FAILURE TO MEET SAP STANDARDS

The Financial Aid Office will send letters at the end of each semester after grades are evaluated, to all students who fail to maintain Satisfactory Academic Progress, and who are placed on a Warning or Suspended status. It is the responsibility of the student to notify the Financial Aid Office of any official grade changes that occur after grades have been evaluated by our office for recalculation of SAP status.

WARNING: If the student fails to complete the acceptable number of units with a 2.00 GPA, s/he will be placed on WARNING status, and will receive one semester only of financial aid on a probationary status. The student must bring up grades during the WARNING semester in which s/he was funded or lose financial aid in subsequent terms. The WARNING status will be cleared when s/he completes at least 6 units and at least 67% of the total semester units attempted with a 2.0 semester and cumulative GPA.

SUSPENSION: If the student fails to complete the required number of the units for which s/he was enrolled with a 2.00 sem/cum GPA during two consecutive semesters, s/he will be SUSPENDED from further financial aid. Further, a student will be suspended if s/he fails to meet the financial aid progress standard a total of any three semesters. Summer grades will be considered for the purpose of reinstating financial aid eligibility.

A student will be ineligible for financial aid if his/her cumulative GPA is below 2.00 after two years of college attendance, if s/he is DISMISSED from Chabot College, or if s/he withdraws from all of his/her classes. "Two years of college attendance," is defined as a period of time of 4 semesters of attendance, regardless of the level of enrollment each term (i.e. Full-time, three-quarter, etc.…).

UNIT SUSPENSION: Once a student has attempted 90 units, s/he is no longer eligible for financial aid. If there are extenuating circumstances which prevented a student from successfully completing an academic program within the allowed timeframe, s/he may request an extension of the timeframe through the appeal process, explaining what circumstances resulted in failure to complete his/her program within the 90 unit limit. (NOTE: Change in degree objective without extraordinary circumstances does not constitute sufficient reason for exceeding the 90 unit limit). An updated and current Student Education Plan (SEP) or Official Course Evaluation is required with any appeal.

A student who withdraws or receives an "F", "I", "IP", "NC", OR "NGR" in all his/her classes will automatically be suspended if s/he received any financial aid, regardless of whether or not the withdrawal occurred during the “Grade of No Record” period of the semester, or shows up on an academic transcript. Repayment of funds may be required.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Reinstatement of eligibility for financial aid is possible after suspension due to lack of satisfactory progress by the student successfully doing one or more of the following, based on the reason of lack of progress:

• successfully completing 6 units of academically or vocationally relevant coursework with a 2.00 GPA during a single semester without financial aid. (Summer Session will be considered a semester for these purposes.)
• and/or raising his/her cumulative GPA to 2.00.

Once SUSPENDED, if progress is made, a student may be returned to a PROGRESS status the following term and considered academically eligible for financial aid. If a student does not make progress for a second semester, s/he may return to SUSPENDED status if this results in a total of three terms not meeting the financial aid progress standard.

Once a student has attempted 90 units, s/he is no longer eligible for financial aid. To regain eligibility, a student would continue his/her education at the next academic level: that is, when no longer academically eligible for financial aid. If a student does not make progress for a second semester, s/he may return to SUSPENDED status if this results in a total of three terms not meeting the financial aid progress standard.

APPEAL PROCEDURE

If a student has extenuating reasons for failing to meet any or all academic progress standards, s/he may complete and submit a Petition for Reinstatement or Continuation of Financial Aid. The disqualified student must include a written explanation of reason(s) for petition along with corrective action to be taken as applicable and attach documentation to support his/her case. A completed, current Student Educational Plan (SEP) is required to support to the petition, along with copies of all prior academic transcripts.

Subsequent review and a determination made by the Financial Aid Office will be based upon several factors, including Federal and State Regulations, the student's academic and financial aid history, and the student's clearly stated and documented extenuating circumstances. Examples of extenuating circumstances are: death of an immediate family member, serious injury or illness of the student, etc. Documentation is required. Please note that change in degree objective without extraordinary circumstances or delay in applying for or receiving financial aid funding during a semester do not constitute sufficient reason for exceeding the 90 unit limit or failing to meet SAP standards. The Financial Aid Office will advise the student, in writing, of the appeal decision.

If dissatisfied with the decision, the student may request a review of the appeal by the Financial Aid Director to review the decision in more detail. The student will be notified in writing of the final decision regarding this review.

Satisfactory Academic Progress (SAP) Policy for Financial Aid Applicants

CHABOT COLLEGE

Financial Aid Office
Room 702, Building 700
25555 Hesperian Boulevard, Hayward, CA 94545
Info Line (510) 723-6746 Fax (510) 723-7103
Phone (510) 723-6748
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Revised 06/14/2010
**Satisfactory Academic Progress (SAP) Requirements**

This policy applies to all forms of federal Title IV student aid, and the Cal Grant Program. These standards do not apply to the California Board of Governors Fee Waiver Program (BOGW).

Although a student would enroll in a minimum of 15 units each semester to successfully complete “two-year degree” requirements in two years, enrollment in a minimum of 12 units is required if the student is to be funded as a full-time student during the Fall, Spring, and Summer semesters. A student who is enrolled less than full-time will generally receive a grant that is proportionately less than the amount that would be received as a full-time student.

**ACADEMIC STANDARDS AND GRADING**

The Chabot College standards outlined in the "Academic Probation and Dismissal" section of the College Catalog apply to all students. For the purpose of determining eligibility to receive financial aid, overall quality and quantity of performance (as measured by grade point average and number of units EARNED vs. ATTEMPTED) is reviewed and evaluated by the Financial Aid Office. Satisfactory Academic Progress (SAP) is assessed prior to the student's first disbursement of the school year and again at the end of each semester, including summer, after grades are available.

**MINIMUM CUMULATIVE GPA REQUIREMENT**

Any student who has completed less than 2 years (4 semesters) at Chabot-Las Positas Community College District and who has a cumulative GPA of less than 2.00 (regardless of whether financial aid was received or not) will be placed on a GPA WARNING status. Students may receive financial aid while on WARNING but must meet satisfactory academic progress requirements in order to continue eligibility. Students who subsequently fail to meet satisfactory academic progress will be suspended after one term.

Any student who has completed 2 or more years (4 semesters) at Chabot-Las Positas Community College District who has a cumulative GPA of less than 2.00 (regardless of financial aid received) will be placed on a GPA SUSPENDED status. Students with less than 2.00 GPA will remain on SUSPENDED status until their cumulative GPA is brought above 2.00. Students are never eligible to receive financial aid while suspended, including Stafford Student Loans.

**MINIMUM NUMBER OF UNITS AND GPA WHICH MUST BE COMPLETED EACH SEMESTER**

All students who receive financial aid are expected to successfully complete a minimum of 67% of the units attempted and maintain a minimum semester and cumulative 2.00 GPA to demonstrate that they are making Satisfactory Academic Progress (SAP) toward completion of their degree. Units completed with satisfactory progress are for those courses in which a grade of "A", "B", "C", "D", or "CR" is received. For example, you must successfully complete 10 of 15 attempted units, 8 out of 12, or 5 out of 7.5, in order to retain eligibility for financial aid during the next term. Regardless of how many units a student attempts, s/he must successfully complete a minimum of 67% with a 2.00 semester and cumulative GPA.

**NOTE:** A loan borrower who drops below 6 units at any time will be placed on financial aid WARNING status and may be ineligible for any further loan funds until such time as the WARNING is cleared. All future disbursements for previously approved loans for that year will be canceled. The student's reduced enrollment status will be reported to his/her Guarantor, and his/her grace period for repayment will begin effective the last day the student was enrolled in at least 6 units.

**MAXIMUM TIME FRAME ALLOWED**

A student is considered for federal financial aid funding for a period of time no longer than 150% of the school's published program length. Chabot College measures the progress of all students in attempted semester units. An attempted unit is defined as any unit the student remains enrolled in AFTER the add/drop period. ESL (English as a Second Language) courses and up to 30 units of remedial or basic skills courses may be excluded from the 150% limit. A student enrolled in an A.A./A.S. or transfer program may be eligible for financial aid for a maximum of 90 attempted semester units to complete his/her program. A student enrolled in a Certificate Program may be eligible for financial aid for a maximum of 150% of the published length of that program (measured in units) according to the College Catalog. Once this limit has been reached, a student is ineligible for further financial aid. The maximum time frame includes units attempted within the Chabot-Las Positas Community College District during all periods of enrollment, regardless of whether a student applied for or received financial aid. The maximum time frame also includes units earned at other colleges or universities that apply toward your program of study at Chabot. If the student's total attempted units equal or exceed the maximum time frame of 150%, the student is no longer eligible for financial aid at Chabot-LPC.

**STUDENT EDUCATIONAL PLAN (SEP)**

The purpose of the SEP or Course Evaluation is to assure that the student is fully aware of courses remaining required to meet his/her graduation or transfer requirements, and to assist the student in planning to complete his/her coursework within the time limit allowed for receiving financial aid. All students at Chabot are encouraged to meet with a college counselor to prepare a Student Educational Plan (SEP) as soon as possible to plan for their academic or vocational objectives. However, all applicants for aid at Chabot must have an SEP done in order to complete their financial aid file by the time they have attempted 30 units. Once a student has attempted 90 units, s/he is no longer eligible for financial aid. If there are extenuating circumstances which prevented a student from successfully completing an academic program within the allowed timeframe, s/he may request an extension of the timeframe by submitting a Petition for Excessive Units to the Financial Aid Office, explaining what circumstances resulted in failure to complete his/her program within the 90 unit limit. (NOTE: Change in degree objective without extraordinary circumstances does not constitute sufficient reason for exceeding the 90 unit limit). An updated and current Student Education Plan (SEP) or Official Course Evaluation is required with any appeal.

**PRIOR COLLEGE UNITS/DEGREES**

Per Chabot’s policy regarding credit for units earned at previous colleges, refer to the “Transcripts from Other Colleges” section of the College Catalog. Students who have received a Bachelors Degree from any college or university, whether inside or outside the United States, are ineligible for Title IV financial aid grants, but may be eligible for loans, the CA BOG Fee Waiver, and FWS on case by case basis. All transcripts will be reviewed for credits that may be applied toward student’s Chabot degree, which may result in a student’s ineligibility due to excessive units.