



## **Financial Aid Satisfactory Academic Progress Standards**

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Federal regulations require that a student receiving federal and state financial aid meet minimum Satisfactory Academic Progress requirements (SAP) in accordance with the standards set by the federal government and the Chabot-Las Positas Community College District (CLPCCD). Application of these requirements includes all terms of enrollment, whether or not aid was awarded or received.

A student receiving financial aid is always expected to be making progress toward completion of a declared program of study at CLPCCD.

The College Financial Aid Office will evaluate SAP each term after Admissions & Records has completed processing of grades, and before aid is disbursed for the following term. To meet SAP:

1. Students must demonstrate a minimum cumulative completion rate of 67% of all units attempted with a minimum 2.00 cumulative GPA. *An attempted unit is defined as any unit the student remains enrolled in AFTER the add/drop period.*
2. Students are allowed a maximum time frame of 150% of program length, measured in attempted units, in which to be considered for financial aid.

Students who fail to meet SAP requirements for the first time will be automatically placed in a Warning Status for one (1) term. They are expected to meet SAP requirements by the end of the next term of enrollment, or will be placed on financial aid disqualification.

### **I. EVALUATING PROGRESS**

Evaluation of SAP is made after grades are posted at the end of each semester and prior to aid being disbursed for a subsequent semester for which a student is enrolled at either of the Colleges.

Any student who does not meet Satisfactory Academic Progress requirements will be notified by the Financial Aid Office via your Chabot/Las Positas College ZoneMail e-mail and your status will be updated in Class Web.

Grade symbols and their effect on measuring progress:

- Credits with satisfactory grades at CLPCCD are those for which a grade of A, B, C, D, CR or P is earned.
- Courses completed with an F, I, NC, NP, IP, W or RD are not considered acceptable for Satisfactory Academic Progress.
- Grade symbols of A, B, C, D or F will be used in grade point average calculation.
- Courses completed with a CR, P, I, NC, NP, IP, W or RD (EW, XW, CW) will not be used in grade point average calculation. However, please note that non-passing grades which are not used to determine grade point average still must be used to determine minimum cumulative completion rate requirements.

Ineligibility for financial aid does not prevent students from enrolling in classes if they are otherwise eligible to continue their enrollment. Unless extenuating circumstances exist and an appeal is approved (see "IV. Appeals" for additional information), a student on financial aid disqualification should expect to continue classes at his or her own expense until all Satisfactory Academic Progress requirements are again met.

#### **A. Qualitative Standards**

**Cumulative GPA Requirements (GPA Rule):** In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements of 2.00. Transfer credits are excluded from GPA evaluation.



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### B. Quantitative Standards or Pace of Completion

**Completion Rate (67% Rule):** Students must, at a minimum, 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 cumulatively. All credits attempted at Chabot or Las Positas Colleges are included. Based on official transcripts submitted to Admissions, all credits earned from prior colleges count as both attempted and successfully completed credits and are included in the cumulative completion rate calculation.

**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 of the student's declared official degree/major. CLPCCD measures the progress of all students in attempted semester units.- ESL (English as a Second Language) courses and up to 30 units of remedial or basic skills courses may be excluded from the 150% limit.

A student enrolled in an A.A./A.S. or transfer program may be eligible for financial aid for a maximum of 90 attempted semester units to complete his/her program. A student enrolled in a Certificate Program may be eligible for financial aid for a maximum of 150% of the published length of that program (measured in units) according to the College Catalog. Once this limit has been reached, a student is ineligible for further financial aid. The maximum time frame includes units attempted within CLPCCD during all periods of enrollment, regardless of whether a student applied for or received financial aid. The maximum time frame also includes units earned at other colleges or universities (for which official transcripts have been submitted to Admissions) that could be applied toward a program of study at CLPCCD. If the student's total attempted units equal or exceed the maximum time frame of 150%, the student is disqualified, or no longer eligible for financial aid at Chabot or Las Positas.

**Credit from Prior Colleges:** All official transcripts will be reviewed for credits that may be applied toward a program of study at CLPCCD, and included in the calculation of maximum time frame (150%) and completion rate.

**ESL and Remedial/Basic Skills Courses:** Students may receive financial aid for a maximum of 30 semester units of Basic Skills courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met. Student must demonstrate successful progress toward completion of a degree.

#### **Additional Considerations for Quantitative or Pace of Completion Standards**

- **Withdrawals (W grades)** that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- **Incomplete Grades:** Courses that are assigned an incomplete grade are included in cumulative credits attempted but not in calculation of GPA. These cannot be used as credits earned in the progress standard until a successful grade is assigned. Students previously on Warning, Probation, or Disqualified must complete any course work needed to receive a letter grade **BEFORE** they can be considered for additional aid. It is the responsibility of the student to notify the Financial Aid Office of any official grade changes that occur after grades have been evaluated by our office for recalculation of SAP status.
- **Academic Dismissal or Progress Dismissal:** Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress (SAP). Academic status will be noted on your transcript; student will be notified of financial aid status by the Financial Aid Office. Any student suspended from Chabot or Las Positas Colleges for academic or behavioral reasons is automatically

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ineligible for financial aid. Any student whose last status on their transcript is Academic Dismissal or Progress Dismissal is not eligible to receive financial aid, even if their petition to register is approved.

- Students who are dismissed from the College are not able to receive financial aid. Refer to Progress Probation, Dismissal and Readmission sections of the college catalog.
- Repeated courses enable the student to achieve a higher cumulative grade point average. However, federal regulations limit the number of times a student may repeat a course and receive financial aid. Once a student earns a D or higher grade in a course, the course may be repeated only once more and qualify to receive financial aid. Repeated enrollment that is not aid eligible will be excluded from the student's enrollment status for the term.
- Academic Renewal: When a student has previously recorded college work that is substandard and does not reflect the student's current demonstrated ability, a student may petition to have the substandard college work disregarded (See College catalog). If that is granted, the units and grades no longer reflect in the cumulative totals on the academic transcript, BUT for purposes of Satisfactory Academic Progress, the units and grades are still included in the calculation.

### **C. Special Admits**

- Students concurrently enrolled in Kindergarten through 12th grade are ineligible for financial aid.

## **II. STUDENT FINANCIAL AID STATUS**

- A. Financial Aid Progress (PROG)** – Students who are meeting all aspects of the SAP policy and are making progress toward completion of their primary program of study.
- B. Financial Aid Warning Status (WARN)** – Students who fail to meet SAP requirements of cumulative GPA or 67% Completion Rate for the first time will be automatically placed in a Warning Status for one (1) term. They are expected to meet SAP requirements by the end of that term, or will be placed on financial aid suspension.
- C. Disqualified Status (DISQ)** – Students who fail to meet SAP requirements of 2.0 minimum cumulative GPA or 67% Completion Rate following the Warning term will automatically be disqualified and ineligible to receive financial aid. A student who withdraws or receives an "F", "I", "IP", "NC", OR "NGR" in all his/her classes will automatically be disqualified if s/he received any financial aid, regardless of whether or not the withdrawal occurred during the "Grade of No Record" period of the semester, or shows up on an academic transcript. Repayment of funds may be required. Students are expected to successfully meet SAP requirements on their own prior to being considered again for financial aid.
- D. Automatic Disqualified Status (AUTDIS)** - A student who withdraws or receives an "F", "I", "IP", "NC", OR "NGR" in all classes will automatically be disqualified if they received any financial aid, regardless of whether or not the withdrawal occurred during the "No Grade of Record" period of the semester, or shows up on an academic transcript. Repayment of funds may be required. Students on AUTDIS must complete a term without financial aid in which they demonstrate having earned at least 6 units with a minimum 67% term completion rate and 2.0 term GPA and must meet cumulative SAP requirements before regaining eligibility for Financial Aid. Appeals will only be accepted in verifiable extraordinary circumstances such as medical, hospitalization or documented death of a family member.
- D. Financial Aid Probation Status (PRBTN)** – Students who have successfully appealed financial aid disqualification are placed in Probation Status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they must meet Satisfactory Academic Progress standards. Students who do not meet SAP at the end of

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their Probation Status term will be disqualified from receiving financial aid until their cumulative completion rate is above 67% and cumulative GPA is above 2.0.

Probation students who do not meet cumulative 67% unit completion rate and cumulative grade point average standards, or who fail to meet any other specified conditional requirements of an approved appeal will be disqualified. Appeals for a probationary student will only be accepted in verifiable extraordinary circumstances such as a lengthy hospital stay or documented death of a family member.

**E. Conditional Probation Status (CONDPR)** - Students who have successfully appealed financial aid disqualification who cannot possibly regain SAP status within one term may be placed on a Conditional Probation status, in which a specific term completion rate or GPA will be required as the minimum conditions to continue to be eligible for aid. The student is required to meet the specific conditions of the probation each term until they meet regular SAP standards. The student will be disqualified for not meeting the conditional probation standards.

**F. Excessive Unit Disqualification (DISUNT)** - Students who have attempted 150% of the published number of units for their declared certificate, associate or transfer program are no longer eligible to receive federal and most forms of state aid and are disqualified due to having reached the maximum timeframe for financial aid. Such students have the right to submit an Excessive Units petition to request an extension of financial aid. An Excessive Units Petition will not be granted if the student does not have a minimum cumulative 2.0 GPA and cumulative 67% completion rate at the time of appeal.

**G. Excessive Unit Probation 1,2,3, or 4 (EPRBT1,2,3 or 4)** – Student’s Excessive Unit Petition has been approved and student is eligible for aid for the number of terms indicated.

### **III. REGAINING ELIGIBILITY FOR FINANCIAL AID**

**A.** Students who do not meet the minimum 2.0 cumulative GPA and/or 67% cumulative completion rate requirements while on WARNING status or students who earn 0 units with a 0 GPA for the term after receiving financial aid are placed on Disqualified Status and will be immediately ineligible for financial aid. Students will regain eligibility on their own once they have raised their cumulative completion rate to 67% and cumulative GPA to 2.0.

**B.** Students who withdraw or earn 0 units with a 0 GPA for the term after receiving financial aid are placed on Automatic Disqualification and will be immediately ineligible for financial aid. These students must complete a term without financial aid in which they demonstrate having earned at least 6 units with a minimum 67% term completion rate and 2.0 term GPA and must meet cumulative SAP requirements before regaining eligibility for Financial Aid.

**C.** If there are extenuating circumstances, or student has demonstrated significant academic progress in most recent term since disqualification, student may appeal. (see IV. Appeals)

**D.** A student who has exceeded the 150% rule cannot regain eligibility on their own for financial aid, they must appeal. An Excessive Unit Petition will only be considered if the student demonstrates a minimum 67% completion rate and 2.0 cumulative GPA, per federal regulations. There are no exceptions.

### **IV. APPEALS**

**A.** Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid may appeal the financial aid disqualification. An appeal process is not required by the Department of Education and is at the discretion of the colleges. Students must clearly state what caused the problem and must also clearly indicate what has changed that will now allow the student to succeed. A complete Student Education Plan must be submitted with an appeal in all cases. An Appeal for Reinstatement may be considered if:

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- A disqualified student has documented and verifiable extenuating circumstances that have now been resolved so the student may successfully complete his or her program of study
- A disqualified student has documented and verifiable extenuating circumstances (e.g., student's serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances)
- The student who is disqualified and may not yet have met cumulative SAP requirements, but has, while disqualified, enrolled in and successfully completed at least six (6) academic semester credits at the College with a minimum semester GPA of 2.5 and a minimum term completion rate of 75%, may appeal their disqualification based on significant academic progress.
- Student withdrew in the past due to Military Service (earned WM, withdrawal for military service).

All appeal decisions are final and are not subject to further appeal.

**B.** A student whose Excessive Unit Petition has been approved will be provided a specific number of terms for which they can continue to receive financial aid. The student must enroll only into classes that are designated as remaining program requirements on the Student Education Plan submitted with the petition, and must complete their program in the number of terms provided.

**B.** Students appealing a disqualification must:

- Complete the appropriate satisfactory progress appeal form in entirety,
- Attach documentation in support of the appeal, which may include a plan outlining what the student will do to improve their academic progress and a Student Education Plan.
- Submit all items to the College Financial Aid Office.
- Appeals for Excessive Units will not be considered unless the student demonstrates the required minimum cumulative 2.0 GPA and cumulative 67% completion rate at the time of appeal.

**C.** Only completed appeal submissions with documentation will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e. limit enrollment, take an assessment test, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Appeals will be approved or denied or approved with conditions. Students who have appeals approved will be in probationary status for the coming term. Those whose appeal results in a conditional approval must meet the specific terms and conditions each term until they have met SAP standards. Not meeting a required condition will result in disqualification.

Students who appeal whose transcripts indicate they cannot possibly raise their overall completion rate to 67% or their cumulative GPA to 2.0 by the time they reach the maximum timeframe for their program must be denied, in accordance with federal regulations.