

## **San Jose City College**

### **Satisfactory Academic Progress (SAP)**

The Satisfactory Academic Progress (SAP) Policy at SJCC complies with the Federal requirement of monitoring financial aid recipients' progress toward eligible academic programs. SAP will be evaluated at the end of each term (Summer, Fall and Spring). This evaluation based on the enrollment status as of the end of the add/drop period of the term, reflecting students' permanent academic record. The evaluation takes into account the complete academic record at the San Jose Evergreen Community College District as well as any applicable units transferred from other institutions.

#### **SAP Guidelines**

In order to maintain SAP for financial aid purposes, students must:

1. Maintain at least a 2.0 cumulative grade point average (GPA) after attempting 30 or more units. Per Federal regulation, any classes with grades replaced by academic renewal must still be considered in the GPA evaluation.
2. Complete 67% of the units attempted overall.
  - a. Classes with grades of A, B, C, D, CR, and P are considered completed units.
  - b. Classes with grades of F, NC, NP, W, I and RD are considered units attempted and not completed.
  - c. Students who receive "I" or "RD" grades must notify the Financial Aid Office when records have been updated.
3. Complete their program before attempting 150% of the program unit requirement (maximum time-frame).
  - a. Students required to complete remedial level courses to meet their educational goals are allowed up to 30 units or two full-time semesters in addition to their program length.
  - b. Students who require English as a Second Language (ESL) course work will have additional units in their maximum time frame.
  - c. Course repeats are limited to the number of times specified in the College Catalog. Students may receive financial aid for a repeated course only once, regardless of the grade earned on the first attempt. Repeated courses are counted as part of the total number of attempted units.

Failure to meet the above requirements will result in a student being placed on denied status and unable to receive financial aid.

#### **Evaluation Policy**

1. All San Jose Evergreen Community College District and transferred course work applicable to a student's degree is included in the SAP evaluation
2. Evaluation period shall start the first semester of enrollment and include classes from all terms regardless of financial aid eligibility status
3. Aid applicants must declare an eligible academic program with A&R that:
  - a. Leads to an Associate Degree (AA or AS), or
  - b. Is at least a 2-year program, acceptable for transfer to a 4-year institution, or
  - c. Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester units or 600 clock-hours

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4. All financial aid applicants must have a current SAP evaluation on file:
  - a. Academic progress standards must be evaluated as of the most recent term of enrollment, for returning students, and
  - b. The most recent evaluation, for continuing students
  - c. Transfer students must submit transcripts from all prior colleges attended to A&R

### **Appeal for Financial Aid Reinstatement Process**

In accordance with federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been denied as a direct result of documented extenuating circumstances during the term(s) that SAP is not met.

Appeals for reinstatement of financial aid are reviewed by an individual from the Financial Aid staff, or a group of individuals from the Financial Aid staff and others with relevant information. Upon review the appeal will either be approved or denied based on academic history, educational plan, and completion of the [appeal form](#) with applicable documentation.

### **Appeal Instructions:**

1. Attend a mandatory SAP workshop, either in-person, or online. Workshop information is posted on the [Financial Aid homepage](#).
2. Submit the completed appeal form with a current Educational Plan\* by the stated deadline (refer to the appeal form)
3. Provide written documentation and/or proof of extenuating circumstances. Examples of these types of documents include:
  - A signed, dated doctor statement specifying medical issues and affected dates
  - For circumstances such as car accidents, death in the family, required court appearances, etc., appropriate documentation must be submitted with the appeal.
4. Examples of what is **NOT** considered extenuating circumstances include but are not limited to:
  - Working too many hours
  - Not ready for college work
  - Transportation problems

\*A current (dated no earlier than the previous semester) *Educational Plan* is required. The Educational Plan does not necessarily need to be a full-comprehensive plan. It must plan for enough units to reach satisfactory academic progress, assuming all classes are completed and passed.

### **Appeal Instructions for maximum time-frame (if additional time is needed):**

1. Submit the completed appeal form with a current version of at least one of the following:
  - Educational Plan\*
  - Transfer Admission Agreement (TAA)
  - Petition for Graduation

### **Appeal Response:**

Students will be notified if the appeal is approved or denied. Most approvals will be for **one semester only** and during that semester the student will be considered on Probation Status. Students on Probation status will be expected to have an Educational

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Plan on file with their appeal and follow that plan. Any deviation from the plan may result in subsequent denial of financial aid.

#### **Warning Status:**

Students who do not meet SAP for the first time may be placed on Warning for one semester/term. During the Warning term, students will receive aid. At the end of that term, the student will be expected to have re-established SAP. If not, the student may be denied and will need to appeal or re-establish SAP without receiving aid.

#### **Re-establishing Aid Eligibility**

Students who do not appeal for reinstatement, or whose appeals are denied, can re-establish their financial aid eligibility after completing increasing their overall completion rate to at least 67% and achieving a cumulative GPA of 2.0 or higher. It is the students' responsibility to notify the Financial Aid Office of the improved academic performance and request to be re-evaluated.

#### **Grades and SAP: Academic amnesty/renewal**

Some schools have academic amnesty/renewal procedures through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's GPA. The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal. Therefore, a school must always include courses applicable to a student's major (whenever taken) in evaluating a student's satisfactory academic progress.