

SAP Policy for Financial Aid Applicants

Financial Aid Warning Status – status of student who is failing to meet the SAP. Student remains to be eligible for aid for one payment period (one quarter) without student appeal.

Financial Aid Probation – status of student who failed to meet SAP requirements yet successfully appealed and is placed on probation. Student remains aid eligibility in one payment period after which they must meet SAP.

Financial Aid Hold/Disqualification – status of student who failed to meet the SAP requirements. Student is ineligible for aid.

Appeal – Student who failed to meet SAP, lose eligibility for financial aid may appeal for reconsideration of funding. Students must clearly state what caused the problem and must also clearly indicate what has changed that will now allow the student to succeed.

Loan borrowers – student must remain enrolled in at least 6 units (half-time status) during every term (quarter) they request student loans. Student drop below 6 units is ineligible for student loans. If student does not complete a minimum of 6 units will be reviewed on a case basis to determine eligibility of aid.

Retaking coursework – the regulatory definition for full-time enrollment status allows student to retake (one time only per previously passed course), any previously passed course. This retaken class may be counted towards a student's enrollment status and the student may be awarded Title IV aid for the enrollment status based on inclusion of class. A student may be repeatedly paid for repeatedly failing the same course, and if student withdraws before completing the course that he or she is being paid for Title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once then is repaid for retaking it and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

A. **Qualitative Standards**

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum quarter and cumulative grade point average requirements of 2.00 or equivalent. If the cumulative GPA is below 2.00 after second academic year (defined as eight terms of attendance) the student is disqualified until the cumulative GPA is raised to 2.0 or equivalent. Transfer credits are excluded from GPA evaluation.

B. **Quantitative Standards or Pace of Completion**

Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of credits attempted each term, and maintain a 67% cumulative completion rate. This calculation is performed by dividing the total number of successfully completed credits by the total number of credits attempted, each term and cumulatively. All credits attempted are included. All credits included from prior colleges count as both attempted and successfully completed credits.

Maximum Time Frame Allowed (150% Rule):

A student is considered for federal financial aid funding for a period of time no longer than 150% of the school's published program length. Sofia University measures the progress of all students in attempted quarter units. An attempted unit is defined as any unit the student remains enrolled in AFTER the add/drop period.

Credit hour requirements per quarter:

12 and beyond – Full time

9 – 11 – Three quarter time

6 – 8 – Half-time

5 below – Less than Half time

SAP Procedure:

1. Each quarter student progress will be evaluated. Only graded units of P – pass are considered as completed units. F – Fail , and NP – not Pass are not considered as units completed.
2. At the end of the quarter, Registrar must submit a list of students with grades to the Financial Aid Office. It must also include a number of credits taken and attempted credits for that quarter.
3. Financial Aid Office will review and determine student eligibility for the subsequent quarter.
4. If student does not meet the qualitative and/or quantitative standard requirements for the first time, student will be place on Financial Aid Warning Status. Student will be sent a letter with its current status.
5. If student does not show progress in the subsequent quarter, student will be place on Financial Aid Probation. In this case, student will be sent a letter of status. IF student wish to be eligible for Financial Aid in the subsequent quarter, student has the right to appeal and must submit a letter of appeal.
6. If student fails to submit an appeal, student will be place on Financial Aid Disqualification status. Student will be ineligible for Financial Aid funds until student becomes eligible again.
7. Student may reinstate full eligibility by:
 - a. Demonstrating satisfactory academic progress, without Financial Aid.
 - b. Petitioning to have requirements waived due to mitigating circumstances,
 - c. Meeting the special conditions of a contract constructed as a result of a petition.

Appeal Form

Submitting an appeal does not guarantee it will be approved. Each case is reviewed and a decision will be determined on its individual merits. You will receive a written response approximately two to four weeks from the date you submitted your complete document requirements. If you are already registered for classes, you must make arrangements to pay for your charges. If you have question about your academic status or the appeal procedure, please contact the Financial Aid Office at financial_aid@sofia.edu or 650-493-4430.

Appeals may be considered if student:

- Documented and verifiable extraordinary extenuating circumstances. (e.g., student serious injury and illness; death or serious illness of an immediate relative).
- Extenuating circumstances have been address and may no successfully complete the program.
- Withdrawal due to Military Service.

Please explain the reason of your extenuating circumstances you believe should be considered in reviewing your appeal for reinstatement or continuation of financial aid. Describe how you resolved or intend to resolve the circumstances in order to successfully complete your studies at Sofia University. Be as specific as you can in terms of special circumstances and other factors that affected your ability to complete your classes or program successfully. Feel free to attach a separate page signed and dated statement if needed.

Signature _____

Print Name _____

Date _____

FOR OFFICE USE ONLY

____ Approved

____ Denied

_____ Approved Quarter

Comments _____
