Preface
The purpose of the financial aid program at College of the Canyons is to facilitate and foster successful academic participation of students who need help funding their education. In accordance with the Higher Education Act of 1965, as amended, the college has established the following Standards of Progress. While maintaining our responsibility as custodians of public funds, COC’s objective is to establish an SAP standard that is consistent with institutional goals and philosophies and at the same time sensitive to the needs of students. These standards apply to all students receiving financial aid from the following programs:

- Cal Grant B and Cal Grant C
- Federal Pell Grant
- Federal Direct Parent Loan for Undergraduate Students Program
- Federal Stafford Direct Loan Program
- Federal Supplemental Educational Opportunity Grant
- Federal Workstudy

I. Student and Program Eligibility
Students must maintain good standing and make satisfactory academic progress according to federal, state and institutional standards in their course of study. Students receiving financial aid must be enrolled in a course of study leading to an associate degree, an eligible vocational certificate, or a transfer program to a four-year college or university. A list of eligible certificate programs can be found on our website at www.canyons.edu/offices/finaid/eligibleprograms.asp.

II. Application Verification
College of the Canyons is required to verify certain information provided by a student/parent on the FAFSA. Applications requiring review are flagged by the US Department of Education. In addition, College of the Canyons is required to select and verify any FAFSA that contains incorrect or discrepant information. [34 CFR 668.54(a)(3)]; [34 CFR 668.16(f)]

III. Default or Overpayment on Title IV Funds
Students who are in default on a student loan or owe a Title IV program overpayment are not eligible for federal aid. If a student owes an overpayment, the debt must be cleared before any federal aid will be disbursed. In the case of a student loan default, financial aid may be reinstated once the student makes satisfactory repayment arrangements with the holder of the loan and proof of such arrangements are submitted to the Financial Aid Office.

IV. Total Withdrawal
Any student who receives Federal financial aid and completely withdraws or fails to complete any units during the payment period or period of enrollment, will be required to repay any unearned financial aid funds. [34 CFR 668.22]

V. High School Diploma or Equivalent
In order to receive Federal financial aid, a student MUST have a high school diploma or its recognized equivalent. The Department of Education considers the following to be equivalent to a high school diploma:

- A General Education Development (GED) certificate, or
- Completion of homeschooling, or
- Completion of the Ability To Benefit (ATB) test, or documentation (official transcripts required for transfer

VI. Student Educational Plan
It is the student’s responsibility to enroll in courses that count toward his or her educational objective. Students are strongly encouraged to make an appointment with a college counselor to create a personalized Student Educational Plan (SEP). The Counseling Department recommends that students take the Placement Test and requires students to submit ALL prior college transcripts for evaluation before making a counseling appointment.

VII. Satisfactory Academic Progress (SAP)
Federal regulations require that all financial aid recipients make satisfactory academic progress and remain in good standing. Academic progress is reviewed prior to the student’s first disbursement for each term. Additionally, prior to each financial aid payment, the student’s enrollment status will be verified to determine eligibility for financial aid.

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>12 or more units</td>
</tr>
<tr>
<td>Three-quarter time</td>
<td>9 to 11.5 units</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 to 8.5 units</td>
</tr>
<tr>
<td>Less Than Half-time</td>
<td>5 to 5.5 units</td>
</tr>
</tbody>
</table>

The quantitative (unit progress) and qualitative (grade point average) standards are measures of academic progress, must be cumulative, and include all periods of the student’s enrollment. Periods in which the student did not receive student financial aid funds must also be counted. If transcripts are submitted for evaluation, all units must be included in this evaluation.

- Qualitative Standard -- Grade Point Average
To maintain eligibility, students must maintain a cumulative grade point average of 2.00 (“C”) or higher for all coursework attempted.

- Quantitative Standard -- Unit Progress
Students are required to complete 67% of the total number of cumulative units attempted. Unit progress is evaluated by comparing the number of cumulative units attempted with the cumulative units completed to determine whether the student is progressing at a rate that will allow him/her to complete the program within the maximum time frame.

- Maximum Time Frame
Students must complete their educational objective within the maximum time frame allowed. The maximum time frame may not exceed 150% of the published length of the COC program measured in total units attempted.

- SAP Evaluation
The student’s program is divided into equal evaluation periods called increments. The number of units attempted is compared with the number of units the student successfully completed. This calculation enables the school to determine whether the student is progressing at a rate that will allow completion of an academic program within the maximum time frame. To ensure a student is making sufficient progress throughout the course of study, satisfactory academic progress for each student will be evaluated at the end of each term.

College of the Canyons is a two-year, degree awarding institution that provides students with an associate degree, transfer certification or vocational certificate. The maximum time frame may only be extended under professional judgment (through the appeals process) if the college determines that mitigating circumstances exist.

- Dismissal Status
Students who fail to meet the requirements of satisfactory academic progress (SAP) will be dismissed from financial aid. Eligibility for the Board of Governors Fee Waiver is not subject to the SAP standards. A student may reestablish their eligibility by submitting an appeal to the Financial Aid Office. See section VIII.
Reinstatement/Regaining Eligibility
Student’s dismissed from financial aid can be reinstated or regain eligibility by successfully meeting the requirements for satisfactory academic progress. Academic progress is evaluated after every semester. Students who previously did not meet the standards will be reinstated after evaluation has determined they still meet the eligibility requirements and are currently making satisfactory academic progress.

Prior College Transcripts
Transcripts are REQUIRED if you wish to receive a 2nd year student loan, or if you are appealing for failure to meet Satisfactory Academic Progress. When transcripts are submitted for evaluation, ALL units attempted will be counted toward the quantitative standard (unit progress) and qualitative standard (GPA) when calculating the maximum time frame and determining satisfactory academic progress. Please see the Admissions and Records office or the Counseling Office at the Valencia or Canyon Country Campuses to request a Transcript Evaluation form. Any student who fails to disclose ALL prior colleges attended on their admissions application may be required to submit official transcripts for evaluation to verify eligibility.

Units Completed/Grades
Completed units means that credit was given for the units enrolled. Grades of “F”, “NP” (no pass), “I” (incomplete), “IP” (in progress), “W” (withdrawal) and “FW” (failure to withdraw) will not count as completed classes for satisfactory academic progress, but will count as units attempted.

ESL and Remedial Courses
All English as a Second Language classes, and up to 30 units of remedial course work, may be excluded from the student’s units attempted when determining a student’s maximum time frame.

Course Repetition
Students are permitted ONE repetition of a previously passed course. Federal regulations DO NOT allow accommodation for “special courses”.

Credit by Exam or Audited Coursework
Units earned from credit by exam courses, or courses taken by audit, are not counted for financial aid purposes.

Concurrent Enrollment
In the determination of enrollment status, it is not permissible for a student to count units being taken concurrently at another college. College of the Canyons does NOT act as a primary school for consortium agreements.

Academic Renewal / Academic Standards Petition
Academic renewal/Academic Standards Petition is a procedure through which a student can petition to the college to have credits attempted and grades earned in previous semesters excluded from their grade point average. The financial aid program regulations DO NOT provide for such amnesty. In evaluating a student’s satisfactory academic progress for financial aid purposes, all courses that apply must be included toward his/her program of study.

Appeals
If a student believes that he/she has a documented special circumstances which may affect his or her financial aid eligibility, the student can request to have his/her situation evaluated by submitting a financial aid appeal.

Each appeal will be reviewed and approved or denied based on the student’s individual extenuating circumstances and supporting documentation. All Satisfactory Academic Progress Appeals require a Student Educational Plan approved by a COC academic counselor. A request for financial aid eligibility extension when the student has completed all required coursework but has not yet received degree, vocational certificate or transfer certification will not be approved. College of the Canyons permits a student to appeal for an extension of maximum time frame for ONE academic major or ONE educational objective change only.

Satisfactory Academic Progress
Under extenuating circumstances, a student may appeal his/her dismissal from financial aid due to a failure to maintain satisfactory academic progress.

Extenuating Financial Circumstances
An adjustment may be made to student or parent income information due to extraordinary circumstances which were not addressed on the FAFSA.

Dependency Override
An otherwise “dependent” student, who cannot obtain parental income information, may be eligible to have a dependency status change to “independent” based on documented circumstances.

Cost of Attendance Additional Expenses
A student may request the addition of expenses that fall outside the standard student budget. Allowances are limited to: Disability/Medical related, dependent care, studying abroad or a cooperative education program.

A student whose appeal is approved will be placed on probation for financial aid eligibility or the student’s Estimated Family Contribution (EFC) will be recalculated, if appropriate. The student will be notified of any changes to his or her eligibility by a newly generated FAFSA Student Aid Report and an updated Financial Aid Status.

A student whose appeal is denied will receive notification through his/her My Canyons account. There is no secondary appeal process for Financial Aid appeals. All decisions rendered by the Financial Aid Administrator are final.

IX. Probation
Students reinstated based on an approved Satisfactory Academic Progress appeal will be placed on financial aid probation. While on probation, a student must follow the approved Student Education Plan which was submitted with their appeal. Failure to follow an approved Student Education Plan will result in immediate dismissal from financial aid. There are NO REINSTATMENTS through an appeal process after dismissal from probation (except in documented extraordinary circumstances).

X. Fraud
A student who attempts to obtain financial aid fraudulently may be suspended or expelled from College of the Canyons, and from all financial aid program eligibility, as a result of formal student disciplinary action taken by the college. College of the Canyons is required to report such instances to local law enforcement agencies and the U. S. Department of Education Office of Inspector General. Restitution will be required of any financial aid received under fraud.

Applications that are unusual or vary from normal activity may be flagged for further review. College of the Canyons is required to resolve any discrepancies or conflicting information with a student’s application. Any combination of the following circumstances may be considered a flag for potential fraud. These circumstances do not indicate guilt or innocence but merely provide warning signs of potential financial aid fraud.

- Out-of-district address
- Distance Education courses only
- Random course patterns/enrollment not consistent with declared educational objective
- Failure to complete orientation and assessment
- Failure to provide accurate information on admissions application regarding prior colleges attended