II. STUDENT FINANCIAL AID STATUS

A. Financial Aid Progress (PROG) – meeting all aspects of the SAP policy and making progress toward completion of primary program of study.

B. Financial Aid Warning (WARN) – Students failing to meet SAP requirements of GPA or 67% Completion Rate for the first time are automatically placed on Warning Status for one term. They are expected to meet SAP requirements by the end of that term, or will be disqualified.

C. Disqualified (DISQ) – Students who fail to meet SAP requirements of GPA or 67% Completion Rate following a WARN or PROBTN term will automatically be disqualified and ineligible to receive financial aid.

D. Financial Aid Probation Status (PRBTN) – Students who successfully appealed suspension are placed on Probation and eligible to receive financial aid for one semester, after which they must meet SAP. Students who do not will be disqualified from receiving financial aid until they meet SAP on their own.

E. Financial Aid Disqualification (DISQ) – Probation students who do not meet the term/cumulative 67% unit completion rate and/or GPA standards, or who fail to meet any other requirements of an approved appeal will be disqualified. Students who are disqualified are ineligible to receive financial aid. Appeals considered only in extraordinary circumstances. (See IV. Appeals)

F. Caution Status (UNTWRN) - Coming soon Students who have reached 100% of the published units for a certificate or degree will be placed on Caution Status as a courtesy to remind students that they only have up to 150% of the published program length in which to be considered for financial aid. They are approaching the limit of their financial aid eligibility.

G. Maximum Units (DISQ) - Students who reach 150% of the published units for a certificate, associate or transfer program are no longer eligible to receive federal and most forms of state aid.

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

A. Students who do not meet GPA and/or 67% completion rate requirements and are suspended are expected to successfully meet SAP requirements on their own prior to being considered again for financial aid, by completing at least 6 academic units in a single semester with a minimum semester/

cumulative 67% completion rate and a minimum 2.00 semester/cumulative GPA.

B. Students exceeding the 150% rule cannot regain eligibility on their own for financial aid.

C. If there are extenuating circumstances, student may appeal. (see IV. Appeals)

IV. APPEALS

A. Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid may appeal for reconsideration of funding. An appeal process is not required by the Department of Education and is at the discretion of the colleges. Students must clearly state what caused the problem and must also clearly indicate what has changed that will now allow the student to succeed. Appeals may be considered if:

- Student has documented and verifiable extraordinary extenuating circumstances (e.g., student’s serious illness or accident; death, accident or serious illness in the immediate family)
- Documented and verifiable extenuating circumstances have now been addressed so the student may successfully complete his or her program of study.
- The student is suspended and may have not yet met cumulative SAP requirements, but has, during suspension, enrolled in and successfully completed at least six (6) academic semester credits with minimum semester GPA of 2.00 and 67% completion rate
- Student withdrew in the past due to Military Service (earned WM, withdrawal for military service).

Student may be allowed a maximum of two reinstatement appeals while attending CLPCCD.

B. Students appealing a suspension or disqualification must:

- Complete the appropriate satisfactory progress appeal form in entirety, along with requested documentation in support of the appeal
- Submit all items to the College Financial Aid Office.
- Appeals for Excessive Units will not be granted unless the student would be able to meet the cumulative minimum completion rate by the end of the term for which the appeal would have been otherwise been granted.

Only completed appeal submissions with documentation, will be evaluated by the Financial Aid Office. Appeals will be approved or denied or may be conditional. The decision is final.
Effective July 1, 2011, Satisfactory Academic Progress (SAP) standards changed per new federal regulations, and are effective with the first calculation after Fall 2011 semester and supersede all previous policies.

Federal regulations require that a student receiving federal financial aid make SAP in accordance with the standards set by the federal government and the Chabot-Las Positas Community College District (CLPCCD). Application of these requirements include all terms of enrollment, whether or not aid was awarded or received. Students receiving financial aid are always expected to be making progress toward completion of a declared program of study at CLPCCD, and:

Must successfully complete a minimum of 67% of units attempted each semester/cumulatively, with a minimum 2.00 semester/cumulative GPA. Are allowed a maximum time frame of 150% of program length, measured in attempted units, in which to be considered for financial aid.

Ineligibility for financial aid does not prevent students from enrolling in classes if they are otherwise eligible to continue their enrollment. However, unless extenuating circumstances exist and an appeal is approved (see “IV. Appeals”), a student on financial aid suspension or disqualification should expect to continue classes at his or her own expense until all SAP requirements are again met.

Students who fail to meet GPA or 67% Completion Rate for the first time will be automatically placed in a Warning Status for one term. They are expected to meet SAP requirements by the end of that term, or will be placed on financial aid suspension.

Ineligibility for financial aid does not prevent students from enrolling in classes if they are otherwise eligible to continue their enrollment. However, unless extenuating circumstances exist and an appeal is approved (see “IV. Appeals”), a student on financial aid suspension or disqualification should expect to continue classes at his or her own expense until all SAP requirements are again met.

I. EVALUATING PROGRESS
The College Financial Aid Offices will evaluate SAP each term after completed grades have been processed, and before aid is disbursed for the following term. Grade symbols and their effect on measuring progress:

- Satisfactory grades are A, B, C, D, CR or P
- Courses completed with an F, I, NC, NP, IP, W or RD do not meet SAP.
- Grade symbols of A, B, C, D or F are used in GPA calculation.
- Courses completed with a CR, P, I, NC, NP, IP, W or RD will not be used in grade point average calculation. However, please note that non-passing grades which are not used to determine grade point average still must be used to determine minimum 67% completion. Additionally, even though a “D” is considered a passing grade, the total GPA must not fall below 2.00 for each semester.

A. Qualitative Standards

**Cumulative GPA Requirements (GPA Rule):** Students must meet minimum semester/cumulative GPA requirements of 2.00. If the cumulative GPA is below 2.00 after two years (defined as four terms of attendance) the student is disqualified until the cumulative GPA is raised to 2.0. Transfer credits are excluded from GPA evaluation.

B. Quantitative Standards or Pace of Completion

**Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of credits attempted each term, and maintain a 67% cumulative completion rate. This calculation is performed by dividing the total number of successfully completed credits by the total number of credits attempted, each term and cumulatively. All credits attempted at Chabot or Las Positas Colleges are included. All credits included from prior colleges count as both attempted and successfully completed credits.

**Maximum Time Frame Allowed (150% Rule):** 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. CLPCCD 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 each College Catalog. Once this limit has been reached, a student is ineligible for further financial aid. The maximum time frame includes units attempted within CLPCCD 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 could be applied toward a program of study at CLPCCD. If the student's total attempted units equal or exceed the maximum time frame of 150%, the student is disqualified, or no longer eligible for financial aid at Chabot or Las Positas.

**Credit from Prior Colleges:** All transcripts will be reviewed for credits that may be applied toward a program of study at CLPCCD, and included in the calculation of maximum time frame (150%) and completion rate, typically during student’s first academic year at Chabot.

**ESL and Remedial/Basic Skills Courses:** Students may receive financial aid for a maximum of 30 semester units of Basic Skills courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met. Student must demonstrate successful progress toward completion of a degree.

**Loan borrowers** must remain enrolled in at least 6 units during every term they request a student loan. Students who drop below 6 units in a term will not receive any undisbursed loans. In addition to meeting all SAP requirements, loan students must successfully complete a minimum of 6 units every term. If they do not, their situation will be reviewed on a case by case basis to determine if they will be eligible to receive any subsequent loans or other financial aid.

**Academic Renewal:** When a student has previously recorded college work that is substandard and does not reflect the student’s current demonstrated ability, a student may petition to have the substandard college work disregarded (See College catalog). If that is granted, the units and grades no longer reflect in the cumulative totals on the academic transcript, BUT for purposes of Satisfactory Academic Progress, the units and grades are still included in the calculation.