

## Satisfactory Academic Progress (SAP) Policy

### SUMMARY

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#### ***New Policy Effective Beginning Fall 2012 Due to Change in Federal Regulations***

##### **Definition of enrollment statuses:**



Eligible students who are progressing academically will receive funding based on defined enrollment statuses. The following enrollment statuses apply to Fall, Spring and **Summer**. Full Time: 12 or more units, Three quarter time: 9 – 11.5 units, Half-Time: 6 – 8.5 units, Less than half-time: .5 – 5.5 units.

**Academic Standards:** In order to satisfy SAP requirements, financial aid applicants must:

1. Earn minimum cumulative GPA of at least 2.0 at the end of each term.
2. Meet Pace of Progression



Students must receive satisfactory grades in 67% of units attempted **each term and on a cumulative basis**. This calculation is performed by dividing the total number of successfully completed units by the total number of units attempted, each term. **Definition of course completion:**

**Successful course completion is defined as**, final grades of A, B, C, D, P (Pass), I (Incomplete). **Unsuccessful course completion is defined as**, final grades of F, W (Withdrawal), NP (No Pass).

**Example:** Student attempted 12 units in one term, and successfully completed 8 units. To calculate the percentage completed: Divide 8 (units completed) by 12 (units attempted). This indicates student completed 66.67% of courses attempted, which is less than 67%. To have met 67% requirement, the student needed to have completed 8.5 units, which is 70.83%.

3. Maximum timeframe:

**General Ed for Transfer :** Students must complete their Transfer program by the time they have attempted 90 units.

**Associate Degree:** Students must complete their Associate Degree by the time they have attempted 90 units.

**Certificates of at least 16 units:** Students must complete their Certificates by the time they have attempted 45 units.