



Financial Aid

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Financial Aid

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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 outlined 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 [Board Policy 4250](#) for Probation, Dismissal, and Readmission. 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 remain eligible for financial aid. Satisfactory academic progress is determined thirty (30) days after the end of each term by the Financial Aid Office. Students are required to make satisfactory academic progress toward 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.

Satisfactory Academic Progress (SAP) Policy Standards

At El Camino College a student meets the satisfactory academic progress standards if the following three requirements are met:

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. GPA units are those with grades of A, B, C, D, or F.

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 official academic record will also be counted.

Maximum Timeframe

A student has not exceeded the 150% maximum timeframe allowed for the completion of his or her educational program. All courses, (excluding remedial and English as a Second Language), 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 academic record will also be

counted.

Satisfactory Academic Progress (SAP) Policy Considerations

Academic Renewal

There is a federal regulation that there is no provision for academic amnesty and/or renewal. As a result, the SAP policy does not provide for academic renewal. Financial Aid must always include all courses, including college courses taken while concurrently enrolled in a primary or secondary school, 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 Major

The Satisfactory Academic Progress (SAP) policy considers 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 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 can attempt up to thirty (30) remedial units, including English as a Second Language (ESL), at El Camino College if 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 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 is 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.

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 the requirements of satisfactory academic progress will continue to be eligible for federal and state financial aid if 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 except for the California College Promise Grant (CCPG), 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 except for the California College Promise Grant (CCPG), if eligible.

Financial Aid Probation

Students with an approved satisfactory academic progress appeal will be placed on Financial Aid Probation. 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 except for the California College Promise Grant (CCPG), if eligible.

In some instances, the Satisfactory Academic Progress Appeal Committee will approve an academic plan for the student for multiple terms. In these cases, students will continue Financial Aid Probation if they

meet the requirements specified on the approved appeal petition. Financial Aid Probation also applies to Lock-in-Lists for maximum timeframe. Students on an approved Lock-in-List must maintain their eligibility each term by complying with the requirements of their approved appeal and Lock-in-List agreement.

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:

- Death of a relative or other significant person
- Illness or injury, including but not limited to, behavioral health conditions, of the student, immediate family member, or other significant person
- Being a victim of a serious crime, including but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or liability
- Complications with an existing disability that contributed to poor academic performance
- Extenuating circumstances beyond the control of the student (Natural Disaster, Change in Economic Situation, Family Circumstances, Etc.)
- Homeless or at risk of becoming homeless
- Loss of access to personal or public transportation
- Loss of childcare
- Loss or change in employment
- Newly diagnosed disability which contributed to poor academic performance
- Pregnancy, birth of a child, and complications due to pregnancy
- Change of major (Applies to maximum time frame appeals only)

Students who cannot reasonably obtain third-party written documentation to support their acceptable reason for appeal may request a waiver of the requirement. The student must sign a statement attesting to the veracity of the special circumstances presented as the grounds for appeal. The signed statement must be attached to the appeal as supporting documentation.

All SAP Appeal Forms must be accompanied by a current, counselor-approved Education Plan/Lock-in-List that includes all coursework required to complete an associate degree, a vocational certificate of at least sixteen units, or a plan to transfer to a four-year college or university.

Supporting documentation must be included with the satisfactory academic progress appeal and 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 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 must submit a completed Appeal Form and all supporting documentation to the Financial Aid Office by the established deadline. Incomplete or late submissions will not be accepted. The Appeal decision will be sent to the student e-mail account (MyECC) within forty-five (45) days after the submission of a complete appeal.

Students not meeting Satisfactory Academic Progress (SAP) may submit a SAP Appeal Form to reinstate their financial aid. You must be enrolled in the current term to submit a SAP Appeal; appeals cannot be submitted for a past or future term, and appeals submitted without current enrollment will not be accepted.

Students who receive a denial can request a second appeal review before the submission deadline for the semester/term. To request a second review please contact the Financial Aid office before the deadline.

Financial Aid Lock-In-List (LIL)

Students who have exceeded maximum timeframe and have their satisfactory academic progress appeal petition approved will be placed on Financial Aid Probation. A Financial Aid 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 except for the California College Promise Grant (CCPG), if eligible.

For additional information, visit the Financial Aid Office webpage at:

<https://www.elcamino.edu/admissions/finances/financial-aid/satisfactory-academic-progress.php>