

Satisfactory Academic Progress (SAP) Policy

Background:

The Financial Aid Office at Gavilan College is required to measure your academic progress toward a Certificate, Associate degree, or Transfer program. If you are not pursuing one of these educational goals, you are not eligible for federal student aid and certain state aid at Gavilan College.

The Financial Aid Office will review your Gavilan academic history after we receive your processed FAFSA (Free Application for Federal Student Aid) and for each term/session thereafter in the academic year. Your academic status will be determined according to the guidelines set forth in this policy. These standards apply to all periods of enrollment whether or not you have received financial aid. These requirements differ from and are separate than those policies set forth by the Office of Admissions & Records. Should you be placed on academic disqualification, you will be ineligible to receive Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitiveness Grants, Federal Work Study, Federal loans and Cal Grants. These SAP standards do not apply to the Board of Governors Fee Waiver (BOG).

Minimum Standard Requirements

Requirement #1: Maintain a cumulative grade point average of at least 2.0.

Requirement #2: Complete the required number of units each semester, session.

The number of units you must complete each semester, session depends on your enrollment status. Your enrollment status is determined by the number of units you attempt each semester. Any course that appears permanently on your academic transcript is an attempted course.

Unit Completion Requirement Chart Fall, Spring Semesters		
Units Attempted	Enrollment Status	Required to Complete
12 or more	Full Time	9
9 - 11.5	3/4 Time	8
6 - 8.5	1/2 Time	6
1 - 5.5	< 1/2 Time	All attempted

Unit Completion Requirement Chart Summer Session		
Units Attempted	**Enrollment Status	Required to Complete
4.5 or more	Full Time	3.5
3.5 – 4.0	3/4 Time	3.0
2.5 – 3.0	1/2 Time	2.5
0.5 – 2.0	< 1/2 Time	All attempted

**During the Summer session, enrollment statuses are defined as follows for Pell Grant and SEOG. To qualify for a Stafford loan during summer, students are required to be enrolled in at least 6 units.

Courses successfully completed	A, B, C, D, P
Courses not successfully completed	F, W, I, RD, IP, NP

Maximum Timeframe Requirement

A maximum allowable timeframe of 150% of your program length is permitted. For an AA, AS, or Transfer Degree program, this is equivalent to 3 years or 6 semesters of full time enrollment. For a Certificate program, this is equivalent to 1.5 years or 3 semesters of full time enrollment. Programs that vary in length will be taken into consideration.

Remedial Courses: If you must take remedial courses in order to achieve your educational goal, your maximum allowable timeframe will be extended by up to 30 units of remedial coursework.

ESL Courses: If you must take ESL courses in order to achieve your educational goal, your maximum allowable timeframe will be extended for all required ESL coursework.

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Prior College/University Units: Prior units from other colleges/universities which are applicable to your Gavilan College educational goal are subject to the Maximum Allowable Time Frame (see chart below). Students interested in having credits from prior schools evaluated, are required to request official transcripts and make an appointment with a Gavilan College academic counselor for evaluation of prior college credit. Financial Aid will determine grade levels for loan requests at second year status after the credit evaluation is completed by a Gavilan counselor and an Education Plan is submitted.

Course Repetition You may repeat courses in accordance with the Admissions & Records policy; however, all course work attempted is included in the maximum allowable timeframe.

Maximum Time Frame Chart		
Educational Goal	Average number of units required to achieve Ed. Goal	Maximum number of units you may attempt is 150% of the program length
Associate degree	60 units	90 units
General Education for Transfer	60 units	90 units
Certificate Program	30 units	45 units

Financial Aid Academic Progress Statuses

Satisfactory

Students in any of the following three categories are considered to have an academic status of “satisfactory” for financial aid purposes. **New Students** are those with no previous academic history at Gavilan College. **Continuing/Returning Students** are those who have academic history at Gavilan. These students are meeting the minimum standard requirements and have not reached or exceed the maximum time frame for their program. **Transfer Students from Other Colleges/Universities** are those who are transferring to Gavilan from another college or university, and who are requesting a loan as a second year student will have their academic history from that college or university reviewed. The minimum standards will apply to the last term of enrollment at the previous school. The maximum allowable timeframe will apply to those units which are transferred to Gavilan for credit.

Probation

Students in any of the following two categories are considered to have an academic status of “probation” for financial aid purposes:

Students who have not met the minimum standard requirements: cumulative GPA is below 2.0 and/or number of units completed as of the last term do not meet minimum requirement. Students are eligible to receive financial aid while on probation, but are required to meet the minimum standards at the end of the probationary semester/session. At the end of the probationary semester/session, if the student does not meet GPA or unit completion requirements, an academic status of **disqualification** will be assigned. Students who meet GPA and unit completion requirements at the end of the probationary semester will be assigned an academic status of **satisfactory**.

Students who have an approved “Maximum Time Frame Appeal” are placed on probation for the duration of their program. These students are required to maintain the Minimum Standards Requirements to continue receiving financial aid. If the Minimum Standards Requirements are not met, an academic status of “ineligible” is assigned. Students in an ineligible academic status will no longer qualify for the financial aid programs listed in “Background” section. Students will be ineligible to appeal and ineligible for reinstatement.

Disqualification

Students in any of the following two categories are considered to have an academic status of “disqualification” for financial aid purposes:

Students who are on financial aid **probation** and who do not meet the Minimum Standards Requirements will be placed on disqualification. Students who have extenuating circumstances may submit an “Appeal” and an “SAP Quiz” to be reconsidered for Financial Aid. The Financial Aid Office will review appeals and quizzes to decide whether to approve or deny financial aid for the term.

Students who reach or exceed the **Maximum Time Frame** of their program will be placed on disqualification for “overall units exceed limit.” Students may not receive certain financial aid while on disqualification. For a listing of grant and loan programs affected by a disqualified status, please see the section titled “Background.” Students who have extenuating circumstances may request an extension. Students need to submit the following documents to Financial Aid for consideration:

1. Request for Extension: This form is available online through Banner Self Service and the Financial Aid website.

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2. Education Plan: Make an appointment with a Gavilan College academic counselor to develop an Education Plan which lists the required courses for your educational goal, major. Financial Aid will use the Ed Plan to approve only those courses listed on the Ed Plan for financial aid payment.

Should Financial Aid approve your request for an extension, you will be placed on academic probation for the duration of your program. You will be required to meet the minimum standard requirements: maintain a cumulative GPA of at least 2.0 and complete the required number of units each term according to your enrollment status. Failure to meet both requirements while having an approved extension will result in an academic status of "ineligible."

Ineligible

The following students are considered to be in an "ineligible" academic progress status with financial aid:

- Students who have an approved extension AND do not meet the minimum standards requirements become **ineligible**. Students in an ineligible academic status will no longer qualify for the financial aid programs listed in "Background" section. Students will be ineligible to appeal and ineligible for reinstatement.

Financial Aid Appeal Process

Students who are placed on financial aid disqualification will be notified via Banner Self-Service. Any student on disqualification may appeal their status if they had extenuating circumstances. While on disqualification, students will not be eligible for federal student aid and certain state grants.

The Financial Aid Office will review the Appeal Form and determine whether to approve or deny financial aid for the semester in which the forms are submitted. Students will be notified via GavSSB and mail as to the decision of their appeal. Deadlines to submit Financial Aid Appeals, Quizzes, Extension Requests and Education Plans are the Monday before the last day of instruction for each term. Materials received after the deadline will be considered for the next semester or session.

Appeals which are Approved

If your appeal is approved, you will be awarded for the semester in which your appeal was approved. Eligibility is not retroactive to previous semesters in the award year. Once on an approved appeal, your status moves to "Probation." If you do not meet all 3 SAP standards, you will be disqualified again. Students who make progress after their probationary semester are moved to "satisfactory."

Appeals which are Denied

Should your appeal be denied, must successfully complete at least one semester without federal student aid and certain state aid. If you are eligible for a BOG fee waiver, you will be awarded one while on a denied appeal. You may regain financial aid eligibility through one of two methods:

Method 1: Follow 3 Standards of SAP Policy

- Earn a cumulative GPA of at least 2.0
- Complete the required number of units according to your enrollment status
- Complete your educational goal within the allowable timeframe

Students who meet all three standards will not need to submit a request for reinstatement. Your assigned academic status for the following term will be "Probation after Reinstatement." Once on probation, these students are required to meet all SAP requirements to avoid further disqualification.

Method 2: Follow Reinstatement Procedures

- Complete at least 6 units with letter grades during the Fall or Spring semester OR Complete at least 3 units with letter grades during the Summer session
- Earn a term GPA of at least 2.0.

Students who do not meet method 1, may request Financial Aid Reinstatement if the standards from method 2 are met.

Financial Aid Reinstatement Process

Students who have submitted a Financial Aid Appeal which was denied must complete the following for reinstatement:

1. Complete required units (listed above) in one term without certain financial aid.
2. Earn a term GPA of at least 2.0.
3. Develop an Education Plan with an Academic Counselor and submit copy to the Financial Aid.
4. Submit a "Request for Reinstatement" to the Financial Aid Office.

If students meet the Reinstatement requirements, they will be placed on **Probation** for the following term. Once on probation, these students are required to meet all SAP requirements to avoid further disqualification.