



Financial Aid Office

Satisfactory Academic Progress (SAP) Appeal

Fall 2018 Deadline: Monday, September 10th, 2018

To be eligible for federal and state student aid funds (excluding the Board of Governors Fee Waiver), a student must make satisfactory academic progress. The Financial Aid Office at Cerritos College has established the following Satisfactory Academic Progress (SAP) Standards to determine if a student is making satisfactory academic progress.

Grade Point Average Requirement

You must maintain a **2.0** cumulative Grade Point Average (GPA).

Unit Completion – Pace of Progress Requirement

You are required to complete **67%** of the units which you have attempted. The cumulative units completed will be divided by the cumulative units attempted to calculate the unit completion requirement. All units are considered in this calculation. Units for which a grade of W, I, NP, NC, FW, and/or F was received are considered as units attempted, but not completed.

Example: Student attended Fall and Spring for one year. Attempted 24 units and completed 15 units. Unit Completion is calculated as $15 \div 24 = 62\%$ (student did not meet the 67% requirement.)

Maximum Time Frame Requirement

You must complete your educational program within a maximum time frame of **150%** of the published program's required units at Cerritos College.

Example: 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)

Appeal Process

Please note: If you were previously placed on a Probationary Academic Student (PAS) Agreement and did not meet the terms of that agreement, you are not allowed to submit an appeal.

Step 1: Complete this appeal form detailing your situation and reason(s) for not meeting SAP, what has changed and your plan to improve your progress.

Step 2: Complete both GetSAP counseling sessions and attach a **printed copy** as proof of completion with the appeal: Sessions can be completed at **cerritos.get-counseling.com**

- 1.) **Impact of SAP and**
- 2.) **SAP Appeal Process**

Step 3: Submit your appeal to the Financial Aid Office by the appropriate deadline.

Step 4: You will receive notification of the Financial Aid Advisory Committee decision by mail. Please allow 4 weeks for processing. **(Please note: You must be enrolled in order for your appeal to be reviewed by the Financial Aid Office).**

