WHAT are the SAP Standards?

1. **GPA:** Maintain a 2.00 or higher cumulative Grade Point Average (GPA).
2. **Pace of Progression:** Successfully complete a minimum of 66.5% of cumulative units attempted.
3. **Maximum Time Frame:** Attempt less than 150% of the number of required units for your academic program.

This information is subject to change without notice for reasons related to changes in federal regulations, state regulations, and/or District policy. Students who have questions about financial aid and the LACCD SAP policy should consult with the Financial Aid Office at their campus. This brochure is a summary of federal, state, district and college regulations, policies, and procedures. Additional information is available regarding the SAP policy, status determination, and petition procedures and deadlines in your college's Financial Aid Office.

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LOS ANGELES CITY COLLEGE (LACC)
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LOS ANGELES HARBOR COLLEGE (LAHC)
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LOS ANGELES MISSION COLLEGE (LAMC)
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LOS ANGELES SOUTHWEST COLLEGE (LASC)
1600 West Imperial Highway
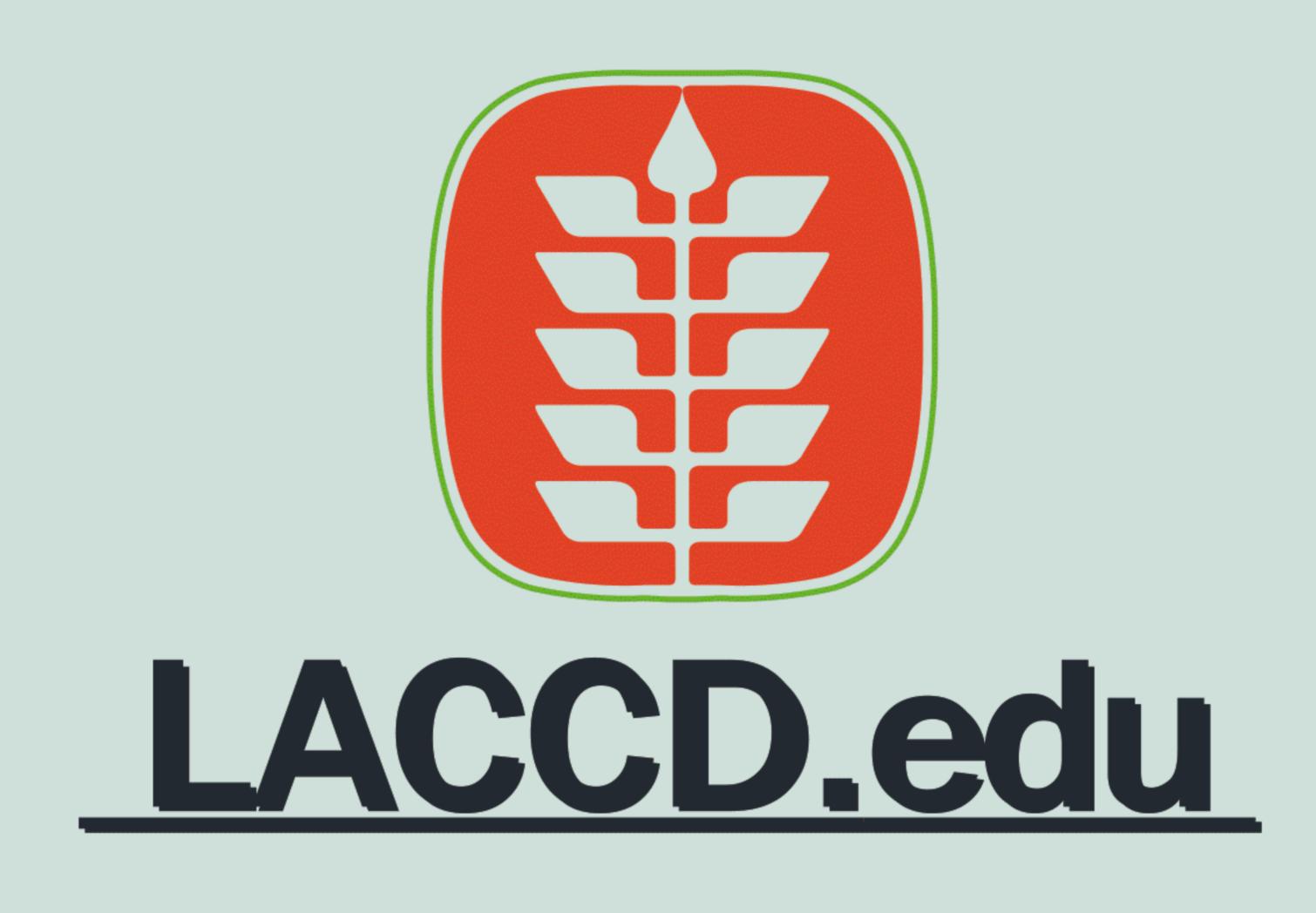Los Angeles, CA 90047
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SAP

SATISFACTORY ACADEMIC PROGRESS

FOR FINANCIAL AID
Los Angeles Community College District

JUST THE FACTS...

WHAT is Satisfactory Academic Progress (SAP)?

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain satisfactory academic progress as they work toward completing their educational objective – certificate, degree, or transfer program. The Los Angeles Community College District (LACCD) has established requirements to promote timely completion of its educational programs, which are applied to all classes taken in and transferred into the LACCD. The following questions and answers are provided to further explain WHO is affected by SAP, WHICH financial aid programs are affected, HOW the policy is applied, WHAT you can do to maintain progress, and HOW to appeal for reinstatement or extension of aid eligibility if disqualified. Additional information is available in your Financial Aid Office.

WHICH financial aid programs are affected by the Satisfactory Academic Progress requirements?

Programs governed by the LACCD SAP policy include: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Direct student and parent (PLUS) loans, Cal Grants, Student Success Completion Grant (SSCG), and the California National Guard Education Assistance Award Program. The California Chafee Grant has different requirements for maintaining eligibility. The California College Promise Grant (CCPG) is exempt from these SAP requirements.

WHO is affected by the SAP policy?

All students who apply for, receive, and/or wish to receive financial aid are affected by the SAP policy and requirements.

All students are monitored for Satisfactory Academic Progress at the end of each payment period (summer, fall/winter, and spring comprise our payment periods). Federal guidelines require that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated. Also, units from non-LACCD colleges noted on transcripts received by Admissions & Records Offices in the LACCD will be counted and evaluated.

Classes taken at any of the colleges in our District count toward your enrollment status when determining how much you will be disbursed. We therefore hold you accountable for all of the classes that you take within the District.

WHAT are the standards for maintaining SAP?

1. GPA: Maintain a 2.00 or higher cumulative Grade Point Average (GPA).
2. Pace of Progression: Successfully complete a minimum of 66.5% of your cumulative units attempted.
3. Maximum Time Frame: Attempt less than 150% of the number of required units for your academic program.

WHAT is a 2.00 GPA?

A 2.00 GPA is a "C" average. Your GPA is calculated by dividing the number of Grade Points you received by the number of units completed with a Grade Point Equivalent (i.e., letter grades of A, B, C, D, or F). Grades are assigned the following point values:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Example: If you enrolled in four three-unit classes in a semester and received two B and two C grades, you will have earned a 2.50 GPA.

2 classes x 3 units x 3.00 (grades of B) = 18 Grade Points
2 classes x 3 units x 2.00 (grades of C) = 12 Grade Points
(18 + 12 Grade Points) / 12 total units = 2.50 GPA

HOW do you calculate your Pace of Progression?

Students must successfully complete a minimum of 66.5% of the cumulative units they attempt. Classes in which you earn grades of A, B, C, D, CR or P are considered successfully completed. Classes in which you earn grades of F, W, EW, INC, NCR, or NP are not considered to be successfully completed will negatively affect your Pace of Progression.

Military Withdrawal (MW) grades are not used in calculating a student's Pace of Progression.

HOW do you determine Maximum Time Frame?

Federal guidelines allow colleges to account for circumstances that may extend the period of time a student requires to complete their academic program. As such, the LACCD will allow students to attempt up to 150% of number of units normally required for their academic program. For example, most associate degree and transfer programs require 60 units, so students may attempt up to 89 units (less than 150%) before being disqualified from financial aid. The Maximum Time Frame for students enrolled in certificate programs is generally shorter as most certificate programs require fewer units to complete compared to associate degree and transfer programs.

HOW are ESL and remedial classes treated?

Remedial ESL, Basic Skills, and remedial classes are excluded from the Maximum Time Frame calculation. All other credit coursework is counted in the Maximum Time Frame calculation.

WHAT happens when a student does not meet the Satisfactory Academic Progress standards?

Warning Status: Students will be placed on Warning Status if **a)** they were initially in good standing (based on SAP standards or they do not have a previously-calculated standing), and **b)** at the end of their most current semester they do not meet the GPA and/or Pace of Progression standards. Students will remain eligible for financial aid during their Warning Status, assuming they are not disqualified due to the Maximum Time Frame standard. Students will be sent a Warning Status notification. Students on Warning Status should see an academic counselor as soon as possible. Students should work with their counselor to determine the steps to improve their GPA and/or percentage of successfully completed classes (Pace of Progression).

Advisory notifications are sent to students after the end of the first semester where their number of units attempted reaches or exceeds 75% or 100% the number of units required for their academic program. Students should see an academic counselor to ensure they are taking the classes needed to reach their educational goal before reaching the 150% Maximum Time Frame limit.

Disqualification: Students are disqualified if they have one or more of the following academic deficiencies:
- Does not meet the GPA standard following a semester of attendance for which they were placed on Warning Status.
- Does not meet the Pace of Progression standard following a semester of attendance for which they were placed on Warning Status.
- Exceeds the Maximum Time Frame standard for their academic program.

Disqualification notifications are sent to students if they have one or more academic deficiencies noted above.

WHAT is the petition process for a disqualified student?

Students may submit a petition to the Financial Aid Office explaining why they were unable to meet SAP standards.

Students who do not meet the GPA and/or Pace of Progression standard should complete a **Petition for Reinstatement of Financial Aid.** Students who have attempted 150% or more of the units required for their academic program should complete a **Petition for Extension of Financial Aid.**

For most of the colleges in the LACCD the Petition for Reinstatement is available through the student portal as an online form. The Petition for Extension form for all colleges is available through the student portal. Questions regarding the petition process should be directed to your college's Financial Aid Office.

Petitions for **reinstatement** should address why the student's academic progress has not met standards and what the student has done to rectify this situation. Petitions for **extension** should address either a) why the student needs additional classes to complete their program, and/or b) why they are working on a new educational program. Students should include any and all documentation that supports their written statements regarding their past academic performance. The Financial Aid Office may also require the submission of a Student Educational Plan approved by an academic counselor.

Students must submit their petition during the semester for which they want their financial aid eligibility reinstated or extended. Check with the Financial Aid Office for filing deadline dates, as petitions cannot be accepted after the college's deadline.

If a student's first petition is denied, they may submit a second petition during the semester, assuming there is still time before the filing deadline date. There is no guarantee that a student will have time to submit a second petition if their first petition was not submitted in a timely manner.

If a student believes the Financial Aid Office has not followed federal, state, district, and/or college policies and SAP requirements, they may submit a request for an **SAP Administrative Review**. The form, available in the Financial Aid Office, must be submitted during the semester for which the student is requesting reinstatement or extension of financial aid eligibility, and must be submitted before 80% of the given semester has elapsed in order for the student to retain any rights to federal and/or state aid for the given semester.

An Administrative Review is not a third petition. It can only be submitted when a student believes the college did not follow the policies and SAP requirements that govern the SAP petition process.