



Cypress College Financial Aid Office carefully reviews student Satisfactory Academic Progress (SAP) in accord with our policy. All students must sign and submit a Satisfactory Academic Progress Agreement form each year before aid is disbursed. **Cypress College will offer ONE semester of Financial Aid Warning before students are disqualified from aid unless they have exceeded the maximum time frame for aid or enter Cypress College with grades/gpa below our standards.**

Financial Aid Warning

Students who fail to complete SAP standards (indicated in your policy statement) will be placed on **Financial Aid Warning**. This is a warning to students and will not affect their financial aid. If, while on Financial Aid Warning, students fail to meet the SAP standards for the second time they will be **Disqualified**. When disqualified, all aid will be cancelled. Students can exercise their right to submit a petition form and state the reasons why they did not meet SAP standards. The petition form is to be submitted to the financial aid office for review. If approved, the student's financial aid will be reinstated and specific conditions for academic progress will be assigned. Students who choose not to petition or who are denied will need to meet SAP standards without financial aid support to re-establish eligibility for financial aid at Cypress College. Please note that the standards for academic progress do not apply to the Board of Governor's Fee Waiver program.

Regaining Eligibility

Students who are disqualified from receiving aid can regain their eligibility by meeting the SAP standards. To regain eligibility, students must complete the required 67% of the attempted units and raise their cumulative GPA to at least 2.0. The student will be placed on Warning status the following semester if this standard is met. Disqualified students who submit petitions that are approved are subject to meeting specific unit completion and gpa conditions as specified in their approval letter.

Petitions

Students may not meet SAP for the following reasons:

- 150% timeframe has been exceeded (90 units attempted AA/AS, 60 units attempted Certificate).
- Below a 2.0 gpa
- Less than a 67% Pace of Progression
- BA/BS Degree completed. Not eligible for grants, loans only with approved educational plan.

Petitions are required if the following conditions exist:

- Disqualified student has extenuating circumstances (beyond the student's control) that prevented him/her from meeting SAP standards (documentation substantiating statements must be submitted) prior to reaching 90 units attempted.
- Change in major or program of study or coursework for transfer to a 4-year college or university prior to 90 units attempted. (Note: Only students completing a program at Cypress College, and completing transfer requirements in order to transfer to a 4-year institution will be considered for reinstatement. A student coming to Cypress College from a university, taking classes, and then returning to a university would not be eligible for Title IV funds at Cypress College).
- Student has reached 90 attempted units, but a portion of the unit total is comprised of remedial coursework which would reduce the 90 unit attempted total.
- Student has reached 90 units and has a change in major program.

NOTE: Although the conditions above do not "require" a **Student Educational Plan**, students are encouraged to see a counselor and develop a Student Educational Plan within their first year at Cypress College.

Extenuating Circumstances

Extenuating circumstances must ALWAYS be documented or the petition will not be accepted.

Extenuating circumstances are considered to be (but not limited to):

- Serious illness, injury or medical condition requiring doctor's care.
- Death of an immediate family member or
- Extenuating circumstances that were beyond the student's control.

A thorough and clearly written explanation, indicating the extenuating circumstance that prevented the student from meeting SAP, must be submitted along with the supporting documents. Each appeal will be reviewed by the Financial Aid Office and approved or denied based upon the provisions set forth in our Satisfactory Academic Progress Policy.

Repeat Policy

Federal regulations also limit Federal Student Aid funds to one additional attempt after a grade of "D" or better has been obtained. Therefore, students will be paid up to two attempts, maximum, for a particular course for which they previously earned a passing grade. The new policy states that a "W" would not count as an attempt but it will count towards students Satisfactory Academic Progress (SAP).

Award Limitations

Effective July 1, 2012, the Federal Government lowered the lifetime eligibility for Pell Grants. The regulation will be effective to all students regardless of attendance past and present. The Department of Education will notify students on their Student Aid Report (SAR) whether or not they exceed the new 12 full time semesters of lifetime Pell grant eligibility. Once the Department of Education determines a student is ineligible due to the new regulation, students will not be able to appeal. This new regulation is not part of the Satisfactory Academic Progress policy (SAP) and it only affects the Federal Pell Grant.
