

**Copper Mountain College**  
**Office of Financial Aid**  
***Satisfactory Academic Progress (SAP) Policy***

In accordance with Federal and State regulations, to qualify for and receive financial aid, students are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals. Copper Mountain College evaluates SAP at the end of every term.

Students must:

1. Complete 67% or more of attempted units (all units enrolled for at census date). Incompletes and Withdrawals (after census date) will be counted as attempted but not completed. Credits transferred in from other colleges will be counted as both attempted and completed (if passed), and
2. Maintain at least a cumulative GPA of 2.0, and
3. Complete their degree/certificate within 150% of the program's credit length – for example, an Associate's degree needs 60 credit units so the student can attempt 90 credit units to accomplish this. ESL and/or remedial courses (up to 30 units) will be deducted from the calculation of the 150% rule.

The first semester that students fail to meet SAP (items #1 and/or #2 above) they will automatically be placed on Warning for their next term only. During the Warning term, students can still receive Financial Aid while they work on improving their Completion Rate and/or Cumulative GPA. If students do not regain their eligibility after the Warning term, they will lose their eligibility to receive financial aid. Students who receive their degree, meet or exceed 150% (item #3 above) will lose their aid without being placed on Warning. Students can appeal any discontinuation of Federal Aid and, if approved, be placed on Probation for one term only.

### **Appeals**

Students wishing to appeal the loss of their financial aid should use the Appeal Form available at the Financial Aid Office. Students will be answering 2 questions: why they did not meet SAP and what has changed so that they can once again meet SAP. A current Student Education Plan (SEP) needs to be submitted with this appeal. Alert – counselors will need to meet with the student for at least an hour to prepare a SEP so be sure to reserve this amount of time when you call to make an appointment. Appeals must include dates, details and

documentation of any extenuating circumstances. Valid reasons for an appeal are: death in the immediate family, a serious health issue for the student. The Appeal goes to the Appeal Committee whose decision is final. If the student is successful in their appeal they will be placed on probation and will be eligible for financial aid for a maximum of one term. The Appeal Committee may impose conditions for student's continued eligibility to receive Federal Title IV aid.

### **Unearned financial aid**

Federal law requires that unearned federal financial aid be calculated and returned to the Department of Education for students who withdraw. CMC will determine the amount of federal financial aid that a student has earned in accordance with the federal regulations. Students who withdraw from all classes prior to completing at least 60% of the semester will have their financial aid eligibility recalculated based on the percentage of the semester completed. The recalculation may require the student to repay some of the unearned aid they have received. Failure to return the funds would result in loss of eligibility for future aid until the funds are repaid.

### **Withdrawal Date**

At CMC a student's withdrawal date is:

- 1) The date the student officially visits the Office of Student Services to notify of his/her intent to completely withdraw from all classes, or
- 2) The student's last date of attendance at a documented academically related activity, or
- 3) The midpoint of the semester for a student who leaves without notifying the college.

The status of your financial aid file, complete or incomplete, does factor into the equation of unearned federal financial aid.