

## Contra Costa Community College District (CCCCD) Satisfactory Academic Progress (SAP) Policy

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In accordance with federal financial aid regulations, CCCCCD has developed the following SAP Policy which outlines the minimum academic and progress requirements that a student must maintain in order to remain eligible to receive student financial assistance.

SAP will be reviewed for all students after each semester (including summer), **regardless of whether financial assistance was received**. SAP is evaluated based on all units and grades received at Los Medanos College, Diablo Valley College, Contra Costa College, any other CCCCCD site, and at institutions outside of CCCCCD (including foreign schools), if those transcripts have been received and evaluated at any campus or center within CCCCCD.

### I. Academic Requirements

Students meeting all of the following requirements are considered to be on “Satisfactory” status and are eligible to be considered for financial assistance or reinstatement for financial assistance:

- A. Qualitative Measure: Maintain a minimum semester and cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale. This includes all prior coursework (including all repeat, remedial and ESL units) that appears on your official transcript.
- B. Quantitative Measure: Maintain a minimum pace of progression of at least 67 percent, per semester and cumulatively. This means that students must receive credit for at least 67 percent of all units attempted (including all repeat, remedial and ESL coursework). Withdrawal (W), Incomplete (IP), No Pass (NP), In Progress (IP), Report Delay (RD), and Failing (F) grades are all considered units attempted with no credit received. The pace of progression percentage is calculated as follows: Total Units Completed with Credit / Total Units Attempted. For example:
  - a. A student enrolls in their first semester for 12 units, but receives ‘W’ grades in 6 units and receives credit for the other 6 units. Total Units Completed = 6 / 12 Total Units Attempted = 50%. So this student would not be meeting the 67 percent rule.
- C. Maximum Timeframe: Must not have attempted more than 150 percent of the maximum units required for completion of the student’s active academic program, as published by the institution. This includes all prior coursework (including repeat, remedial and ESL units) that appears on your official CCCCCD transcript, plus all degree-applicable units from coursework completed at all prior institutions of higher education, if the transcript has been received and evaluated at any campus or center within CCCCCD. All prior coursework is included regardless of whether a degree/certificate has been earned. Withdrawal (W), Incomplete (IP), No Pass (NP), In Progress (IP), Report Delay (RD), and Failing (F) grades are all considered units attempted. For example:
  - a. Certificate Program of 30 units; the maximum timeframe to complete the program would be 45 attempted units.

- b. Associate Degree or Transfer Program of 60 units; the maximum timeframe to complete the program would be 90 attempted units.

## **II. Warning Status**

Any student not meeting the minimum requirements outlined in Section I at the end of any semester will be placed on “warning” status for the next semester. Students on “warning” remain eligible to receive financial assistance during the one semester warning period, after which they must meet the requirements outlined in Section I in order to be considered on “satisfactory” status once again.

Students who complete a semester on “warning” will have their SAP reviewed before their financial aid eligibility for the following semester can be determined. Due to the short time period between semesters, and if the student is determined to be back on “satisfactory” status, disbursements for the following semester may be delayed.

## **III. Suspension Status**

Any student not meeting all of the academic requirements outlined in Section IA or IB after the one semester “warning” period and/or not meeting the maximum timeframe requirement outlined in section IC will be placed on “suspension” status. Students on “suspension” are no longer eligible to receive financial assistance (except for the BOG fee waiver, if otherwise eligible).

Students who complete a semester on “suspension” will have their SAP reviewed before their financial aid eligibility for the following semester can be determined. Due to the short time period between semesters, and if the student is determined to be back on “satisfactory” status, disbursements for the following semester may be delayed.

## **IV. Reinstatement**

Students on “suspension” have two options to have their eligibility for financial assistance reinstated:

1. Complete coursework (without receiving financial assistance) until all academic requirements outlined in Section I have been met again, or
2. Complete and submit an Appeal that is approved by the Appeal Committee.

## **V. Appeals**

Based on extenuating circumstances that were beyond the student’s control, students on “suspension” may complete and submit an Appeal to be considered for reinstatement of financial aid eligibility. The following are examples of what is considered an extenuating circumstance for Appeal:

1. Unable to complete your academic program within the maximum timeframe due to: a change of academic major (up to two major changes are allowable for maximum timeframe appeals), enrollment in a high-unit academic major or a major with a large number of pre-requisite courses, or completion of ESL or remedial (Basic Skills) coursework.
2. Injury, illness or medical condition requiring a doctor's care (supporting documentation required) which greatly affected your ability to complete the semester meeting SAP.
3. Death of a family member, such as parents, brother/sister, grandparents, spouse, or child (supporting documentation required).
4. Other extenuating circumstances that were beyond the student's control (supporting documentation required) which greatly affected your ability to complete the semester meeting SAP.

The following circumstances are NOT considered to be extenuating and beyond the student's control:

1. Undocumented personal problems/issues that do not require professional intervention.
2. Poor time management, poor study habits, or lack of motivation.
3. Being unaware of institutional policies, guidelines, and/or procedures.
4. Not following your Educational Plan.
5. Other circumstances that were not extenuating and beyond your control, or did not greatly affect your ability to complete the semester meeting SAP.

Students are required to submit copies of supporting documentation with their Appeal. Examples of appropriate supporting documentation include:

1. Documentation of your academic major change (copy of the major change form) for maximum timeframe appeals.
2. Letter from a doctor/treatment center stating the date(s) of treatment and estimated recovery time.
3. Death certificate, obituary, or funeral program verifying the death of an immediate family member.
4. Police report, court documents, or other legal paperwork verifying an incident occurred.
5. Other documents/paperwork that you feel demonstrates a circumstance that was beyond your control.

#### Submitting the Appeal and Deadlines:

To file the Appeal, students can obtain the Appeal form from the financial aid department web site to complete and submit along with all necessary attachments. To submit an Appeal, the student can submit in person at the financial aid department during normal business hours, by fax, or by mail. If mailed, the Appeal must reach the office by the predetermined deadline; therefore, it is recommended that the student submit in person to ensure that the deadline is met.

It is the student's responsibility to read and follow all instructions on the Appeal form completely and accurately and to meet the predetermined Appeal submission deadline. The submission deadline to be considered for a particular semester is printed on the Appeal form itself. Incomplete, incorrect, or late

Appeals will be denied for review for that semester and the student will have to wait to resubmit a new Appeal for the next semester. As noted above, supporting documentation is required. **Lack of supporting documentation constitutes an incomplete Appeal and will be denied for review.**

Students will be limited to submitting one (1) Appeal per semester. All decisions made by the Appeal Committee are final and there is no higher Appeal process outside of the financial aid department.

Students can expect to receive an Appeal decision by email, to the student's District-assigned email account via InSite Portal, within a 4-8 week processing time, depending on the volume of Appeals.

## **VI. Probation Status**

Appeals are reviewed by the Appeal Committee. Students whose Appeals are approved will be reinstated for financial aid eligibility and placed on "probation" status. Students who complete a semester on "probation" and still do not meet the minimum cumulative requirements in Section IA and IB may be placed back on "suspension" for the following semester. At the discretion of the professional judgment of the campus financial aid department, students who have met the minimum requirements in Section IA and IB during the semester on "probation" may be reconsidered for automatic continuance of their "probation" status for the following semester.

Students who complete a semester on "probation" will have their SAP reviewed before their financial aid eligibility for the following semester can be determined. Due to the short time period between semesters, and if the student is determined to be back on "satisfactory" status or approved for a continuance of the "probation" status, disbursements for the following semester may be delayed.

## **VII. Notifications**

All notifications regarding a student's SAP status and Appeal status will be sent by email only to the student's District-assigned email account via InSite Portal. Students will be notified of any change to their SAP status within 2-4 weeks from the end of the semester which caused the change of status. Students can expect to receive a decision on their Appeal within 4-8 weeks of submission of the Appeal. If a student's Appeal is approved, the student will also receive an Award Letter within 2-4 weeks of the date of the decision notification. The Award Letter does not provide disbursement dates – students must refer to the Award Notification and Payment Calendar for more information on disbursements.