



## Columbia College Financial Aid Office Satisfactory Academic Progress (SAP)

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To be eligible for federal financial aid, students must maintain Satisfactory Academic Progress (SAP). Columbia College has adopted the following satisfactory academic progress policy, which contains elements specified in federal regulations.

### QUALITATIVE AND QUANTITATIVE REQUIREMENTS

**Grade Point Average (GPA):** All financial aid students are required to maintain a cumulative GPA of 2.0 or above.

**Pace of Progression:** All financial aid students are required to maintain a cumulative pace of progression of at least 67%.

Pace of Progression Calculation:  $\text{Units Completed} \div \text{Units Attempted} = \text{Pace of Progression}$

Classes with grades of A, B, C, D, and P (passed) are considered to have been completed. Classes with grades of W, F, I (incomplete) and NP (no pass) are not considered completed. All classes taken at other institutions through a consortium agreement are also included in the pace of progression assessment.

**Maximum Units:** All financial aid students are expected to complete their program of study within 150% of the published length of the program. Students enrolled in 60-unit AA/AS degree, 4-year transfer, or vocational programs are expected to complete their programs by the time they attempt 90 units. Students enrolled in CTE programs of less than 60 units are allowed a maximum time frame (attempted units) that is 150% of their program's length. A student who has earned an associate degree or higher is no longer eligible for Title IV funding at the community college level.

**Degree and Transfer Programs:** 60 units or more are needed to graduate; therefore, the maximum time frame to complete a degree or transfer program would be 90 attempted units ( $60 \times 150\% = 90$ ).

**Certificate Programs:** Most certificate programs require 30 units; therefore, the maximum time frame to complete a certificate program is 45 attempted units ( $30 \times 150\% = 45$ ).

**FREQUENCY OF SAP EVALUATION** – The academic progress of financial aid students is evaluated after grades are posted at the end of each semester, including summer.

**FINANCIAL AID WARNING** – When academic progress is evaluated, students whose cumulative GPA is below 2.0 and/or whose cumulative pace of progression is below 67% are placed on Financial Aid Warning. In addition, students who are either transferring to Columbia College or who are continuing Columbia College students, but never previously applied for financial aid, are placed on Financial Aid Warning if their cumulative GPA is below 2.0 and/or if their cumulative pace of progression is below 67% at the time they enter the Financial Aid program. Students on Financial Aid Warning will continue to be considered for financial aid during the warning semester. Students will be removed from Financial Aid Warning after the warning semester if their cumulative GPA and pace of progression meet the Federal guidelines minimum standard. Students who do not meet the GPA and pace of progression standards will be placed in disqualification status.

**FINANCIAL AID DISQUALIFICATION** – Students who do not meet all cumulative academic requirements at the end of their Warning semester will be placed on Financial Aid Disqualification. Students who are disqualified from financial aid may reestablish financial aid eligibility by meeting all cumulative SAP criteria outlined in the qualitative and quantitative requirements sections of this document. A student who has exceeded the Maximum Units standard will be placed on Financial Aid Disqualification for the following term and all future terms until they reestablish financial aid eligibility. They will receive notification of this via student email following the term in which they failed to meet the standard. No Financial Aid Warning status is available for students who fail to meet this SAP standard.

Students placed in disqualification status are not eligible to receive financial aid except for a BOG Fee Waiver, if eligible. Students who complete a semester on disqualification must have their academic progress reviewed before financial aid eligibility is determined for the following semester. Due to the short time period between semesters, there will be a delay in the notification of eligibility. If eligible, any disbursements of student aid will also be delayed.

**APPEALING FINANCIAL AID DISQUALIFICATION** – Under certain conditions, students placed in disqualification status may file an appeal for consideration of reinstatement of financial aid eligibility. Circumstance must have occurred during the deficient semester(s). Students who are required to appeal due to disqualification are not eligible for Federal Work-Study.

**APPROVED APPEALS** – Students on an approved must meet ALL requirements of an Appeal Contract each semester.

**FAILURE TO MEET THE CRITERIA LISTED ON THE APPEAL CONTRACT WILL RESULT IN TERMINATION OF FINANCIAL AID.**

**DENIED APPEALS** – Decisions made on appeals are final.

**REPEATED COURSES** – All repeated courses will be included in the maximum unit assessment, cumulative GPA assessment, and cumulative pace of progression assessment.

**TRANSFER COURSES** – All courses taken at other institutions will be included in the maximum unit assessment, cumulative GPA assessment, and cumulative pace rate assessment, provided the transcripts have been submitted, evaluated, and posted to the student’s academic record. Students with bachelor’s degrees are not eligible for the Federal Pell Grant. Foreign courses will be accepted and counted by the district if they have been professionally evaluated by a credible foreign degree evaluation organization.

**ESL UNITS** – ESL units will not be counted toward maximum time frame; however, they will be considered when assessing both the student’s cumulative GPA and pace of progression. To ensure that students are making progress towards their educational goal, it is expected that after four (4) semesters of ESL instruction, students will begin incorporating coursework that is related to their educational goal/major.

**REMEDIAL UNITS** – Any remedial units in excess of 30 will be counted toward attempted units.

**INCOMPLETE COURSES** – “I” (incomplete) grades will be considered “attempted”, but will not be considered to have been “completed”. It is the student’s responsibility to inform the Financial Aid Office if an “I” grade changes during a semester. If the change of grade will affect the student’s financial aid eligibility, the Financial Aid Office will perform a recalculation of aid eligibility during the semester. Otherwise, the change of grade will not be factored into the cumulative pace rate until the next SAP evaluation.

**PACE OF PROGRESSION CALCULATION** – Units Completed ÷ Units Attempted = Pace of Progression

**GRADES OF “D” OR BETTER AND “CREDIT”** – Students who receive a grade of A, B, C, D or P (pass) will receive credit for the class and are considered to have completed the class.

**WITHDRAWALS AND GRADES OF “INCOMPLETE”** – Students who withdraw from classes or receive grades of “incomplete” will have those classes included in the pace of progression calculation. “Withdrawals” and “incompletes” will be included with all other classes attempted.

**GRADES OF “F” AND “NO PASS”** – Students who receive a grade of “F” or “No Pass” do not receive credit for the class attempted and are not considered to have completed that class.

**REPORT DELAYED (RD) GRADES** – Students whose record reflects a Report Delay (RD) grade for a course taken the previous semester at the time of the initial financial aid award disbursement, will have aid withheld until the grade is reported and posted to the student’s record.

**HOW TO REESTABLISH FINANCIAL AID ELIGIBILITY** – A student who is on Financial Aid Warning or Disqualification for failing to maintain GPA or Pace of Progression standards may reestablish financial aid eligibility by achieving cumulative satisfactory progress in both standards.

**DISCLAIMER** – Legislation and governmental regulations are continually changing. This information is current and correct as of the time of publication; however, information and regulations are subject to change without notice.

**COLUMBIA COLLEGE (CC) NONDISCRIMINATION STATEMENT:** Columbia College complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the college’s Title IX Officer and/or the Section 504/ADA Coordinator.