

Satisfactory Academic Progress (SAP) Policy

Background:

The Financial Aid Office at Gavilan College is required to measure your academic progress toward a Certificate, Associate degree, or Transfer program. If you are not pursuing one of these educational goals, you are not eligible for federal student aid and certain state aid at Gavilan College.

The Financial Aid Office will review your academic history at Gavilan College after we receive your processed FAFSA (Free Application for Federal Student Aid) and for each term/session thereafter in the academic year. Your academic status will be determined according to the guidelines set forth in this policy. These standards apply to all periods of enrollment whether or not you have received financial aid. These requirements differ from and are separate than those policies set forth by Admissions & Records.

Should you be placed on disqualification, you will be ineligible for Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, Federal Work Study, Federal loans programs as well as the following state financial aid programs: Cal Grants. These SAP standards do not apply to the Board of Governors Fee Waiver (BOG).

Minimum Standard Requirements

Requirement #1: Maintain a cumulative grade point average of at least 2.0.

Requirement #2: Complete the required number of units each semester, session.

The number of units you must complete each semester, session depends on your enrollment status. Your enrollment status is determined by the number of units you attempt each semester. Any course that appears permanently on your academic transcript is an attempted course.

Unit Completion Requirement Chart for Fall, Spring Semesters		
Units Attempted	Enrollment Status	Required to Complete
12 +	Full Time	9
9 - 11.5	3/4 Time	7
6 - 8.5	1/2 Time	6
1- 5.5	< 1/2 Time	All attempted

Unit Completion Requirement Chart Summer Session		
Units Attempted	Enrollment Status (for Pell)	Required to Complete
4.5	Full Time	3.5
3.5 – 4.0	3/4 Time	3.0
2.5 – 3.0	1/2 Time	2.5
0.5 – 2.0	< 1/2 Time	All attempted

Courses successfully completed	A, B, C, D, CR
Courses not successfully completed	F, W, I, RD, IP, NC

Maximum Timeframe Requirement

A maximum allowable timeframe of 150% of your program length is permitted. For an AA, AS, or Transfer Degree program, this is equivalent to 3 years or 6 semesters of full time enrollment. For a Certificate program, this is equivalent to 1.5 years or 3 semesters of full time enrollment. Programs that vary in length will be taken into consideration.

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Maximum Timeframe Requirement (continued)

- **Remedial Courses and/or ESL Courses** If you must take remedial and/or ESL courses in order to achieve your educational goal, your maximum allowable timeframe will be extended by up to 30 units of remedial coursework and all required ESL coursework.
- **Prior College/University Units** Prior units from other colleges/universities for which you seek credit towards your major at Gavilan College are subject to the "Maximum Allowable Timeframe."
- **Course Repetition** You may repeat courses in accordance with the Admissions & Records policy; however, all course work attempted is included in the maximum allowable timeframe.

Academic goal you are pursuing	The average number of units required to achieve the degree or certificate	The maximum number of units you may attempt is (150% of the program length)
Associate Degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate Program	30 units	45 units

Financial Aid Academic Progress Statuses

Satisfactory

Students in any of the following three categories are considered to be in a "satisfactory" financial aid status:

New Students

Students who have no previous academic history at Gavilan College.

Continuing/Returning Students

Students who have taken courses at Gavilan who are meeting the minimum standard requirements and have not reached or exceed the maximum time frame for their program.

Transfer Students from Other Colleges/Universities

Students, transferring in from another college or university, who are requesting a loan as a second year student will have their academic history from that college or university reviewed. The minimum standards will apply to the last term of enrollment. The maximum allowable timeframe will apply to those units which are transferred to Gavilan for credit.

Probation

Students in any of the following two categories are considered to be on financial aid "probation":

- Students who have not met the minimum standard requirements (GPA, unit completion). These students are eligible to receive financial aid while on probation, but are required to meet the minimum standards at the end of the subsequent semester for which the student has enrolled in and completed. At the end of such term, if the student does not meet GPA or unit completion requirements, they will be placed on **disqualification**. Students who meet GPA and unit completion requirements will be moved to a **satisfactory** status.
- Students who have an approved "Maximum Time Frame Appeal" are placed on probation for the duration of their program. These students are required to maintain the Minimum Standards Requirements to continue receiving financial aid. If the Minimum Standards Requirements are not met, they become ineligible.

Disqualification

Students in any of the following two categories are considered to be on financial aid "disqualification":

- Students who are on financial aid **probation** and who do not meet the Minimum Standards Requirements will be placed on disqualification. Students who have extenuating circumstances may submit an "Appeal of Disqualification Status" and an "SAP Quiz" to be reconsidered for Financial Aid. The Financial Aid Office will review appeals and quizzes to decide whether to approve or deny financial aid for the current term in which the forms are submitted.

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Disqualification (continued)

- Students who reach or exceed the **Maximum Time Frame** of their program will be placed on disqualification. Students are not eligible to receive certain financial aid while on disqualification. For a listing of grant and loan programs affected by a disqualified status, please see the section titled "Background." Students who have extenuating circumstances may appeal a disqualification status due to exceeding the maximum time frame. The student needs to submit the following documents to Financial Aid to be reconsidered for aid based on extenuating circumstances:
 1. Education Plan: Make an appointment with a Gavilan College academic counselor to develop an Education Plan which lists the required courses for your educational goal, major.
 2. Appeal of Disqualification Status: This form is available online through Banner Self Service and the Financial Aid website.
 3. SAP Quiz: This is a quiz which needs to be completed after reading and understanding the SAP Policy; it is available through Banner Self Service and the Financial Aid website.

Ineligible

The following students are considered to be in an "ineligible" academic progress status with financial aid:

- Students who have an "Approved Maximum Time Frame" appeal AND do not meet the minimum standards requirements become **ineligible** and cannot appeal and will not be eligible for reinstatement.

Financial Aid Appeal Process

Students who are placed on financial aid disqualification will be notified via Banner Self-Service. Any student on disqualification may appeal their status if they had extenuating circumstances. While on disqualification, students will not be eligible for federal student aid and certain state grants.

The Financial Aid Office will review the Appeal Form and determine whether to approve or deny financial aid for the semester in which the forms are submitted. Students will be notified by mail or email as to the decision of their appeal. Deadlines to submit Financial Aid Appeals, Quizzes and Education Plans are the Monday before the last day of instruction for each term.

Appeals that are Approved

If your appeal is approved, you will be awarded for the semester in which your appeal was approved. Eligibility is not retroactive to previous semesters in the award year. Once on an approved appeal, your status moves to "Probation." If you do not make progress in the following term, you will be disqualified again. Students who make progress after their probationary semester are moved to "satisfactory."

Appeals that are Denied

Should your appeal be denied, you must successfully complete at least one semester without federal student aid and certain state aid. If eligible for a BOG fee waiver, you will be awarded one while on a denied appeal. You may petition for "Reinstatement" after you have met the reinstatement requirements:

1. Complete at least 6 units with letter grades during the Fall or Spring semester OR
2. Complete at least 3 units with letter grades during the Summer session AND
3. Earn a term GPA of at least 2.0.

Financial Aid Reinstatement Process

Students who have submitted a Financial Aid Appeal which was denied must complete the following for reinstatement:

1. Complete required units (listed above) in one term without certain financial aid.
2. Earn a term GPA of at least 2.0.
3. Develop an Education Plan with an Academic Counselor and submit copy to the Financial Aid.
4. Submit a "Request for Reinstatement" to the Financial Aid Office.

If students meet the Reinstatement requirements, they will be placed on **Probation** for the following term. Once on probation, these students are required to meet all SAP requirements to avoid further disqualification.