

Satisfactory Academic Progress (SAP) Policy

In accordance with Federal and State regulations, to qualify for and receive financial aid, all college students are required to make Satisfactory Academic Progress (SAP) toward completion of their educational goals regardless of their enrollment status or program of study. All units attempted in any term of enrollment as specified below at Copper Mountain College (CMC), regardless of aid status, will be counted when calculating Satisfactory Academic Progress at the end of each term after grades have been posted.

Minimum Standards for Academic Progress

All financial aid recipients must be enrolled as a college student in an eligible degree or certificate program of study that is at least 16 credits and 16 weeks in length.

Units and grades excluded under the Academic Renewal Policy will be included in the calculation of the financial aid GPA (Qualitative standard), as well as Completion Rate (Quantitative Standard).

Quantitative (Pace)

Students must complete (pass) 67% or more of attempted units rounded to the nearest percent (all enrolled units at census date). Incompletes and Withdrawals (after census date) will be counted as attempted but not completed. Units transferred in from other colleges that are applicable to the current degree/certificate program are counted as both attempted and completed (if passed).

The following grades will be considered as units attempted but not successfully completed: F, W, EW, and any grade considered as a non-passing grade by either the home or the host-institution for consortium credits. Withdrawals are allowed each semester, but may negatively impact a student's cumulative completion rate.

Audit classes are not eligible for financial aid and are not counted towards the completion rate calculation.

Students who repeat a course for which they have already earned a passing grade may be allowed to receive funding to repeat that course only ONCE. Repeat courses are counted as attempted units and may negatively impact a student's completion rate as they are only able to earn units for a course one time.

An Incomplete (I/F) grade is calculated as no unit received until the grade is changed by the Instructor and added to the student's academic record by the Admissions and Records Office. If students need the completed grade to change their financial aid status (suspension), they must notify the Financial Aid Office when the grade has been added to their transcript. The Financial Aid Office will not automatically review for incomplete grade changes.

Qualitative (Grades)

Students must maintain a cumulative grade point average (GPA) of at least 2.0. A new grade for a repeated course will be used in the GPA calculation and may impact their cumulative GPA. Transfer grades are not included in the GPA for SAP calculation.

Maximum Time Frame

Students must complete their degree/certificate within 150% of the program's credit length – for example, an associate degree needs 60 credit units, so the student can attempt 90 credit units to accomplish this. A certificate may need 30 credit units so the student can attempt 45 units to accomplish this.

ESL and/or remedial courses (up to 30 units) do not count against Maximum Timeframe.

Students who change their major, without completing their degree or certificate, will have all units previously attempted counted toward their maximum time frame. Students must appeal in order to have only those units that are applicable to the new degree program counted toward their Maximum Timeframe. Students who change programs multiple times will continue to have all units attempted counted toward their maximum timeframe.

All attempted units from semesters of previous enrollment at CMC, regardless of aid status, will count toward maximum time frame.

Transfer units that are applicable to the current major/degree at CMC will be counted toward maximum time frame.

Students who repeat a course for which they have already earned a passing grade may be allowed to receive funding to repeat that course only ONCE. Repeat courses are counted toward a student's maximum time frame.

Audited classes are not eligible for financial aid and are not counted toward time frame.

Students who receive their degree, meet or exceed 150% will lose their financial aid eligibility. Students may submit an SAP appeal if they would like to be considered for Federal Financial Assistance for the upcoming semester.

Financial Aid Warning

The first semester a student fails to meet SAP, they are placed on a financial aid warning status for their next semester. This is indicated on their student portal as: WA – Warning. The warning status may be due to:

1. Not meeting GPA – 2.0
2. Not meeting completion rate standard (67%)
3. Meeting or exceeding the Maximum Timeframe (150%)
4. A combination of both 1, 2, and 3 above

During the Warning semester, students may still receive Financial Aid while they work on improving their cumulative completion rate (pace) and/or cumulative GPA. After the Warning semester if the student meets SAP standards they will return to good standing. If the student does not meet the SAP standards above by the end of the warning semester, they will lose Financial Aid eligibility and be placed in an unsatisfactory status. This is indicated on their student portal as: U - Unsatisfactory.

Available transcripts may be used to determine if a new student will be placed on Warning/Probation or be denied financial aid for the first semester they transfer in to CMC.

Students may submit an SAP appeal if they would like to be considered for Federal Financial Assistance for the upcoming semester.

Financial Aid Appeal Process

Students may appeal any discontinuation of Federal Financial Aid and must include in the appeal the circumstances involved with not meeting Satisfactory Academic Progress (SAP) standards, and what has now changed with those circumstances that will allow them to continue their education. Students must follow the instructions below:

1. To appeal a student must request an SAP Appeal Form from CMC's Financial Aid Staff or complete the appropriate appeal form from the Copper Mountain College Financial Aid webpage at <https://www.cmccd.edu/admissions/financial-aid/>.
2. Provide all information on the SAP Appeal Form. Circumstances for which appeals may be considered include, but are not limited to:
 - a. Illness, injury or other health-related episode or condition that can be documented by a medical professional;
 - b. Death of a family member or other person of close relation;
 - c. Circumstances related to an outbreak of COVID-19, including, but not limited to, the illness of a student or family member, compliance with a quarantine period, or the general disruption resulting from such an outbreak;
 - d. Disabilities verifiable by the CMC ACCESS (DSPS) Department;
 - e. Activities associated with a student's service in the United States Armed Forces or other entity providing essential services to the public;
 - f. Issues experienced by students transitioning to collegiate academic requirements, which have been resolved or are being remediated with the intervention of Academic Advising.
 - g. Program Change (for Maximum Timeframe ONLY)
3. For Appeals requiring more than 1 semester to get back into good academic standing, as well as Maximum Timeframe Appeals, the student must submit a Student Education Plan (SEP) they created with their CMC Academic Advisor/Counselor along with the SAP Appeal. This document must be submitted along with all supporting documentation to the financial aid office.
4. The student submits the appeal and supporting documentation to the Financial Aid Office via student email or in person.
5. The appeal is reviewed by a Financial Aid Administrator.
6. The student is notified of the results of the appeal within 7 business days from the time of submittal via, but not limited to, snail mail, email, student portal.
7. If the appeal is approved the student will be placed on Probation and may be eligible for financial aid for one term. Student's progress is reviewed at the end of each payment period to determine if the student is meeting the requirements of their SEP.
8. If the appeal is denied, the student may request a second review by the Director of Financial Aid.
9. If the appeal is denied a second time, the student will be placed on Disqualification and will be notified as in step 6 above.
10. Failure to complete the SAP Appeal Plan and complete the assigned criteria as listed in the appeal will result in Financial Aid Suspension/Disqualification.

Reestablishing Aid Eligibility

To regain financial aid eligibility, a student must earn sufficient grades and/or complete the necessary units to meet the qualitative (cumulative GPA of at least a 2.0) and the quantitative (completion rate of at least 67%) minimum requirements and/or adhere to their Student Education Plan (SEP).