
Satisfactory Academic Progress (SAP) Policy

In accordance with Federal and State regulations, San Bernardino Valley College (SBVC) has established a Satisfactory Academic Progress (SAP) Policy to ensure students receiving financial aid maintain academic standards that support their educational goals. This policy applies to all students, whether or not they are receiving Title IV financial aid, regardless of prior aid history at SBVC or any other institution. SAP standards apply to all levels of enrollment (full-time, part-time) and all academic programs.

SAP Evaluation Schedule

SAP is evaluated at the end of every semester (fall, spring, and summer), regardless of whether financial aid was received during the term. SAP evaluations include all coursework completed at SBVC and coursework transferred from other institutions, as evaluated by the Admissions and Records Office.

SAP Standards

To remain eligible for financial aid, students must meet the following three standards:

1. Qualitative Standard (GPA):

- a. Maintain a minimum cumulative Grade Point Average (GPA) of 2.0.
 - i. GPA is calculated using all courses with letter grades (A, B, C, D, F).
 - ii. GPA does not apply if a student is enrolled only in credit/no credit courses.

2. Quantitative Standard (Pace of Progression):

- a. Successfully complete at least 67% of all attempted units.
 - i. Attempted units include withdrawals (W), incompletes (I), no pass (NC/NP), failing grades (F), and report delayed (RD).
 - ii. Repeated courses count toward both attempted and completed units.

3. Maximum Timeframe:

- a. Complete a program within 150% of the published program length.
 - i. Most SBVC programs require 60 units; therefore, the maximum timeframe is 90 attempted units.
 - ii. All attempted units, including transfer and remedial units, are counted.

Remedial and ESL Coursework

- Financial aid is allowed for up to 30 attempted remedial units.
- ESL coursework does not count toward the maximum timeframe but is included in GPA and completion rate calculations.
- Students enrolled solely in remedial or ESL coursework are not considered in an eligible program.

Repeat Coursework

- Financial aid will pay for one repeat of a previously passed course (grade D or higher).
- Repeated units count toward maximum timeframe and completion rate.

SAP Statutes

Financial Aid Warning:

- Students who do not meet GPA or completion rate standards are placed on Warning for one semester.
- Students may receive aid during this term and must meet SAP by the end of the Warning term to avoid termination.

SAP Termination:

- Students who fail to meet SAP during the Warning period or who exceed the maximum timeframe are placed on Termination.
- Students on Termination are ineligible for financial aid (excluding the California College Promise Grant, formerly BOG Fee Waiver).

Students may regain eligibility by meeting all SAP standards without financial aid.

SAP Appeal Process

Students on Termination status may submit a SAP Appeal if extenuating circumstances affected their academic performance. SBVC does not limit the number of appeals a student may submit. Each appeal is reviewed individually and equitably, based on the student's specific situation. Appeals must include:

1. A completed SAP Appeal form by the published deadline.
2. A current Student Educational Plan (SEP) completed with an academic counselor.
3. A typed personal statement explaining:
 - a. What happened that prevented the student from meeting SAP;
 - b. What has changed to support future academic success.
4. Supporting documentation for the terms affected.

Valid Appeal Circumstances Include:

- Death of an immediate family member
- Documented medical condition or serious illness
- Change in academic program or major
- Documented personal circumstances beyond the student's control

Invalid Appeal Reasons Include:

- Poor time management or study habits
- Lack of awareness of SAP policies
- Childcare or transportation issues without documentation
- Not following academic counselor recommendations

Appeals for Maximum Timeframe: Students who exceed the 150% timeframe may appeal if:

- They have changed majors or programs of study, or
- They experienced other documented mitigating circumstances.

Appeal Review and Probation Status:

- Approved appeals result in Probation status.
- Students must follow an Academic Plan and:
 - Earn a minimum 2.0 GPA each term;
 - Successfully complete 100% of enrolled units;
 - Avoid substandard grades (W, F, I, NC, NP).

If the student fails to meet these conditions, they will return to Termination status.

Denied Appeals:

- Students may re-appeal if new extenuating circumstances occur or if they later meet SAP standards through self-funded coursework.

Notification and Communication

- Students are notified of SAP status and appeal decisions via their SBVC student email.
- Decision letters may also be mailed upon request.

Federal and state regulations are subject to change. SBVC may revise the SAP policy to maintain compliance without prior notice. For the most current information, students should visit the Financial Aid website:

www.valleycollege.edu/financialaid