

## FINANCIAL AID - SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP standards apply to ALL federal and state aid applicants, whether or not they have previously received aid. During the 2005 – 2006 academic year, students must meet the 2004 - 2005 Financial Aid SAP Policy to maintain eligibility for financial aid. Beginning with the 2005 – 2006 academic year, ALL students must meet the SAP Policy detailed below to be eligible to receive financial aid. Students receiving financial aid enter into an agreement to make Satisfactory Academic Progress toward their educational goal. Failure to maintain these standards will result in the loss of financial assistance. The Financial Aid Office reviews academic progress at the end of each academic year. All students receiving federal and state financial aid (except the BOGFW) must comply with the following academic standards:

### **General Requirements**

Students receiving financial aid must be enrolled in an eligible program. An eligible program is defined as:

1. Certificate, OR
2. An Associate Degree (AA), OR
3. A two-year academic transfer program that is acceptable for full credit toward a Baccalaureate Degree.

### **Satisfactory Academic Progress Standards (from all institutions attended)**

- A. Maintenance of a 2.0 cumulative grade point average (GPA).
- B. Fewer than ninety (90) attempted units for students who indicated AA Degree or transfer as their educational goal.
  1. ESL and Basic Skills/Remedial classes are excluded from the ninety (90) unit limit when determining units attempted.
  2. Students who have already earned an Associate or higher degree will need to follow the appeal procedure.
  3. In Progress (IP) grades count as attempted units in the maximum time frame only. It does not affect the cumulative grade point average in the qualitative measure nor is it included as completed units in the quantitative measure.
- C. Completion of 75% cumulative units attempted.
  1. Entries recorded in the student's academic record as incomplete (I), No Credit (NC), and/or Withdrawal (W) are considered non-grades and must be 25% or less than the cumulative units attempted.

### **Application of Standards**

- A. Satisfactory Academic Progress for financial aid students will be determined at the conclusion of the Spring semester.
- B. Students who are disqualified from financial aid will be notified by mail and receive the procedure for appeal.
- C. A change of two (2) educational goals or major course of study will be allowed during the course of enrollment at the institution.
- D. Disqualification
  1. Students will be disqualified if they have one or more of the following academic deficiencies at the end of the Spring semester:
    - a. Total units attempted (excluding ESL and Basic Skill/Remedial classes) are equal to or greater than ninety (90);
    - b. Cumulative GPA is less than 2.0;
    - c. Cumulative Non-Grades (I, NC, or W) are more than 25%.

### **Maximum Time Length**

- A. Students attending for the purpose of obtaining an Associate of Arts Degree (AA), or completion of requirements for transfer to a four year college, are allowed 90 attempted units in which to complete their objective.
  1. Attending full-time (24 units or more), a student is expected to complete his/her objective in three years.
  2. Attending part-time (less than 12 units), a student is expected to complete his/her objective in six years.
  3. Exceptions will be made only when the requirements of a student's objective cause the student to exceed the maximum time limit.
- B. Short Length Certificate Programs.
  1. Some Certificate objectives at Orange Coast College may be completed in less time than that required for the Associate of Arts, and transfer objectives.
  2. The following table shows the normal completion time and maximum time for Certificate Programs of varying lengths:

<b>Units required for the Certificate Program</b>	<b>Normal Length</b>	<b>Maximum Length</b>
24 or less	2 semesters	3 semesters
25 to 36	3 semesters	5 semesters
37 or more	4 semesters	6 semesters

- C. To be eligible for financial aid, a program must be at least six (6) months in length with a minimum of sixteen (16) units and certified by the Department of Education. Students enrolled in a Certificate Program may continue to qualify for financial aid up to ninety (90) attempted units, six (6) full-time semesters, or the equivalent, if they are planning to obtain an Associate Degree (AA), or to transfer to a four-year school in addition to obtaining the Certificate.

### **Summer Financial Aid**

- A. Summer terms are included in the evaluation of Satisfactory Academic Progress standards.