



## Lassen Community College Satisfactory Academic Progress Standards

Federal regulations require that a student receiving Federal Student Aid maintain Satisfactory Academic Progress (SAP) while pursuing their educational objective and is based on all coursework attempted. It is the student's responsibility to declare a major with the Admissions and Records Office and have an Education Plan on file in the Counseling Office. Funding is only intended for classes needed to reach the student's educational objective. It is the student's responsibility to notify the Admissions and Records Office of any change in major or educational goal.

In accordance with Federal Student Aid regulations Lassen Community College's Satisfactory Academic Progress procedures measures progress qualitative, quantitative and incremental.

### **Qualitative**

Students are expected to complete their coursework with a Grade Point Average (GPA) that is consistent with the requirements for receipt of a degree, certificate or eligible for transfer status. The minimum standard of achievement at Lassen Community College is a cumulative GPA of 2.0. Students not meeting this requirement will be placed on Warning for the following term of enrollment.

Grades of NC (No Credit), NG (No Grade), IP (In Progress), RD (Report Delayed), INC (incomplete), W (Withdrawal) or F (Failure) are considered units NOT successfully completed.

### **Quantitative**

Students are expected to complete their program within a maximum period of time. The maximum time-frame requirement applies to all financial aid recipients, and will include transfer units and all "non-aided" terms of attendance. Students must complete the minimum cumulative Completion Rate requirement of 67% to maintain eligibility.

Students not meeting the Completion Rate requirement will be placed on Warning for the following term of enrollment. Completion Rate is determined by comparing all units attempted with all units completed.

The Financial Aid Office will continue to award and disburse funds to eligible students for the eligible units attempted in their Educational Plan up to 150% of the published program length of the student's chosen educational program, or until they have obtained their educational goal, whichever comes first. The timeframe of funding will not exceed 150% of the published program length of the student's chosen educational program.

Once a student reaches their limit they may appeal for an extension of aid for the number of units needed to complete their educational goal. Students are encouraged to utilize available counseling services to ensure that they are enrolling in courses that meet their Education Plan and are necessary to meet their educational objective.

### **Incremental**

A student's SAP will be reviewed on a term-by-term basis; typically at the end of each semester and/or prior to the awarding of Federal Student Aid. All coursework completed at Lassen Community College, whether or not the student received Federal Student Aid, will be considered.

### **Transfer Students**

All students transferring to Lassen Community College from another post-secondary institution must submit official academic transcripts from all prior institutions attended to the Counseling Office. The transfer student's units from previous colleges may count as both units attempted and units completed and in determining the maximum timeframe allowable.

### **Repetition of Courses**

Classes that a student is repeating may be included when determining the student's enrollment for Federal Student Aid as long as the repeat is NOT the result of:

- More than one repetition of a previously passed course, or
- Any repetition of a previously passed course due to the student failing other coursework required to be taken simultaneously, or
- Any repetition of a previously passed course for the sole purpose of gaining eligibility for financial aid.

All repeated courses will be included in the quantitative assessment of a student's SAP.

## **Remedial Courses**

Federal regulations allow a student to receive Federal Student Aid for up to one academic year's (30 semester units) worth of remedial coursework. All units attempted may be included in the quantitative and qualitative determination of a student's SAP.

## **Financial Aid Warning**

A student who has made unsuccessful progress, when measuring cumulatively, in their Completion Rate and/or GPA will be placed on Financial Aid Warning during their next semester of enrollment. Students are eligible to receive Federal Student Aid while on Warning. Warning status does not require an appeal or other student action. At the end of the Warning semester a student is expected to meet cumulative SAP standards. Students who fail to meet SAP Standards after attending a semester on Warning status will be suspended and no longer eligible to receive financial aid

## **Financial Aid Suspension**

A student on Financial Aid Warning who does not meet the cumulative Completion Rate and/or GPA requirements will be placed on Financial Aid Suspension.

A student who has attempted 150%, or more, of the units required for their educational goal, or has obtained an academic degree or certificate will be placed on Financial Aid Suspension.

While on Financial Aid Suspension the student will not be eligible to receive Federal Student Aid, but may still be eligible for the California College Promise Grant (CCPG) formerly known as the Board of Governor's Fee Waiver.

## **Re-establishing Acceptable SAP Status**

A student on Financial Aid Suspension, except those with excessive units, can re-establish an acceptable SAP status by attending without Federal Student Aid and increasing their cumulative Completion Rate to at least 67% and/or their GPA to a 2.0.

## **Appeal of Financial Aid Suspension**

Financial Aid Suspension may be appealed to the Director of Financial Aid or their designee. Reasons an appeal would be considered include:

- Unexpected and/or unavoidable events like medical problems (the student's or those of a family member)
- A death in the family
- Any other reason for which a student can demonstrate and document extenuating circumstances which affected their ability to be academically successful
- Completed degree program, but need additional units to transfer to a four year institution
- Additional degree with good cause (i.e., displaced worker, inability to obtain employment, etc.)

In order for an appeal to be considered the student must submit a Petition for Review – Satisfactory Academic Progress form to the Financial Aid Office, which requires:

- A written statement explaining why SAP was not maintained and,
- Explanation of what has changed that will allow the student to make SAP, and
- An evaluated Education Plan, and
- Documentation supporting the basis of appeal, as appropriate.

Reasons an appeal will not be considered include: wrong or difficult classes, too many units in the term, bad time management, transportation issues, not having assigned books or course materials will NOT be considered reasons for appeal.

Only one appeal will be considered for not meeting SAP standards and one for excessive units.

If the appeal is approved then the student is reinstated on Financial Aid Probationary status and must meet the requirements indicated in their Probationary status notification. If it is not possible for the student to meet GPA and completion rate requirements by the end of their educational program the appeal will not be granted.

If an appeal is denied by the Financial Aid Director, please refer to Board Policy AP5530 for higher level appeal instructions.

If a student chooses to file an appeal it is recommended that they do so as soon as possible so that they can receive a timely response to properly plan their options.

## **Withdrawing and Repaying Federal Student Aid**

Students withdraw for a variety of reasons, and it's the student's responsibility to officially withdraw if they must. If a student withdraws from all classes before 60% of the period of enrollment then the student may be required to repay a portion of the Federal Student Aid received.