



SAP Quiz Deadline Dates

Fall 2009 – 12/04/09

Spring 2010 – 5/21/10

SAP Appeal Deadline Dates

Fall 2009 – 12/11/09

Spring 2010 – 5/28/10

ATTENTION!

Policy changes you should be aware of...

- Only one appeal per school year may be approved.
- Appeals are not automatically approved.
- Your Educational Plan must clearly state your academic goal and completion date or it will be returned and your appeal will be delayed.
- Extensions may not be granted for changes in majors or multiple degrees.
- If your appeal is denied, you must successfully complete at least one semester without financial aid.

Office hours are available online at www.cabrillo.edu/services/financialaid.

Other Important Information

Prior College Units

All prior units and degrees from Cabrillo and/or from other colleges that are included in your permanent academic record will be counted toward the Maximum Time Frame of your units attempted.

Bachelor's Degrees

If you have a Bachelor's degree, you must meet with an academic counselor and submit an Educational Plan for your academic goal at Cabrillo College. Your funding will be restricted to those units on your Educational Plan.

Remedial and/or ESL Courses

If you are required to take remedial and/or ESL courses in order to meet your educational goal, your Maximum Time Frame can be extended. Remedial course work is limited to 30 funded units.

Course Repetitions

You may repeat courses in accordance with Admissions & Records policy and the Cabrillo College Catalog.

Disclaimer

Information in this brochure is subject to change as required by new federal, state, or institutional policies and regulations.



Satisfactory Academic Progress POLICY

READ THIS!

These Standards apply to:

- Pell Grant
- Federal Work-Study
- FSEOG
- EOPS/CARE
- Cal Grant
- School Certified Student Loans
- Academic Competitiveness Grant

These Standards do NOT apply to the Board of Governors Enrollment Fee Waiver (BOG).

2009-2010 Satisfactory Academic Progress Policy (SAP)

The Financial Aid & Scholarships Office is required to measure your academic progress toward a Certificate of Achievement, Associate degree, or Transfer program. Federal financial aid and Cal Grants are not available for Skills Certificate programs.

SAP standards are measured at the end of Fall and Spring semesters and apply to all periods of enrollment whether or not you have received financial aid.

Financial aid requirements are different than and separate from Admissions & Records. You must meet Minimum Standard Requirements and not reach your Maximum Time Frame.

These standards apply to federal and state financial aid.

After your academic progress is evaluated, your status will be **Satisfactory, Probation, Suspension, Max Time or Ineligible**.

You can still receive the Board of Governors Enrollment Fee Waiver (BOG) regardless of your SAP status.

Minimum Standard Requirements

- Maintain a GPA of at least 2.0
- Meet the Minimum Unit Completion Requirement for your enrollment status.

Units Attempted and Enrollment Status	Minimum Unit Completion Requirement
12+ = full time	12 units
9 - 11.99 = 3/4 time	9 units
6 - 8.99 = 1/2 time	6 units
< 6 = < 1/2 time	All units attempted

- Grades of A, B, C, D, and CR are considered completed units.
- Grades of F, NC, W, MW, I and RD are considered attempted units but NOT completed units.
- Units attempted are defined as the number of units that appear on your permanent record.

Satisfactory

If you meet Minimum Standard Requirements, your status will be **Satisfactory**.

Probation

If you do NOT meet Minimum Standard Requirements, your status will be **Probation**.

While on **Probation**, you are **still eligible to receive financial aid**. We *strongly* suggest you take a manageable course load.

You must meet Minimum Standard Requirements during your Probationary Semester or your status will be **Suspension**.

Suspension Appeal Process

While on **Suspension** you are NOT eligible to receive financial aid.

If you are **Suspended** as a result of unusual circumstances (family, health, adversity, etc.), you may complete the Suspension Appeal Process only if the unusual circumstances have been resolved.

The appeal process consists of a SAP Quiz and a SAP Appeal Form which you must submit to the Financial Aid & Scholarships Office. Information will be emailed to you regarding this process.

Note: *Only one appeal per school year may be approved. Appeals are not automatically approved.*

If your Appeal is approved, your status will be **Probation** and you will regain your financial aid eligibility. **Eligibility is not retroactive**.

If your Appeal is denied, you must successfully complete at least one semester without financial aid. You may then petition for **Reinstatement**.

Reinstatement Process

Reinstatement will ONLY be considered if your Appeal has been denied. To be considered for **Reinstatement**, you must:

- Complete at least 3 degree applicable units **and** meet Minimum Standard Requirements.
- Meet with an academic counselor and obtain a current Educational Plan.
- Submit a Request for Reinstatement Form with your Educational Plan to the Financial Aid & Scholarships Office the following semester.

If you meet the **Reinstatement** requirements, your status will be **Probation** and you will be eligible for financial aid consideration.

Maximum Time Frame Requirements

If you are suspended for reaching the **Maximum Time Frame** for your program, you may complete the **Maximum Time Frame Appeal Process**.

Program	Maximum Time Frame
Associate Degree or Transfer	90 Units attempted
Certificate of Achievement	45 Units attempted

Maximum Time Frame Appeal Process

The appeal process consists of a SAP Quiz, a SAP Appeal Form and a complete Educational Plan which you must submit to the Financial Aid & Scholarships Office. Information will be emailed to you regarding this process.

Note: *Your Educational Plan must clearly state your academic goal and completion date or it will be returned and your appeal will be delayed.*

If your Appeal is **approved**, you will be on **Probation** and given a specific length of time to complete your program based on your Educational Plan.

Extensions may not be granted for changes in majors or multiple degrees.

While on **Probation**, you **MUST** meet Minimum Standard Requirements. If you do not meet these requirements, your status will be **Ineligible** and you will no longer be able to receive financial aid at Cabrillo College.

If your Appeal is denied, you must successfully complete one semester without financial aid before another appeal is considered.

Ineligible

If you are on **Probation** due to a Maximum Time Frame Appeal and do not meet Minimum Standard Requirements and/or you have reached the extended time period given when your appeal was approved, your status will become **Ineligible**. *No correspondence will be sent notifying you of this change in status.*

Once your status becomes **Ineligible**, there are no further appeals and you will not be eligible for **Reinstatement**.