

What is SAP?

The United States Department of Education requires that financial aid students have their academic progress reviewed each academic year (fall, spring, summer semesters) to determine if Satisfactory Academic Progress (SAP) has been achieved. The government requires that students who apply for financial assistance meet two standards: Qualitative and Quantitative.

This eligibility requirements applies to all forms of Federal Title IV student aid (Pell Grants, SEOG Grants, Federal Workstudy, and the Cal Grant Program.) *These standards do not apply to the California Board of Governors Fee Waiver Program (BOGW).* Federal regulations require that the standards applied to students receiving financial aid also apply to those students during periods when they were not receiving aid.

We recommend that **all** Financial Aid students meet with a Hartnell Counselor to complete a Student Educational Plan during their first semester and again once 30 attempted units have been reached (including units earned at previous colleges which apply to the student's current major). It is the student's responsibility to enroll in courses toward his or her educational goal.

Qualitative Standard

All students must have a Cumulative Grade Point Average (GPA) of 2.0 or better.

Quantitative Standard

Students must complete a certain percentage of units attempted in order to make progress toward their goal. Students must have completed at least 67% of their cumulative units attempted.

NOTE: Attempted units are defined as any units you remain enrolled in after the add/drop period each semester and appears on your transcript.

Units "earned" or "completed" with satisfactory progress are those courses in which a grade of A, B, C, D, or CR/P is received.

The number of units you complete with a grade of "I", "W", "MW", "F", "NC", "NP", "RD" and for audited classes or credit by exam classes will not count toward your minimum satisfactory academic requirement of 67% of units completed.

SATISFACTORY PROGRESS CHART

(Example):

Enrollment Status	Attempted units	Minimum Completed units (67%)
Full-time	18	12
Full-Time	15	10.5
Full-Time	13	9
Full-Time	12	8.5
¾ Time	11	7.5
¾ time	9	6.5
½ time	8	5.5
½ time	7	5
½ time	6	4.5
Less than ½ time	5	3.5
Less than ½ time	3	2.5

Maximum Units/Time Frame Allowed

Students must also complete their educational objective (graduation, transfer, and certificate in a timely manner) by the time they have attempted 90 units. This includes **ALL** units attempted at HCC. A student can only receive financial assistance for a maximum of 150% of the published length of the program. All units attempted regardless if required for the major or are for personal enrichment will count toward the 150% allowable total.

NOTE: Courses in which a student receives a "W" are also included in the 150% allowable total.

60 units is standard for completion of many of the programs at HCC. Thus, 90 units is the maximum for which a student can receive financial assistance (60 units X 150% = 90 units). The 90 unit maximum includes one change of academic program.

Maximum Units Time Frame Chart

Degree Program	Maximum Units Time Frame
AA/AS or Transfer Program	90 units attempted
Certificate Program	45 units attempted

The maximum units time frame includes units attempted at Hartnell College during all periods of enrollment in which the student did or did not receive financial aid. The maximum unit time frame also includes evaluated units from prior colleges which meet program requirements of the student's current academic objective as determined from official transcripts. This is required if the student has requested inclusion of prior academic credit for any purpose within the college.

If the student's total units equal or exceed the maximum units time frame of 150% (equivalent to 90 attempted units for an AA/AS or transfer), his/her eligibility for financial aid will be terminated. If there are extenuating circumstances, the student may appeal for an exception to this policy by submitting an Excessive Units Worksheet along with an Financial Aid Appeal petition.

Excessive Units

- Up to 30 units of remedial basic skills courses and all English as a Second Language (ESL) courses may be excluded from the 150% limit.
- Military credits may be excluded.
- Second Degree or Goal: If a student has already completed one academic goal (certificate, degree, etc) and returns/continues to complete a second goal.
- Repeated classes: Financial assistance may be awarded to cover the cost of courses previously taken to improve a grade of D, F, NC, or NP. However, repeated semester units will count toward the 150% maximum eligibility allowed. HCC financial aid pays for one repeat per course in which a grade of D, F, MW, NC, or NP was earned.
- High Unit Majors: If a student has been accepted into and has completed all prerequisites in the following fields: Nursing (both LVN and RN, or are bridging from the LVN to the RN program) may be eligible for financial assistance beyond the 90 unit maximum. These programs have different time frames than the average program at HCC, other programs may be added as determined by HCC.

Other Important Factors

CHANGE OF ACADEMIC PROGRAM: During the Appeal process, students may be permitted to change their educational objective/major one time only.

GRADE CHANGES AFTER FINAL GRADES ARE ISSUED: It is the student's responsibility to notify the Financial Aid Office of any official grade changes including removal of an Incomplete grade (I) that would affect the student's satisfactory academic progress status.

REPEATED CLASSES: Students are allowed to repeat any course, in which a grade of "D", "F", "MW", "NC" or "NP" was earned. Although on your academic record, the college counts only the most recent grade earned when the student repeats a course, financial aid must include the units from every attempt when calculating a student's SAP status. Students may receive financial aid for a repeated course in which a grade of "D", "F", "MW", "NC" or "NP" was earned. Students are allowed financial aid for one additional attempt in order to earn a better grade.

ACADEMIC RENEWAL: Hartnell College has an Academic Renewal Policy through which a student may 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 provisions for the concept of Academic Renewal. Hartnell College must include all courses in evaluating a student's SAP status for financial aid purposes.

OTHER COLLEGE UNITS: Students wishing to receive credit for courses taken at other colleges must submit official transcripts from each college to the Admissions & Records Office. After completing a minimum of 6.0 units at Hartnell students may submit a Request for Transfer Credit Evaluation form to Admissions & Records for a transfer credit evaluation.

The Financial Aid Office makes every effort to ensure that all SAP processes are accurate. Students who believe their SAP status has been determined in error should contact the Financial Aid Office immediately to discuss their situation and to determine if an error has been made.

Unsatisfactory Academic Progress

The Financial Aid Office will send letters at the end of each semester, after grades are evaluated, to students who fail to maintain Satisfactory Academic Progress.

WARNING (formerly Probation):

Students will be placed on financial aid warning if they fail to complete 67% of units attempted *OR* if they earn less than a 2.0 cumulative GPA or both. Financial Aid assistance will be continued during this warning period.

DISQUALIFICATION:

A student is placed on disqualification following warning because they have continued to fail to meet the satisfactory academic progress requirements which is to complete 67% of units attempted *OR* if they earn less than a 2.0 cumulative GPA or both. Students may also be placed on disqualification status if they have reached the Maximum Units/Time Frame limit. Financial Aid assistance will cease during the disqualification period.

SAP APPEAL:

Students who have been placed on disqualification status and who have extenuating circumstances may request an Appeal of their Financial Aid status. Such extenuating circumstances shall be those acute medical, family, or other personal problems which rendered normal academic functioning unlikely or impossible. Such circumstances must be verified in writing.

A Financial Aid Appeal Committee will review and make a decision on each student's appeal request. Only one FA Appeal may be submitted each academic year and up to THREE (3) SAP appeals for the educational duration of the student's career at Hartnell College.

SAP Appeal Process:

To appeal disqualification, students must complete the following items listed below:

1. Disqualified students are **REQUIRED** to complete and pass the SAP Workshop Quiz. After successful completion of the quiz, students will be emailed a Financial Aid Appeal petition for completion.
2. Students must complete the FA Appeal petition. The student must write or type a statement that details why they were not able to meet satisfactory academic progress requirements **AND** explain what has changed to enable them to succeed. Any extenuating circumstances must be stated in the student statement. Any documentation supporting the student's statement should be attached.
3. If the disqualified student has not previously taken the STAAR* assessment, they must do so before meeting with a Hartnell Counselor.
4. Make an appointment to meet with a Hartnell Counselor for completion of a Student Educational Plan. Be sure to bring your completed Appeal petition with you to your appointment.
5. Make sure the declared major on your Student Educational Plan is updated with your records in Admissions & Records.
6. Submit the completed Appeal petition to the Financial Aid Office by the established deadline which is posted on the financial aid web page at http://www.hartnell.edu/financial_aid/forms.html

APPEAL COMMITTEE REVIEW:

The FA Appeal Committee will review all student Appeal petitions in a timely manner. **The decision of the Appeal Committee is final.** Students will be notified in writing regarding the status of their Appeal.

NOTE: Students may submit an FA Appeal petition for Committee review. However, the student's Financial Aid file **must** be complete before the Committee's decision will be posted to the student's record.

APPROVED APPEAL STATUS:

Students with an approved appeal will only receive financial assistance for courses that are listed on their Student Educational Plan. If an appeal is submitted after the established semester deadline and approved, funding will only be disbursed for the semester in which they were approved and forward. No retroactive disbursements will be made.

Eligibility for federal, state and institutional eligibility will be determined after the appeal has been approved. Eligibility for the Board of Governors' Fee Waiver (BOGW) is not affected by SAP status.

Upon approval, the student will be placed back on a warning status and grades will be reviewed each semester. Once the appeal is approved the student **MUST** meet all standards **each** semester (2.0 semester GPA **and** completion of all semester coursework) for continued eligibility. If a student fails to meet all standards each semester (as an approved appeal student), he/she will become Appeal Ineligible for the remainder of the academic year and will be placed on disqualified status for the upcoming semester.

NOTE: Students exceeding the 150% maximum units/time frame allowed and who have been approved for a final award; are not eligible to appeal again.

PENDING APPEAL STATUS:

There are various reasons an appeal may be placed into pending status. Further documentation or a meeting with a Financial Aid Specialist may be required. Once the requirement(s) have been met, students will be notified with a written decision. If students do not return the missing documents within ten working days the Appeal Pending status will become an Appeal Denied status.

DENIED APPEAL STATUS:

Any student whose appeal is denied may regain eligibility the next academic year by bringing their academic record up to the qualitative and quantitative standards. This student is not eligible for federal, most state and institutional financial assistance. Students who have received final notification of the maximum units/time frame; are no longer eligible to appeal again.