

**Cerritos College – Financial Aid
2018-2019
Satisfactory Academic Progress (SAP) Standards**

To be eligible for financial aid, you must make satisfactory academic progress toward your educational goal. **The Financial Aid Office has established the following Satisfactory Academic Progress (SAP) standards and monitors progress using both Qualitative and Quantitative standards at the end of each semester.**

It is your responsibility to make sure that you read, understand, and meet these standards. It is also your responsibility to review your transcripts regularly.

Grade Point Average (GPA) Requirement (Qualitative)

- You are required to maintain at least a 2.0 cumulative Grade Point Average (GPA).
- The GPA standard is used at all times in the determination of eligibility for financial aid, even when you do not receive financial aid.
- Courses noted as excluded on the transcripts are not counted for purposes of the cumulative GPA.
- Grades removed through academic renewal are still counted for pace of progress and GPA requirements.

Unit Completion Requirement - Pace of Progress (Quantitative)

- You are required to complete **67%** of the units which you have attempted.
- All units, including transfer units are considered in this calculation, even when you do not receive financial aid. Units for which a grade of W, NP, NC, FW, I, and/or F are considered as units attempted, but not completed. Courses noted as excluded and repeated courses, are counted as attempted units in calculating the pace of progress. Military withdrawals (MW) will not be counted.
- The cumulative units completed will be divided by the cumulative units attempted to calculate the pace of progress.

Below are some examples:

*Student A: Attended Fall and Spring semesters for one year. Attempted 24 units, completed 20 units.
Pace of progress is calculated as $20 / 24 = 83\%$, student met the 67% requirement.*

*Student B: Attended Fall and Spring for one year. Attempted 24 units, completed 15 units.
Pace of progress is calculated as $15 / 24 = 62\%$, student did not meet the 67% requirement.*

*Student C: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 36 units.
Pace of progress is calculated as $36 / 48 = 75\%$, student met the 67% requirement.*

*Student D: Attended Fall and Spring semesters for two years. Attempted 48 units, completed 32 units.
Pace of progress is calculated as $32 / 48 = 66\%$, student did not meet the 67% requirement.*

Maximum Time Frame Requirement (Quantitative)

- You must complete your financial aid educational program within a maximum time frame of 150% of the published program's required units at Cerritos College.
- For example, an Associate in Arts degree and transfer programs generally require 60 units. Therefore, 150% of those programs would be 90 units (60 units x 1.5).
- You will be required to meet with a counselor and create a comprehensive educational plan based on your educational program once you attempt the following number of units:
 - 60 Units (excluding remedial and ESL units) for associate in arts degree or transfer program
 - 30 Units (excluding remedial and ESL units) for a certificate program
- All attempted units, including incompletes, withdrawals, repeats, and transfer units are included, even when you do not receive financial aid.
- There is no need to submit a copy to the Financial Aid Office. Please allow 2 weeks for processing.
- The Financial Aid Office will notify you of your eligibility for financial aid.

- If at any point in time it is determined that you cannot complete your educational program within the 150% time frame, you may be immediately disqualified from financial aid for the remainder of your program, even if currently meeting the SAP standards (with the exception of the California College Promise Grant). Students receiving the California College Promise Grant must meet institutional academic and progress standards.

Warning

- You will be placed on warning status after a semester if you have not met the unit completion requirement and/or the 2.0 grade point average requirement.
- If you are placed on financial aid warning status, you may remain eligible for financial aid.

Disqualification

- You will be placed on disqualification status after a semester on warning status, if you still have not met the unit completion requirement and/or the 2.0 grade point average requirement.
- If you are placed on disqualification status, you will no longer be eligible to receive financial aid, with the exception of the California College Promise Grant, if eligible. Students receiving the California College Promise Grant must meet institutional academic and progress standards.

Reestablishing Eligibility

- Students may reestablish their eligibility by meeting the 2.0 cumulative Grade Point Average (GPA) Requirement (Qualitative) and 67% Unit Completion Requirement - Pace of Progress (Quantitative) standards.

SAP Appeals Process

- If you are disqualified due to GPA, Unit Completion, and/or Maximum Time Frame you have the option to appeal your status. The appeal should include the following:
 - A statement explaining in detail your situation and reason(s) for not meeting the SAP standards with supporting documentation.
 - A statement explaining what has changed in your situation and how you plan to improve your progress to meet the SAP standards.
 - Proof of completion of the 2 GetSAP counseling sessions: 1.) Impact of SAP and 2.) SAP Appeal Process. Sessions can be completed at cerritos.get-counseling.com. If you completed the videos in the prior year, you do not need to complete them again.
- You must submit your appeal to the Financial Aid Office by the appropriate deadline for the semester you are appealing.
- All appeals will be reviewed by the Dean of Student Support Services or designee and approved for probation, referred for an academic plan, or denied based on the student's individual circumstances.
- If your appeal is approved, you will be placed on probation status for the semester.
- If your appeal is approved with the condition of an academic plan, you will be required to meet with a counselor to develop a Probationary Academic Student (PAS) Agreement. If you do not meet the terms of your agreement, you will be placed on disqualification and cannot appeal your disqualification status.
- If you will not be able to meet the SAP standards at the end of the semester, your appeal may be denied. All decisions are final and there is no higher appeal.
- If there are grade changes for a prior semester, notify the Financial Aid Office by submitting a written statement along with your transcripts to document the change. The Financial Aid Office will review and make a correction to your SAP status if approved.

Notification of Status

- You will receive a notification of your Satisfactory Academic Progress (SAP) status each semester via the Message Center in the MyCerritos portal.