

SAP Policy

I. Overview:

Gavilan College Financial Aid Office is required to measure your academic progress toward a Certificate of Achievement of at least 16 units, associate degree, or Transfer program. If you are not pursuing one of these programs, you are not eligible for Title IV programs and certain state aid programs at Gavilan College.

A. Review of SAP:

The Financial Aid Office will review your academic progress, according to the guidelines set forth in this policy, upon receipt of your processed FAFSA (Free Application for Federal Student Aid)/ CADAA (CA Dream Act Application). These standards apply to all periods of enrollment whether or not you received financial aid. Thereafter, academic progress evaluations will occur at the end of each term.

B. Application of SAP standards:

The SAP standards defined in this policy apply to Title IV programs: Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study and Direct Loans. In addition, these SAP standards apply to state aid programs administered by the Financial Aid Office which include Cal Grants, Student Success Grant, Chafee Grants. Note: These standards do not apply to the CA College Promise Grant (CCPG) Tuition Fee Waiver.

C. 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 units or more, three quarter time: 9 – 11.5 units, half-time: 6 – 8.5 units, less than half-time: 0.5 – 5.5 units.

D. Course Prerequisites:

A prerequisite is a measure of readiness for a course or program that a student is required to meet as a condition of enrolling in a course or program. Successful completion (a grade of “C” or better) of the prerequisite is required. For information on how course prerequisites are established, see Gavilan Catalog. For Financial Aid purposes, students taking course prerequisites are required to earn a passing grade of “C” or better to progress academically.

E. Course Repeats:

Repeat courses are counted in the maximum timeframe. When determining your enrollment status for Title IV and Cal Grant awarding, Financial Aid will count repeat units as follows: If the student earned grade of W, F, or NP (no pass) on the first attempt, the second repeat of the course will count in the enrollment status. If the student fails the course a second time, and retakes the course a third time, that course will count in the enrollment status for a third time. If the student earned passing grade (A, B, C, D, P) on the first attempt, the second repeat may count in the enrollment status for one additional time only.

F. Credit from Prior Colleges:

Financial Aid applicants who have attended prior trade schools, colleges, and universities are required to submit official transcripts to the Admissions and Records Office. Students are required to meet with a Gavilan counselor for prior credit evaluation and development of an Education Plan. Gavilan counselor will document the number of previously attempted units, number of completed units, and number of units applicable to Gavilan degree on Education Plan. The Financial Aid Office will use the Ed-Plan to document prior units as follows:

Attempted units: will be counted in maximum timeframe and will count for overall pace of progression.

Degree applicable units will be counted in maximum timeframe and will be counted in overall pace of progression.

G. Change of Majors:

Students are strongly encouraged to develop an Education Plan in their first year of study. Students may change majors until the maximum timeframe is reached. Once the maximum timeframe is reached, if a "Maximum Timeframe Appeal (MTFA)" is submitted and approved, funding will be authorized for the completion of one program of study.

II. Academic Standards

Academic standards of the Satisfactory Academic Progress Policy are herein defined.

A. Qualitative Standard – Overall GPA (GPA Rule)

Students must maintain a cumulative (or overall) grade point average of at least 2.0 at the end of each term.

B. Quantitative Standard- Overall Pace of Completion (67% Rule)

Students must receive satisfactory grades in 67% of units attempted. This calculation is performed by dividing the total number of successfully completed units by the number of units attempted.

Successful course completion is defined as final grades of A, B, C, D, P (Pass). Grades of Incomplete will be excluded from pace calculation until final grade is posted.

Unsuccessful course completion is defined as final grades of F, W (Withdrawal), NP (No Pass).

REVIEW OF YOUR ACADEMIC STANDING

SAP is reviewed at the end of each semester. If you are applying for financial aid, you must meet the SAP requirements even if you have not received financial aid in the past.

- Grades of A, B, C, D and P are considered to have been successfully completed.
- Grades of F, W, and NP are not considered to have been successfully completed and can negatively impact your SAP status.
- Missing or late grades can also impact your SAP status until updated.

C. Quantitative Standard – Maximum Timeframe Allowed (150% Rule)

Students are required to complete their program within the following maximum allowable timeframe. The timeframe requires students to complete their program of study within 150% of program length.

Educational Goal	The average number of units required to achieve educational goal	The Maximum number of units you may attempt.
Associate Degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate Program	30 units	45 units

1. Treatment of basic skills courses: Students who, based on their assessment test scores, are placed on pre-collegiate, non-transferrable levels of English and/or Math courses, will have their maximum timeframe extended by up to 30 units of basic skills coursework. Financial Aid payments will not be authorized for basic skills courses in excess of 30 units.

2. Treatment of ESL courses: English as Second Language (ESL) courses will not be counted in the maximum timeframe.

III. Academic Progress Statuses

Financial Aid will assign the following academic progress statuses upon review of final grades and academic standards. Statuses are assigned upon receipt of FAFSA/CADAA and thereafter, at the end of each term. Students will be notified via email of their academic progress status. In addition, assigned statuses may be viewed on MyGav Portal. Gavilan students with no prior academic history at Gavilan who have not attended prior colleges will be assigned Satisfactory status.

A. Satisfactory

Students will be assigned “Satisfactory” academic progress status by meeting all criteria:

1. Earning cumulative GPA is at least 2.0.
2. Completing at least 67% of courses on a cumulative basis.
3. Not exceeded the maximum timeframe according to their educational goal.

B. Warning

Students previously on “Satisfactory” status will be assigned “Warning” academic progress status when meeting at least one criteria:

1. Students earn cumulative GPA less than 2.0.
2. Students complete less than 67% of courses attempted on a cumulative basis.

Students on warning status are still eligible to receive financial aid but are required to earn a cumulative GPA of at least 2.0 and meet pace requirements (67% completion rate) at the end of warning semester. Students who do not meet minimum standard requirements at the end of the Warning semester/session are placed on disqualification status.

C. Disqualification due to Low GPA and/or Low Pace of Completion

1. Students will be assigned “Disqualification” academic progress status when:
 - a. After one term of “Warning” status, the student has not earned a overall GPA of at least 2.0.
 - b. After one term of “Warning” status, the student has not met the pace of completion requirement, overall.
2. Students on disqualification due to GPA or pace of completion issues:
 - a. Lose eligibility for Title IV and State program grants.

b. Have the ability to appeal disqualification status via the appeal process if the student experienced extenuating circumstances. *See Section IV for Appeal Process.*

c. May regain eligibility after one term without financial aid by earning an overall GPA of at least 2.0, meeting cumulative pace requirements, and being within the maximum timeframe.

D. Disqualification due to Exceeding Maximum Timeframe

1. Students who exceed the Maximum Timeframe for their education goal will be placed on disqualification which means students:

a. Lose eligibility for Title IV and State program grants.

b. Have the ability to appeal disqualification status via Maximum Timeframe Appeal process. *See section V for Maximum Timeframe Appeal Process*

E. Approved Appeal

Students who submit an Appeal which is approved will receive funding for one term. At the end of the term, the student is required to earn an overall GPA of at least 2.0 and 67% pace.

Students who do not progress at the end of approved appeal term will be placed on disqualification for subsequent term. Students will be required to meet GPA and pace requirements before regaining eligibility for Financial Aid.

F. Denied Appeal

Students who submit an appeal which is denied will not receive funding until the student earns an overall cumulative GPA of at least 2.0 and meets overall 67% pace requirements in their approved degree program.

G. Approved Maximum Timeframe

1. Students who have exceeded the maximum timeframe and have an approved appeal will be assigned "Approved Maximum Timeframe" status for the term.

2. Students with an Approved Maximum Timeframe qualify for Title IV and State program grants for only those courses listed on approved Educational Plan.

3. In order to remain on "Approved Maximum Timeframe" status, students must meet overall GPA and Pace requirements.

H. Denied Maximum Timeframe

Students who have exceeded the Maximum Timeframe and whose Maximum Timeframe Appeal were denied will not be eligible for Title IV and State program grants at Gavilan College.

I. Ineligible

Students assigned “Approved Maximum Timeframe” who do not meet GPA and Pace requirements will be assigned “***Ineligible***” academic progress status. Ineligible students lose eligibility for Title IV and State program grants at Gavilan College. Appeals for Ineligible students are case by case and may require additional documentation and a meeting with the director of financial aid.

A student who previously disenrolled while being ineligible to receive financial aid will be allowed to appeal upon reenrollment.

IV. Appeal Process for Low GPA &/or Low Pace of Completion

Gavilan College offers an Appeal Process for students on disqualification due a GPA below 2.0 or pace of completion less than 67%. Students who experienced extenuating circumstances which led to disqualification and who have resolved issues may complete the Appeal Process which requires students to:

1. Log into Student forms via the MyGav Portal to request a SAP appeal.
2. Review unofficial transcript on MyGav to document cumulative GPA, and overall pace on the Appeal.
3. Meet with a counselor to develop or update Educational Plan.
4. Using the writing prompts provided, document extenuating circumstances and upload supporting documentation.
5. Submit completed appeal by semester deadline. Document deadlines will be published on the financial aid website. Appeals submitted after the semester deadline will not be considered.
6. Appeals will be reviewed by the Appeal Committee. Students will be notified of appeal decision via student email.
7. Student may request a second review process for a *denied* SAP Appeal. The second review shall be conducted by a reviewer who did not participate in the first review.
 - a. *Second review decision is final.*

V. Appeal Process for Exceeding Maximum Timeframe

Students who have exceeded the “Maximum Timeframe” (150% Rule) may pursue a Maximum Timeframe Appeal (MTFA).

1. Log into Student forms via the MyGav Portal to request an MTF appeal.
2. Review unofficial transcript on MyGav to document cumulative GPA, and overall pace on the Appeal.
3. Complete “Maximum Timeframe Appeal” to list the student’s educational goal and to document extenuating circumstance for extending Maximum Timeframe.
4. Meet with a counselor to develop or update Educational Plan.
 - a. Students considering this appeal are cautioned to select an educational goal they intend to follow.
 - b. Educational Plan must list major & goal (transfer), required courses, and expected end date.
5. Maximum Timeframe Appeal and Education Plans will be reviewed by term deadlines.
6. Students will be notified via email as to the decision of your Maximum Timeframe Appeal. If your appeal is *approved*, you will receive funding for only those courses listed on your Educational Plan.
7. If the Maximum Timeframe Appeal is approved and the student changes their major, Financial Aid will NOT fund change of major.
8. Student may request a second review process for a *denied* Maximum Timeframe Appeal. The second review shall be conducted by a reviewer who did not participate in the first review.
 - a. *Second review decision is final.*