

Financial Aid Office

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**Financial Aid Satisfactory Academic Progress (SAP) Requirements****You must:**

- Successfully complete 66.67% of all classes attempted (your earned divided by your attempted credits, includes transfer credits)
- 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. This SAP policy applies to all students and is applied consistently regardless of program of study or enrollment status.

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, a completion rate of 66.67% or more, and complete your degree within the 150% timeframe.
- 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 be placed on Denied if they have not met the standards of satisfactory academic progress..
- Students on financial aid Warning will need to have a cumulative 2.0 GPA and an overall completion rate of 66.67% 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.
- The evaluation period will be based on academic history 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 Chemeketa, transfer credits accepted by Chemeketa, 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 through their Chemeketa student 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.
- Incomplete grades have no effect on GPA but do count as attempted coursework for pace of progression standards. If an incomplete grade is changed to another grade, the Financial Aid Office is notified by Enrollment Services and your SAP status will be re-assessed at the time of the grade change.
- Students who withdraw from a course (receive mark of W) will have those credits counted as attempted credits impacting pace of progression; the W mark does not impact GPA.

II. ELIGIBILITY

Students must meet the following criteria:

1. Students must complete 66.67% 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, W 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 taken into consideration.

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 passed class can be repeated and paid for two times only. All classes taken must be counted as attempted classes. For coursework repeated to improve a grade, each attempt of the course counts as attempted credits, but only the latest or greatest (whichever is best) grade will be counted as earned credits and factored into the GPA.
- 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 a Satisfactory 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 submitted to the Financial Aid Office and should include appropriate documentation.
- Examples of documentation could include: an obituary notice, divorce decree, or a letter on letterhead from a physician, attorney, social services agency, employer, etc. Letters from friends and family members typically 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 may not be granted.
- The outcome of an appeal may include Good Standing, Probation Status, Academic Plan, or Denial.
- Students will be notified through their Chemeketa student 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 an 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 Good Standing and do not meet SAP requirements.	Warning - You are 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 Warning Status	DENIED - 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 appeal.
If you do not have an overall completion rate of 66.67% or more while in Warning Status	DENIED - 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 appeal.
If your overall GPA drops below a 2.0 and/or you do not have an overall completion rate of 66.67% or more while you are on Warning Status	DENIED - 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 appeal.
If you have credits attempted in excess 150% of your program length while in Good or Warning Status	DENIED - 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 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%