

**WHAT**  
are the SAP Standards?

- 1. GPA:** Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA).
- 2. Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted.
- 3. Maximum Time Frame:** Attempted less than 150% of the number of required units for your academic program.
- 4. External Degree:** Have not earned an associate or higher degree outside of the LACCD. Students enrolled in the Bachelor of Science program at West LA College may have an earned associate degree.



This information is subject to change without notice for reasons related to changes in federal and state regulations and 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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**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, 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 guidelines 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. A complete policy statement is available in the 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 (A, B, & C), Student Success Completion Grant (SSCG), California Chafee Grant, and the California National Guard Education Assistance Award Program. 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:** Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA).
- 2. Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted.
- 3. Maximum Time Frame:** Attempted less than 150% of the number of required units for your academic program.
- 4. External Degree:** Have not earned an associate or higher degree outside of the LACCD. Students enrolled in the Bachelor of Science program at West LA College may have an earned associate degree.

## WHAT is a 2.00 GPA?

Basically, 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:

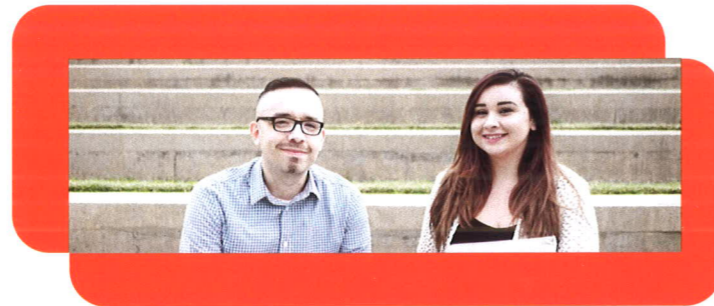
A	=	4	points
B	=	3	points
C	=	2	points
D	=	1	point
F	=	0	points

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

$$2 \text{ classes} \times 3 \text{ units/class} \times 3.00 \text{ (grades of B)} = 18 \text{ Grade Points}$$

$$2 \text{ classes} \times 3 \text{ units/class} \times 2.00 \text{ (grades of C)} = 12 \text{ Grade Points}$$

$$(18 + 12 \text{ Grade Points}) / 12 \text{ total units} = 2.50 \text{ GPA}$$



## HOW do you calculate your Pace of Progression?

Students must successfully complete a minimum of 67% 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, and NP are not considered to be successfully completed and will negatively affect your Pace of Progression.

Military Withdrawal (MW) grades are not used in calculating 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 when compared to associate degree and transfer programs.

## HOW are ESL and remedial classes treated?

Remedial ESL and Basic Skills/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 or External Degree standards. 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 they can take 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.
- Has earned an associate degree or higher outside the LACCD. Students enrolled in the Bachelor of Science program at West LA College may have an associate degree and not be disqualified for this standard.

**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.

The Financial Aid Office may also require the submission of a Student Educational Plan approved by an academic counselor. 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 and/or have completed an associate or higher degree outside of the LACCD should complete a **Petition for Extension of Financial Aid**.

The **Petition for Reinstatement** form is available through the Financial Aid Office. The **Petition for Extension** form is available through the student portal.

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, or b) why they are working on a new educational program (for students who have already completed an associate or higher degree). Students should include any and all documentation that supports their written statements regarding their past academic performance.

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 guidelines, 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 guidelines that govern the SAP criteria, calculation, and/or petition process.