



## Financial Aid Satisfactory Academic Progress (SAP) Policy

The U.S. Department of Education requires El Camino College to establish and apply reasonable standards of satisfactory academic progress for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. El Camino College students who wish to be considered for federal student aid must maintain satisfactory academic progress as set forth in this policy.

Satisfactory academic progress is a federal student aid eligibility requirement and is administered by the College in addition to the academic standards of performance required under the El Camino College Academic Progress Policy. The financial aid Satisfactory Academic Progress (SAP) policy is more stringent than the College's 50% pace of unit completion rate. Students must maintain a cumulative 67% attempted pace of unit completion rate to be eligible for financial aid. Satisfactory academic progress is determined at the end of every term by the Financial Aid Office. Students are required to make satisfactory academic progress toward the completion of an associate degree, a vocational certificate of at least sixteen units, or plan to transfer to a four-year college or university. This policy also applies to state financial aid.

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### Satisfactory Academic Progress (SAP) Policy Standards

At El Camino College a student is considered to be meeting the satisfactory academic progress standards if the following four requirements are met:

#### **1. Cumulative Grade Point Average (Qualitative Measure)**

A student must maintain a 2.0 cumulative grade point average (GPA). This GPA includes units at El Camino College and those from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's academic record at the time a student petitions to graduate. GPA units are those with grades of A, B, C, D, or F.

#### **2. Cumulative Pace of Unit Completion (Quantitative Measure)**

A student must complete at least 67% of the total number of units they attempt (passed hours divided by attempted hours). All courses with grades of A, B, C, D, or F as well as P, W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units. Units from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's record will also be counted.

#### **3. Degree Earned**

The student has not earned an associate degree or higher from a regionally accredited college or university.

#### **4. Maximum Timeframe**

A student has not exceeded the 150% maximum timeframe allowed for the completion of his or her educational program. All courses, including remedial, English as a Second Language (ESL), repeated courses, and courses taken while pursuing other majors with grades of A, B, C, D, or F, as well as P, W, I, IP, NP, or MW, will be counted as attempted units and applied to the maximum timeframe allowed. Courses from other regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's record will also be counted toward the maximum timeframe.

## Satisfactory Academic Progress (SAP) Policy Considerations

### **Academic Renewal**

The Satisfactory Academic Progress (SAP) policy does not have a provision for academic renewal. Financial Aid must always include all courses when evaluating a student's satisfactory academic progress.

### **Audited Courses**

Audited courses are not taken for credit and are not eligible for federal student aid. Therefore, audited courses are not considered when determining the student's satisfactory academic progress.

### **Change of Majors**

The Satisfactory Academic Progress (SAP) policy takes into consideration all courses and units taken and the grade point average (GPA) earned regardless of the number of changes made to the student's major.

### **Credit by Examination**

Units earned by Credit by Examination count toward the student's program and the grades for those units count in the student's grade point average (GPA) for federal student aid purposes.

### **Incomplete Grades**

Incomplete grades will not be considered as being successfully completed. An incomplete grade will count as units attempted, not units earned until the grade has been changed to a passing grade.

### **Remedial Courses**

Students are permitted to attempt up to thirty (30) remedial units, including English as a Second Language (ESL), at El Camino College as long as they prepare students for courses required for an associate degree, a vocational certificate, or a transfer program. Remedial courses are not counted towards the maximum timeframe allowed for the completion of an educational program.

### **Repeated Courses**

El Camino College does not award financial aid for repeated courses. Repeated courses will be included when calculating the cumulative unit completion rate and maximum timeframe. The most recent grade received is used in the grade point average (GPA) calculation.

### **Return to Title IV Funds**

A Return to Title IV (R2T4) funds calculation must be completed for students who withdraw from all of their courses before completing the term of enrollment. All units attempted must be included as attempted units.

### **Study Abroad**

Courses approved by El Camino College for academic credit toward a student's vocational certificate, degree, or transfer taken in a study abroad program are counted as attempted and completed units.

### **Transfer Students**

Units from regionally accredited colleges and universities that have been evaluated by the El Camino College Admissions & Records Office and applied to the student's academic record will be counted toward the cumulative attempted unit completion rate and maximum timeframe.

### **Withdrawals**

Withdrawals will be included when calculating the cumulative attempted unit completion rate and maximum timeframe. Withdrawn courses are not included in the grade point average (GPA) calculation.

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## Satisfactory Academic Progress (SAP) Policy Statuses

Students receive their satisfactory academic progress status from the Financial Aid Office at the end of each term. Students are notified of the Satisfactory Academic Progress (SAP) policy on the El Camino College website, in the College catalog, and in the Financial Aid Office. All terms of enrollment at El Camino College are included when determining a student's satisfactory academic progress, even if a student did not receive federal student aid in the past.

### **Financial Aid Satisfactory Progress**

Students who meet all of the requirements of satisfactory academic progress will continue to be eligible for federal and state financial aid as long as financial aid application(s) and appropriate documentation are submitted to the Financial Aid Office and the student continues to remain financially eligible for aid.

### **Financial Aid Warning**

Students who do not maintain satisfactory academic progress after one term due to their cumulative grade point average (GPA) and/or cumulative attempted unit completion rate will be placed on Financial Aid Warning. While on Financial Aid Warning, students may continue to receive federal and state financial aid. Students who do not meet all conditions of satisfactory academic progress at the end of the warning term will be disqualified from federal and state financial aid with the exception of the Board of Governors Fee Waiver (BOGFW), if eligible.

### **Financial Aid Disqualification (Unsatisfactory)**

Students who do not maintain satisfactory academic progress for two consecutive terms due to their cumulative grade point average (GPA) and/or cumulative attempted unit completion rate will be placed on Financial Aid Disqualification. While on Financial Aid Disqualification, a student is not eligible to receive federal and state financial aid with the exception of the Board of Governors Fee Waiver (BOGFW), if eligible.

### **Financial Aid Probation**

Students with an approved satisfactory academic progress appeal petition will be placed on Financial Aid Probation for one term. Approved satisfactory academic progress appeal petitions may include specific requirements and/or conditions with which students must comply during the term. If students fail to meet satisfactory academic progress and any additional requirements on an approved appeal petition at the end of the term, they will be disqualified from federal and state financial aid with the exception of the Board of Governors Fee Waiver (BOGFW), if eligible. In some instances, the Satisfactory Academic Progress Appeal Committee will approve an academic plan for the student that extends beyond one term. In these cases, students will continue on Financial Aid Probation if they meet the requirements specified on the approved appeal petition. This is known as a Course Lock-In-List.

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## Reinstatement of Federal and State Financial Aid

- **Self-Reinstatement** – A student may have federal and state financial aid self-reinstated by earning a cumulative 2.0 GPA and by earning a cumulative 67% attempted unit completion rate but must not have exceeded the maximum timeframe allowed for the completion of their educational program.
- **Submission of SAP Appeal Form** – A student may submit an appeal petition accompanied by supporting documentation. Approved appeal petitions may include requirements and/or conditions that must be met by students during the term. Students whose appeal petitions are approved will be placed on Financial Aid Probation.

## Satisfactory Academic Progress (SAP) Policy Appeal Process

Students may appeal their Financial Aid Disqualification by completing the satisfactory academic progress appeal petition available on the El Camino College website, in the Financial Aid Office, or as an e-mail attachment to the Financial Aid Disqualification notification. Students may appeal their Financial Aid Disqualification according to the El Camino College Satisfactory Academic Progress (SAP) Policy if they were unable to maintain satisfactory academic progress for the following acceptable reasons:

- Illness or accident of the student or immediate family member (documentation required)\*
- Death of an immediate family member (documentation required)\*
- Newly diagnosed disability or complications with an existing disability which contributed to poor academic performance (supporting documentation required by the College's Special Resource Center)
- U.S. military service orders (documentation required)
- Additional time needed to complete an educational goal beyond an associate degree or higher (documentation required)
- Exceeded 150% maximum timeframe allowed due to changes of major or transfer credits that do not apply to student's declared educational program (documentation required)

\*"Immediate family" is defined as the mother, father, grandmother, grandfather, or grandchild of the student or of the spouse/registered domestic partner of the student, and the spouse/registered domestic partner, son, daughter, brother, or sister of the student. In addition, the following are considered "immediate family": stepparent, stepchild, foster child, dependent child or adult of the student or spouse/registered domestic partner of the student.

**ALL** SAP Appeal Forms must be accompanied with a current, counselor approved Education Plan that includes all coursework required for the completion of an associate degree, a vocational certificate of at least sixteen units, or plan to transfer to a four-year college or university.

Supporting documentation must be included with the satisfactory academic progress appeal petition and must prove that the incident (if applicable) occurred during the term(s) in which students did not make satisfactory academic progress. The satisfactory academic progress appeal petition must address what has changed that will allow students to meet satisfactory academic progress standards at the end of the term. If the appeal is approved, students will have a probationary period for the term that may include requirements and/or conditions determined by the Satisfactory Academic Progress Appeal Committee. During this time, students will receive federal and state financial aid and reestablish eligibility. Students may only submit one satisfactory academic progress appeal petition per award year.

### **Financial Aid Course Lock-In-List**

Students who have earned a degree or exceeded maximum timeframe and have their satisfactory academic progress appeal petition approved will be placed on Financial Aid Probation. A Financial Aid Course Lock-In-List will be issued by an academic counselor and will need to be adhered to for the remaining term(s) in which the student wishes to receive federal and state financial aid with exception of the Board of Governors Fee Waiver (BOGFW), if eligible.

**ALL SAP APPEAL DECISIONS ARE FINAL**