



### 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 program at Gavilan College.

#### A. Review of SAP:

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). 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 the 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 Financial Aid Office which include: Cal Grants, Chafee Grants and Child Development Grants. Note: These standards do not apply to the Board of Governors (BOG) 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 or more units, Three quarter time: 9 – 11.5 units, Half-Time: 6 – 8.5 units, Less than half-time: .5 – 5.5 units.

#### D. 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**.

#### E. 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 advised to meet with a Gavilan counselor for prior credit evaluation and development of Education Plan. The Financial Aid Office will document prior units as follows:

**Attempted units:** The number of previously attempted units will be counted in the maximum timeframe. **Prior units applicable to Gavilan educational goal** will be counted in the pace of completion requirement after units are evaluated by Gavilan Counselor.

#### F. 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 this timeframe is reached, if a "Request for Extension" 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- Pace of Completion (67% Rule)

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 and on a cumulative basis. **Definition of course completion:**

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

**Example of Measuring Term Pace:** 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%.

#### 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 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.

#### A. Satisfactory

Students will be assigned “Satisfactory” academic progress status when:

1. Students earn cumulative GPA is at least 2.0.
2. Students complete at least 67% of courses attempted per term and cumulatively. For detail on pace completion, see Section II.B. for Pace of Completion requirements (67% rule).
3. Students have 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:

1. Students earn cumulative GPA **less than** 2.0.
2. Students complete **less than** 67% of courses attempted per term and/or 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 for term and cumulative) 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 Low Pace of Completion

1. Students will be assigned “Disqualification” academic progress status when:
  - a. After one term of “Warning” status, student has not earned a cumulative GPA of at least 2.0.
  - b. After one term of “Warning” status, student has not met pace of completion requirement for term and cumulatively.
2. Students on disqualification due to GPA or pace of completion issues:
  - a. Loose eligibility for Title IV programs, Cal Grants, Chafee Grant, and Child Development Grants.
  - b. Have the ability to appeal disqualification status via Appeal process if the student experienced extenuating circumstances. See Section V for Appeal Process.
  - c. May regain eligibility after one term without financial aid by earning overall GPA of at least 2.0, meeting term and cumulative pace requirements, and being within the maximum timeframe.

III. **Academic Progress Statutes (continued)**

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. Loose eligibility for Title IV programs, Cal Grants, Chafee Grant, and Child Development Grants.
  - b. Have the ability to appeal disqualification status via Extension process. Information on Extension Process listed under V. Extension 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 a cumulative GPA of at least 2.0 and must meet 67% pace requirement for the term and on cumulative basis.

Students who do not progress at the end of approved appeal term will be placed on disqualification for subsequent term and may not appeal for a consecutive term. Student will be required to meet GPA and pace requirements before allowed back on Financial Aid.

F. **Denied Appeal**

Students who submit an Appeal which is denied will not receive funding until student earns a cumulative GPA of at least 2.0 and meets pace requirements. Students may not appeal a denied appeal status.

G. **Approved Extension**

1. Students who have exceeded the maximum timeframe and have an approved extension will be assigned "Approved Extension" status for the term.
2. Students with an Approved Extension qualify for Title IV programs, Cal Grants, Chafee Grant, and Child Development Grants for only those courses listed on approved Educational Plan.
3. In order to remain on "Approved Extension" status, students must meet GPA and Pace requirements at the end of each term.

H. **Denied Extension**

Students who have exceeded the maximum timeframe and whose Extensions were denied will not be eligible for Title IV programs, Cal Grants, Chafee Grant, and Child Development Grants at Gavilan College.

I. **Ineligible**

Students assigned "Approved Extension" who do not meet GPA and Pace requirements will be assigned "Ineligible" academic progress status. Ineligible students:

1. Permanently loose eligibility for Title IV programs, Cal Grants, Chafee Grant, and Child Development Grants at Gavilan College.

**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:

- A. Print Appeal Form from MyGav. Review unofficial transcript on MyGav to document cumulative GPA and grades for last two terms on the Appeal Form.
- B. Document extenuating circumstances on Appeal Form and describe how issues are resolved.
- C. Submit documentation to verify extenuating circumstance (student's serious illness or accident; death, accident, or serious illness of immediate family, other mitigating circumstance).
- D. Submit complete Appeals and supporting documentation by semester deadlines. Document deadlines will be published on Appeals. Extensions submitted after the semester deadline will be considered for the following term.

Appeals will be reviewed by the Senior Program Specialist and Financial Aid Director. Students will be notified as to Appeal decisions by mail. Appeal decisions are final.

**V. Extension Process for Exceeding Maximum Timeframe**

Students who have exceeded the "Maximum Timeframe" (150% Rule) may pursue the extension process.

- A. The extension process requires the student to complete "Request for Extension" to list the student's educational goal and to document reason for extending maximum timeframe.
- B. Students considering the extension process are cautioned select an educational goal they intend to follow.
- C. Students are required to meet with a Gavilan academic counselor to develop an "Education Plan" which lists educational goal, required courses and expected end date.
- D. Students must present completed "Request for Extension" for counselor for review. The counselor will sign the Extension upon completion of Education Plan.
- E. Extensions and Education Plans will be reviewed by the Financial Aid Office for final decision.
- F. Students will be notified by mail as to the decision of your extension. If your extension is approved, you will receive funding for only those courses listed on your Educational Plan.
- G. If extension is approved and the student changes the major, Financial Aid will not fund change of major.
- H. Semester deadlines will be published on Requests for Extensions to inform student of document deadlines. Extensions submitted after the semester deadline will be considered for the following term.