

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that financial aid students maintain Financial Aid Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program. This policy applies to all students enrolled in an eligible Title IV program of study and can affect a student's Financial Aid eligibility for Title IV financial aid, including Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Direct Student Loans (Subsidized, Unsubsidized, and Parent PLUS), and any state funded financial aid. This is in addition to the Academic Satisfactory Progress Policy outlined in the catalogue. As such, a student may be considered making Satisfactory Progress based on the Academic SAP policy but not on the Financial Aid SAP policy. Each policy has their own appeal process and criteria.

The SAP evaluation is based on a student's entire academic history regardless of whether or not they received financial aid. It will be evaluated at the end of each enrolled semester to determine continued financial aid eligibility.

SAP Standards: Students will be measured on the following standards at the end of each enrolled semester. If standards are met, students may continue to receive financial aid for the next semester. If not, students may be placed on warning, or suspension (see SAP Standings on page 2). Students are evaluated equally at the end of each semester regardless of academic load (Full Time, Half Time or Part Time) or Program of Study.

Cumulative grade point average (Qualitative Standard):

Financial Aid students must maintain a minimum cumulative grade point average (GPA) of 2.0.

Completion Rate 66.67% or greater (Quantitative Standard):

Financial Aid students must complete classes at a rate of 66.67% or greater. Completion Rate is measured by the number of earned credit hours divided by the number of attempted credit hours. Yavapai College does NOT use rounding protocols when calculating completion rate. A student must have a completion rate of at least 66.67% without rounding.

Maximum Time Frame for completion of a degree or certificate:

Students receiving financial aid are required to complete degree or certificate requirements within a limited amount of time, referred to as maximum time frame (MTF). A student is allowed to receive federal financial aid for up to 150% of the credit hours required to complete their degree or certificate program. For example, a typical Associate's degree requires 64 credits and can be funded up to 96 credits (64 X 150%= 96).

The maximum time frame (MTF) for completion of a degree or certificate includes the total number of credit hours a student has attempted at YC plus all transferred hours accepted from other schools that apply to your YC primary program of study. Per federal regulations, all credit hours are included regardless of whether or not financial aid was received during the time the credits were taken.

Students will be MTF suspended if total attempted YC credits plus program applicable Transfer credits exceed 150% of the published length of their primary degree program or when it is mathematically impossible for a student to complete their program within the 150% timeframe.

A student may appeal MTF suspension (see Maximum Time Frame Appeal on page 4).

Repeated Courses - Per federal regulations, financial aid can pay for one repeat of a course in which a grade of A, B, C, D or S was earned. Repeating a course in which a prior grade of A, B, C, D, or S was earned **may negatively** impact your completion rate because the course with the lower grade will be included in attempted credits and excluded from earned credits. Repeated courses are included in both SAP and MTF calculations.

Grades of D, F, and U - A grade of D is considered both attempted and earned when received for the first time. When you repeat a course in which a grade of D was previously earned, the repeated course will count as an

attempted credit. However, when you repeat the course, you must receive a grade of C or better for it to be considered earned. Grades of F and U are considered credits attempted but not earned. Grades of D, F and U are included in both SAP and MTF calculations.

Incomplete & Withdrawals - Grades of I, W or Y are considered credits attempted but not earned. They are included in both SAP and MTF calculations.

Remedial Courses - Remedial courses (courses under 100 level) are included in the SAP calculation both as qualitative (GPA) and quantitative (ROP) measures. For MTF calculation, remedial courses are included. However, up to 30 hours of remedial credits may be removed from the MTF calculation at YC's discretion.

Change of Degree - If a student changes degree or certificate programs, the YC credits from the previous program will be counted as attempted and earned credits for both SAP and MTF calculations.

Transfer Credits - Transfer credit hours that apply toward your degree or certificate program are included in the completion rate and MTF calculations. If a transcript is provided after financial aid is awarded, SAP will be reviewed at the end of the currently enrolled term.

Transfer students may be required to submit academic transcripts to verify they have met the minimum SAP standards.

SAP Standings: A student's SAP status will be assessed after each period of enrollment. Students may view their current SAP status by logging into their myYC Portal, select: Students, My Financial Aid, Check Your Eligibility, select the Aid Year, select the Academic Progress TAB.

The SAP status is broken into three components, one for each of the standards required by federal regulation: **(C) Completion Rate; (G) Cumulative Grade Point Average; and (M) Maximum Time Frame.** Each component has a number code to reflect the student's status for that standard: **(1) Passing; (2) Failing; (3) Warning; and (4) Probation/Academic Plan.**



Examples:

C1G1M1: (Good Standing) Student has passed each of the SAP standards and is eligible to continue to receive federal financial aid for the next semester.

C3G1M1: (Warning) Student has failed the Completion Rate SAP standard and has been placed on a WARNING status for the next term. Student is eligible for financial aid funding, but must meet all SAP standards at the end of the next enrolled term or eligibility for aid will be suspended.

C1G3M1: (Warning) Student has failed the Cumulative Grade Point Average SAP standard and has been placed on a WARNING status for the next term. Student is eligible for financial aid funding, but must meet all SAP standards at the end of the next enrolled term or eligibility for aid will be suspended.

C2G1M1: (Suspended) Student has failed the Completion Rate SAP standard and has been placed on a Suspended status for the next term. Student is not eligible to receive federal financial aid. A student may appeal the suspension of financial aid eligibility based on extenuating circumstances (see Satisfactory Academic Progress Appeal on page 4).

C1G2M1: (Suspended) Student has failed the Cumulative Grade Point Average SAP standard and has been placed on a Suspended status for the next term. Student is not eligible to receive federal financial aid. A student may appeal the suspension of financial aid eligibility based on extenuating circumstances (see Satisfactory Academic Progress Appeal on page 4).

C1G1M2: (Suspended) Student has failed the Maximum Time Frame SAP standard and has been placed on a Suspended status for the next term. Student is not eligible to receive federal financial aid. A student suspended for MTF may appeal in order to complete a current program of study or to pursue an additional degree or a certificate. (see Maximum Time Frame Appeal on page 4).

C4G1M1; C1G4M1: (Probation) If the student's SAP components C or G includes a '4', then the student's Appeal has been approved and they have been placed on Probation. The student remains eligible for federal financial aid but must follow an academic plan and successfully complete 100% of attempted credit hours each semester. Failure to abide by the probation requirements will result in financial aid suspension.

C1G1M4: (Probation) If the SAP component M includes a '4', then the student's Appeal has been approved and they have been placed on Probation. Student's on probation due to Maximum Time Frame only, will remain on probation until their approved program of study is successfully completed if they maintain passing Completion Rate and Grade Point Average standards. A student on Maximum Time Frame Probation may later become suspended due to Completion Rate and/or Grade Point Average if they fall below the acceptable standards for those SAP components.

Your SAP standing at the beginning of the semester	Status Type	Your cumulative GPA at end of the semester		Your cumulative Rate of Progression	Your SAP status for the next semester	Status Type
C1G1M1	PASSING	At least 2.0	AND	At least 66.67%	C1G1M1	PASSING
C1G1M1	PASSING	Less than a 2.0	AND/OR	Less than 66.67%	C3G1M1 C1G3M1	WARNING
C3G1M1 C1G3M1	WARNING	At least 2.0	AND	At least 66.67%	C1G1M1	PASSING
C3G1M1 C1G3M1 C3G3M1	WARNING	Less than a 2.0	AND/OR	Less than 66.67%	C2G1M1 C1G2M1 C2G2M1	SUSPENSION
C2G1M1 C1G2M1 C2G2M1	SUSPENSION	At least 2.0	AND	At least 66.67%	C1G1M1	PASSING
C2G1M1 C1G2M1 C2G2M1	SUSPENSION	Less than a 2.0	AND/OR	Less than 66.67%	C2G1M1 C1G2M1 C2G2M1	SUSPENSION
C1G1M4	PROBATION	At least 2.0	AND	At least 66.67%	C1G1M4	PROBATION
C4G1M1 C1G4M1 C4G4M1	PROBATION	Complete 100% of attempted credits with a passing grade			C4G1M1 C1G4M1 C4G4M1	PROBATION
C4G1M1 C1G4M1	PROBATION	Failure to complete 100% of attempted credits with a passing grade			C2G1M1 C1G2M1	SUSPENSION
C1G1M4	PROBATION	Less than a 2.0	AND/OR	Less than 66.67%	C2G1M2 C1G2M2 C2G2M2	SUSPENSION

IMPOSS: This SAP status is assigned when it is mathematically impossible for a student to complete their degree program within the calculated maximum time frame permitted (see Maximum Time Frame SAP Standard on page 1). Therefore, the student is no longer eligible for Federal Title IV aid. A student may appeal the suspension of financial aid eligibility based on extenuating circumstances (see Maximum Time Frame Appeal on page 4).

Reinstatement of Financial Aid Eligibility: A suspended student will be required to enroll in one or more subsequent semesters at his/her own cost and successfully complete courses to meet SAP standards. There is a [Cumulative GPA Calculator](#) and a [Completion Rate Calculator](#) available on the YC Financial Aid website to help students calculate the needed credit hours to increase the cumulative GPA and/or the rate of progression.

Satisfactory Academic Progress (SAP) Appeal: Exceptions to the satisfactory academic progress requirements may be made for students who can document extenuating circumstances. Extenuating circumstances include personal illness or accident, serious illness or death within the immediate family, necessary long-term absence from school or other circumstances beyond reasonable control of the student.

SAP appeals are completed electronically and the link may be accessed by logging into the student YC Portal and selecting 'Students', 'My Financial Aid', 'Check Your Eligibility' and selecting the appropriate aid year.

Appeals are evaluated on an individual basis and will not be considered for the same circumstance more than once. Students are encouraged to consult with a financial aid advisor for assistance with the appeal process. SAP appeal forms and all supporting documentation must be submitted by the Wednesday prior to the first day of the semester in which you wish to be considered for financial aid reinstatement.

After an appeal is reviewed, students will be notified via email regarding their financial aid status. If approved, students will be placed on probation and must follow an academic plan (see below for more information).

Maximum Time Frame (MTF) Appeal: A student suspended for MTF may appeal in order to complete a current program of study or to pursue an additional degree or a certificate. Submission of an MTF appeal does not guarantee approval. Before submitting an MTF appeal, students are required to submit official academic transcripts from all previous schools attended for official evaluation. Once all transcripts have been evaluated, students will meet with an academic advisor to select their program of study and complete the academic plan. Any revisions to your approved program of study will require submission of a new MTF appeal. Upon completion of an approved MTF program of study, additional degrees/certificates may be considered for federal financial aid eligibility. However, this will also require submission of a new MTF appeal.

When a student has been suspended for MTF and also has not met the minimum Completion Rate and/or Grade Point Average SAP standards, additional SAP documentation will be required.

MTF appeals are completed electronically and the link may be accessed by logging into the student YC Portal and selecting 'Students', 'My Financial Aid', 'Check Your Eligibility' and selecting the appropriate aid year. MTF appeal forms and all supporting documentation must be submitted by the Wednesday prior to the first day of the semester in which you wish to be considered for financial aid reinstatement.

After an MTF appeal is reviewed, students will be notified via email regarding their financial aid status. If approved, students will be placed on probation and must follow an academic plan (see below for more information).

Academic Plan: Students who submit a SAP or MTF appeal are required to complete an academic plan. An academic plan is established by meeting with an academic advisor to determine the required courses needed to complete your program of study and to ensure you will be able to meet SAP standards by a specific point in time.

While on an academic plan, a student may not be approved for full-time financial aid funding if the academic advisor and/or financial aid office believes it is in the student's best interest to take less than 12 credits per semester.

Once on the plan, students approved for probation due to Completion Rate and/or Grade Point Average standards are required to complete 100% of attempted credits with a passing grade to remain eligible for financial aid. Failure to do so will result in immediate suspension at the end of the semester.

Students who are on probation due to Maximum Time Frame only, will remain on probation until their approved program of study is successfully completed if they maintain passing Completion Rate and Grade Point Average standards. A student on Maximum Time Frame Probation may later become suspended due to Completion Rate and/or Grade Point Average if they fall below the acceptable standards for those SAP components.