



Lassen Community College Satisfactory Academic Progress Procedures

Federal regulations require that a student receiving Federal Student Aid maintain Satisfactory Academic Progress (SAP) while pursuing their intended 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 and Financial Aid Office by the end of the first semester of enrollment. Funding is only intended for classes listed on a student's Educational Plan. It is the student's responsibility to notify the Financial Aid Office of a change in educational objective or other changes made to their Educational Plan.

In accordance with Federal Student Aid regulations Lassen Community College's Satisfactory Academic Progress procedures measures progress qualitatively, quantitatively and incrementally.

Qualitatively

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 for students who have attempted less than 21 units at Lassen Community College is a cumulative GPA of 1.33 and a 2.0 GPA for students who have attempted 21 units or more at Lassen Community College. Students not meeting this requirement will be placed on probation 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.

Quantitatively

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 at Lassen Community College. Transferable units from other colleges will be reviewed to determine units attempted, but will not be included in cumulative GPA. In addition, students must complete the minimum Completion Rate requirements listed below for each term enrolled.

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

Total Number of Units Attempted at Lassen College	Completion Rate Requirements
Less than 21 units	33.33%
21 units or more	66.66%

The Financial Aid Office will continue to award and disburse funds to eligible degree seeking students for the eligible units in their Education Plan which they are enrolled up to a 72 unit limit or until they have obtained their educational goal, whichever comes first. Student seeking a certificate or transfer to a 4-year institution will have timeframe limits based on the length of their specific education plan. Once a student reaches their limit they may appeal for an extension of aid up to the number of units needed to complete their educational goal. The timeframe of funding will not exceed 150% of the published program length of the student's chosen educational program. Students are encouraged to utilize available counseling services to ensure that they are enrolling in courses necessary to meet their educational objective.

Incrementally

A student's SAP will be reviewed on a term-by-term basis; typically at the end of each semester (or term) 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, with a copy to the Financial Aid Office. This must occur by the end of the student's first semester of attendance at Lassen Community College. The transfer student's units from all previous colleges will be reviewed for determining the maximum timeframe allowable.

Repetition of Courses

A student may repeat courses provided repetition of the course is allowed under the Lassen Community College District repeat policy as specified in the College Catalog. 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 (or term) of enrollment. Students are eligible to receive Federal Student Aid while on Warning and must have a Completion Rate of at least 75% and a GPA of 2.0 during their next semester (or term) of enrollment. A student on Financial Aid Warning will remain on Financial Aid Warning until their cumulative measures for Completion Rate and/or GPA increase to acceptable levels or they fail to meet the Completion Rate requirement of at least 75% and a GPA of 2.0 in a semester (term).

Financial Aid Suspension

A student on Financial Aid Warning who does not meet the Completion Rate requirement of at least 75% and a GPA of 2.0 in their next term of enrollment after being placed on Warning will be placed on Financial Aid Suspension and will not be eligible to receive any form of Federal Student Aid. While on Financial Aid Suspension the student may still be eligible for the Board of Governor's Fee Waiver.

A student who has exceeded 72 units attempted or completed, 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 Board of Governor's Fee Waiver.

Re-establishing Acceptable SAP Status

A student on Financial Aid Suspension can re-establish an acceptable SAP status by attending without Federal Student Aid and increasing their cumulative Completion Rate and/or GPA to the following minimum standards and requesting a recalculation of eligibility:

Total Number of Units Attempted at Lassen College	Completion Rate Requirements	Grade Point Average (GPA)
Less than 21 units	33.33%	1.33
21 units or more	66.66%	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:

- Transcript error: If there had been a previous error on the student's transcript, that has been corrected, that resulted in the suspension then the student may submit an appeal
- Unexpected and/or unavoidable events like medical problems (the student's or those of a family member)
- A death in the family
- Changes in a student's work schedule (which were not initiated by the student)
- Any other reason for which a student can demonstrate good cause for exception to Financial Aid Suspension
- Change in major, up to two changes
- 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 provide the following:

- A written statement explaining why SAP was not maintained and,
- An evaluated Education Plan, and
- Documentation supporting the basis of appeal, as appropriate.

If the appeal is approved then the student is reinstated on Financial Aid Probationary status. If the Director of Financial Aid denies the appeal the student may have their appeal presented to the Financial Aid Appeals Committee. The committee's decision is final and there is no other level of appeal.

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.