**Crafton Hills College Satisfactory Academic Progress (SAP) Policy**

Federal and State regulations require that Crafton Hills College review the academic progress of students receiving financial aid. To be eligible for financial aid a student must demonstrate Satisfactory Academic Progress (SAP).

**Financial Aid SAP Statuses**

**Satisfactory**

Once students have attempted any units, (regardless of receiving financial aid or not), students are required to: (1) Complete a cumulative 67% of \*attempted units, (2) Maintain a minimum 2.0 cumulative GPA; and complete their education program within 150% of the minimum required units to meet the standards required to maintain Satisfactory status for financial aid Eligibility.

**Warning**

A financial aid warning allows a student to maintain financial aid eligibility for the next semester after failing to meet Satisfactory Academic Progress (SAP) standards. Some students will be automatically terminated based on previous academic history. Students in a Warning status will need to use the next enrolled semester to bring up either their cumulative GPA, cumulative completion ratio, or both to the SAP standards to be considered eligible for future financial aid.

**Disqualified/Terminated**

A student who continues to not meet Satisfactory Academic Progress (SAP) standards after their term of “Warning” status will be denied for future financial aid until they have reinstated their financial aid eligibility.

**Appeal Approved**

If a student’s appeal is approved, the student will continue receiving financial aid on “Appeal Approved” status so long as the terms of their Term Dismissal contract are met, and courses on their SEP plan are completed with a passing grade.

**Attempted and Completed Units**

• \*Attempted units are any units for which a grade includes, but is not limited to A, B, C, D, F, EW, FW, RD, P, NP, NC, I, IP or W. Repeated courses are included in this standard. FW grades will be counted as failed withdrawals – unearned Fs.

• Units for “EW” COVID related during the qualified pandemic period may be excluded with proper documentation.

• Completed units are earned units with a grade of A, B, C, D, P or CR.

• All attempted units are counted. Beginning Fall 2024, once a student reaches maximum time frame, only credits from outside institutions that count towards one current program of study, along with all units from Valley and Crafton, will be used to calculate SAP.

**Repeated, Audited, Transfer, Consortium or Remedial Coursework**

• Repeated courses: Financial Aid may be awarded for the cost of courses previously taken if the course is being taken to improve a sub-standard grade of D, F, NP or NC and any one class that was previously passed. Repeated units will count toward the 150% maximum units allowed. Substandard grade repeats may be repeated two times.

• Transfer: All units from outside transcripts will be used to calculate SAP. Beginning Fall 2024, once a student reaches the maximum time frame, only credits from outside institutions that count towards one current program of study, along with all units from Valley and Crafton, will be used to calculate SAP. A student must submit a financial aid transcript evaluation to Admissions & Records. They require official transcripts to conduct an evaluation. Students denied Term Dismissal prior to Fall 2024 with outside transcripts affecting the decision, must notify the financial aid office to re-evaluate their SAP-Term Dismissal.

• Consortium: Crafton Hills College and San Bernardino Valley College are in a Consortium Agreement. Units from both colleges count towards SAP calculations.

• Remedial Courses: Up to 30 units of non-degree applicable/remedial courses qualify for federal financial aid. Note that this financial aid policy differs from the academic policy governing repeated courses.

**Reinstatement**

If eligibility is disqualified, students must meet the following requirements in order to re-qualify for the following semester:

• Bring cumulative completion rate to 67% of attempted units.

• Achieve a minimum 2.0 cumulative GPA.

• Not exceed maximum timeframe.

Note: Reinstatement is not retroactive, and students will not receive aid for any semester that they were ineligible.

**Maximum Time Frame (MTF)** is calculated using courses from outside transcripts and/or taken at Crafton Hills College and San Bernardino Valley College. Beginning 2024-2025 SB 789 rules apply, and only courses deemed transferrable by CHC evaluators, and all CHC/ Valley College courses will count towards maximum time-frame. A student is eligible to receive financial aid, specifically Title IV aid, for a maximum number of overall attempted credits for their primary (active) program of study. CHC may use the closest to degree completion program if multiple programs are selected. A student must complete their degree/certificate program within 150% of the published degree length. Certificate and program lengths will vary.

Students who have reached their maximum time frame (150%) of their program/certificate are immediately ineligible for federal financial aid the semester after they reach 90 units and/or maximum timeframe. Students do not receive a warning semester. To obtain additional federal financial aid a student must submit a completed Term Dismissal SAP Appeal which includes a meeting with their academic advisor/counselor to complete their Term Dismissal packet and complete a transcript evaluation from Admissions & Records for any and all outside transcripts by the deadline indicated. It is the student’s responsibility to reach out to Financial Aid to obtain an appeal packet. Financial Aid will send out a courtesy notice to students at approximately 100% of the program length notifying them they are getting close to the maximum time frame for their program. Note: Depending on number of units taken, outside transcripts, major changes, time of calculating SAP, and related factors a student may not receive a notice prior to reaching 90 units and/or 150% MTF.

At CHC, the maximum is 90 units for most programs. For example:

• An Associate's Degree (AA) usually requires 60 units. Students must complete it within 90 units (150% of 60).

• A certificate requiring 30 units must be completed within 45 units (150% of 30).

 Up to 30 units of remedial courses are excluded from the maximum unit timeframe.

**Appeal Process**

SAP Appeals, whether a Petition for Reinstatement or Term Dismissal, can be requested through the Financial Aid office. You must read the appeal carefully and submit your supporting documentation, prior to the appeal deadline. Incomplete appeals will be rejected.

**SAP Appeal Special Circumstances**

In reviewing a student’s appeal and documentation, CHC may consider any additional special circumstances that the institution deems appropriate and shall consider a broad range of special circumstances, including, but not limited to, any of the following:

• Death of a relative or other significant person

• Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person

• Pregnancy or birth of a child

• Homelessness

• Loss of childcare

• Loss or change in employment

• Loss of access to personal or public transportation

• Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability

• Natural disaster

• Change of major (Once per SAP Policy)

Please note: If a student does not successfully complete the courses on the SEP plan with a passing grade of A, B, C, or D where applicable, this will revoke the Term Dismissal agreement and the student will no longer receive Financial Aid at CHC.

Students will be notified of the appeal decision via their student email within 45 days of a complete appeal submission. If the student has outside transcripts, they must be evaluated, and students must submit their official transcripts to Admissions & Records before the appeal submission is considered complete.

If a student has been approved and is eligible for a financial aid disbursement, they may receive their disbursement within 2-4 weeks after their SAP approval notification.

If the student’s appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility. Students may request a second review process from their specialist if the initial SAP appeal is denied. Students can email financialaid@craftonhills.edu or call 909-389-3223 to request an appeal, ask questions, or receive a copy of this policy.