

Satisfactory Academic Progress (SAP):

Defined as the successful completion of coursework toward an eligible program. The Financial Aid Office is obligated by federal law to monitor a student's SAP status.

How is this pace calculated?

This is done at the end of each term (*Fall, Spring, and Summer*) and applies to a student's entire academic history at Gavilan College, whether or not they have received financial aid.

Standard Apply to:

- ✓ Federal Pell Grant,
- ✓ Federal Work Study
- ✓ Federal Direct Student loans
- ✓ Federal Supplemental Education Opportunity Grant
- ✓ Cal Grant
- ✓ Student Success Completion Grant
- ✓ Gavilan Promise Program
- ✓ Chafee Grant

**Chafee recipients should reach out to the Financial Aid to determine eligibility.*

SAP Requirements:

- ✓ GPA – Maintain a minimum cumulative GPA of 2.0 for all attempts units at Gavilan College
- ✓ PACE: Must complete 67% of all classes you attempt at Gavilan College
 - ❖ **Attempted Coursework** includes classes with grades of F, No Pass (NP), Emergency Withdrawal (EW), Withdrawals (w), No Credit (NC) and report Delayed (RD).
 - ❖ **Completed Coursework** includes classes with grades of A,B,C,D, Credit (CR) and Pass (P).

Maximum Time Frame – Stay within 150% of the units required to complete educational goal.

- ✓ At Gavilan College, an Associate's Degree takes 60 units to complete. Therefore, the maximum number of units that a student may take in order to maintain their financial aid eligibility is 90 units (60 units multiplied by 150%). However, not all academic programs are 60 units in length, such as Certificates of Achievement and Specialist Technical Programs. The Maximum timeline is calculated specifically for each individual academic program:

Please see chart below for a clear visual presentation.

Program	Total Units Required for Program	150% of Program
Certificate	30 Units (for most certificates)	45 units attempted
Associate or Transfer Degree	60 units (for most AA/AS degrees)	90 units attempted

Regaining Your Financial Aid

Students have two options to resolve their SAP in order to regain financial aid eligibility at Gavilan College:

Option 1: Reinstatement

Student can regain financial aid eligibility by completing enough classes in good academic standing to increase their overall PACE and Cumulative GPA to the minimum requirement. This may take the student a few semesters. Reach out to our Office for more detail about how many units you would need to reinstate.

Option 2: Submit an SAP Appeal through Student Forms

If you do not meet SAP requirements, you're given the opportunity to appeal the loss of financial aid by addressing why you were not able to meet requirement and explain your extenuating circumstances that prevented you from completing.

Examples to appeal include but not limited to:

Accident/Injury/Death	Other Medical Circumstances	Loss of	Other
<ul style="list-style-type: none"> • Student • Relative 	<ul style="list-style-type: none"> • Illness (Not Chronic) • Hospitalization • Mental health 	<ul style="list-style-type: none"> • Child care • Job • Income • Housing/Shelter • Access to personal or public transportation 	<ul style="list-style-type: none"> • Pregnancy or birth of a child. Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability. • Natural disaster. • Change of major.

* For consideration on a case by case basis reach out to the Financial Aid Office.

Policy subject to periodic update, please refer to our website for up-to date information regarding our SAP Policy and SAP Process.

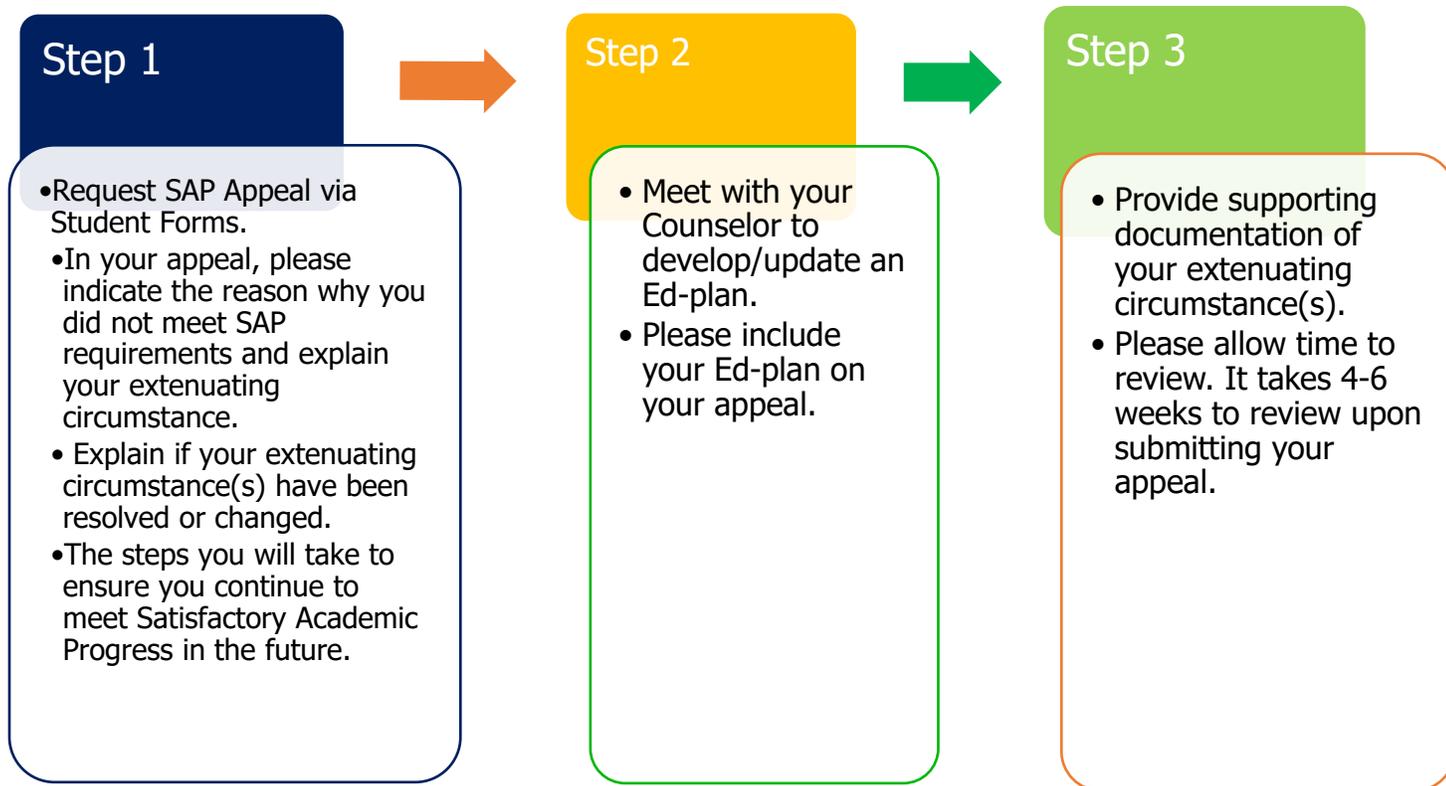
IF YOU ARE ONLY INTERESTED IN THE CALIFORNIA COLLEGE PROMISE GRANT (CCPG), YOU DO NOT NEED TO GO THOROUGH THE SAP APPEAL PROCESS. PLEASE CONTACT US.

Bachelor's & Master's degree

- Student with a BA/BS and/or Master's degree is **NOT ELIGIBLE** for State and Federal grants but may be eligible for student loans. If you are interested in a student loan, you must be enrolled in an eligible program and complete the SAP Appeal process. Loan funding will be restricted to the units on your Comprehensive Educational Plan.

SAP Appeal Process

Steps to an SAP Appeal:



For Guidance on how to complete your SAP Appeal form, please refer to the helpful resources:

- [How to write a successful SAP Appeal](#)
- [How to write a successful MTF Appeal](#)
- [Appeal documentation](#)

SAP Appeal Deadlines

For more information on appeal deadlines, please refer to the Dates and Deadlines section on our website: <https://www.gavilan.edu/finaid/dates.php>

Policy subject to periodic update, please refer to our website for up-to date information regarding our SAP Policy and SAP Process.

SAP Statuses Explained

Satisfactory

- You are Eligible for Financial Aid
- Your status is **SATISFACTORY** if you meet minimum standard requirements and have not reached or exceeded the Maximum Time Frame for your program.

Warning

- You are Eligible for Financial Aid
- Your status is **WARNING** if you did not meet one of both of the SAP requirements.

Disqualification

- **MAXIMUM TIME FRAME**
- **YOU ARE NOT ELIGIBLE for FINANCIAL AID**

If your appeal is approved your status is **APPEAL APPROVED - WARNING**

You must meet **SAP REQUIREMENTS**, or you will be **DISQUALIFIED** the next term.

SAP Requirements:

- ❖ GPA requirements: You must achieve a GPA of at least a 2.0 overall.
- ❖ Pace of Progress: You must successfully complete 67% of all units attempted.
- ❖ Until you are off **APPEAL APPROVED – WARNING**.

Ineligible

- You are **Not Eligible for Financial Aid** (Does not apply for CCPG)
- Your status is **INELIGIBLE** because you are not mathematically able to meet SAP requirements by the end of your educational program.

**Appeals may require additional documentation and a meeting with the Director of Financial Aid.*