolved, the resolution of which will allow the student the ability to complete course work successfully. If the condition or situation is not resolved; an appeal will not be granted.
- The outcome of an appeal may include Good Standing, Denial or Probation Status.
- Students will be notified via My Chemeketa email of the results of the appeal, and of any restrictions or conditions pertaining to their appeal.

The decision on the Satisfactory Academic Progress Appeal is **FINAL** and there are no appeals to this decision unless you wish to provide additional documentation to support your Appeal. If the decision is to uphold the Denial, the student may not submit any subsequent requests for funding consideration until minimum standards and requirements are met.

Students who do not meet the terms of financial aid Probation Status may permanently lose eligibility for federal student aid at Chemeketa Community College.

#### **VI. REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

- The only way to be aid eligible again when you are on DENIED Status is by submitting the written appeal with all required documentation. Eligibility is only extended if that appeal is approved by financial aid.
- A Student must be able to complete their degree or certificate within the 150% timeframe.
- Students who exhaust the 150% timeframe and have exhausted their appeal cannot be reinstated financial aid at Chemeketa Community College.

What Happens	Your Financial Aid Status	What you need to do
If you begin a term in <b>Good Standing</b> and do not meet SAP requirements.	<b>Warning</b> - You <b>are</b> eligible to receive financial aid.	You must meet SAP requirements the next term you are enrolled to avoid Denied status.
If your overall GPA drops below a 2.0 while in <b>Warning Status</b>	<b>DENIED</b> - You are <b>not</b> eligible for financial aid	The only way to be aid eligible again when you are on DENIED status is by submitting the written appeal.
If you do not have an overall completion rate of 67% or more while in <b>Warning Status</b>	<b>DENIED</b> - You are <b>not</b> eligible for financial aid	The only way to be aid eligible again when you are on DENIED status is by submitting the written appeal.
If you use financial aid funds for any term and withdraw from all registered classes, or do not complete any credits successfully.	<b>DENIED</b> - You are <b>not</b> eligible for financial aid	The only way to be aid eligible again when you are on DENIED status is by submitting the written appeal.
If your overall GPA drops below a 2.0 and/or you do not have an overall completion rate of 67% or more while you are on <b>Warning Status</b>	<b>DENIED</b> - You are not eligible for financial aid	The only way to be aid eligible again when you are on DENIED status is by submitting the written appeal.

### Completion Rate Worksheet:

	Your credit hours	Example
Total Credit Hours Completed	_____	25
divided by	/	/
Total Credit Hours Attempted	_____	35
Equals	=	=
Completion Rate	_____	71.42%