

### What is SAP?

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

This eligibility requirement applies to all forms of Federal Title IV student aid (Pell Grants, SEOG Grants, Federal Work-study, Federal Direct Loans, and the Cal Grant Program.)

*These standards do not apply to the California Promise Program (formerly known as the BOG waiver).* 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. This includes all courses including ESL and remedial.

### 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. ESL courses are included in the quantitative standard.

**NOTE:** Attempted units are defined as any units a student remains enrolled in after the add/drop period each semester and appear on their 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 a student completes with a grade of "I", "W", "MW", "EW", "F", "NC", "NP", "RD", and for audited classes or credit by exam classes will count toward their minimum satisfactory academic requirement of 67% of units completed.

### SATISFACTORY PROGRESS CHART

(Example):

Enrollment Status	Attempted units	Minimum Completed units (67%)
Full-time	18	12.06
Full-Time	15	10.05
Full-Time	13	8.71
Full-Time	12	8.04
¾ Time	11	7.37
¾ time	9	6.03
½ time	8	5.36
½ time	7	4.69
½ time	6	4.02
Less than ½ time	5	3.35
Less than ½ time	3	2.01

### Maximum Units/Time Frame Allowed

Students must also complete their educational objective such as graduation, transfer, or certificate in a timely manner. 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. A change in education objective will not start a new maximum time frame. All units taken for prior programs will be included in the 150% allowable total. Courses in which a student receives a "W" are also included in the 150% allowable total.

60 units are 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 unit's X 150% = 90 units). Maximum units for Certificate of Achievement can vary and are typically less than 90 units. Please be sure to refer to the [Hartnell College Catalog](#) and refer to your programs published unit requirement (Total Units X 150% = Maximum Units).

Maximum Units Time Frame Chart	
Degree Program	Maximum Units Time Frame

AA/AS or Transfer Program	90 units attempted
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The maximum unit 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 unit 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 a Financial Aid Appeal petition. For further information, see the SAP APPEAL section.

## Excessive Units

- Up to 30 units of remedial basic skills courses and all English as a Second Language (ESL) courses will be excluded from the 150% limit.
- Military credits will be excluded at your request.
- Repeated classes: Financial assistance may be awarded to cover the cost of courses previously taken to improve a grade. Although on a student's 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. Repeated semester units will count toward the 150% maximum eligibility allowed. HCC financial aid pays for only one repeat per course.
- High Unit Majors: These programs have different time frames than the average programs at HCC. For a list of all High Unit Majors please see our 2021-2022 Catalog High Unit Majors list. If a student has been accepted into one of these programs, the student may be eligible for financial assistance beyond the 90-unit maximum.
- Certificate Program: Students who only have a Certificate program declared on their record when the FA Department runs SAP calculations cannot be recalculated if they add an AA degree for excessive unit purposes within that same semester. They will need to file an appeal on the certificate program.

## Other Important Factors

**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.

**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.

**EDUCATIONAL PLANS:** We strongly recommend that you obtain a counselor-approved Educational Program Plan. Your educational plan is an outline of the courses you need to complete your major. You use it as a guide to see how many credits and required courses you have completed at all colleges, and how many more credits and required courses you need to complete your educational objective.

To obtain an Educational Plan, you must make an appointment with an academic counselor at your campus.

**OTHER COLLEGE UNITS (Transfer Units):** Students wishing to receive credit for courses taken at other colleges must submit official transcripts from each college to the Admissions & Records Office. Transcripts will be reviewed by a Hartnell Counselor and confirmed by an Admissions & Records Evaluator to determine the transferable units accepted. These units will be used to determine if you have exceeded the Maximum Time Frame based on the requirements for your major.

Hartnell will only accept transfer units that meet these requirements:

- Major requirements.
- GE requirements (Hartnell's) General Education requirements, CSU GE, and IGETC requirements that are based on the students identified major.
- Elective units as needed to reach the required number of total units for the student's major (AS. EGN 63-85.5 units) as an example.
- Both attempted and complete credits will be counted in all transfer units accepted.
- Only coursework completed with a "C" grade or better will be accepted.
- Once transfer credits have been posted to Hartnell's transcript they cannot be removed even if the student changes their major.

**CALCULATING GPA with transfer credit for graduation purposes:** We will include all coursework from Hartnell and all previously evaluated transfer credits as shown on the HC transcript to determine graduation eligibility and final

graduation GPA. The final graduation GPA will be what is used to determine graduation honors.

This GPA calculation is only used for Hartnell College's awarding of Degrees and Certificates.

NOTE: Transfer institutions will determine a student's GPA based on their institution's GPA policy which may differ from Hartnell's graduation GPA policy.

For additional information on the procedure for obtaining a transfer credit evaluation, please go to Hartnell's website and click on this link:

<https://www.hartnell.edu/students/admissions/transcripts/evaluation-records.html>

## Unsatisfactory Academic Progress

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

### WARNING:

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 will be placed on disqualification after one term of warning if they fail to meet the satisfactory academic progress requirements of completing 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 or the Financial Aid Office determines they cannot complete their academic program within the time frame allowed. 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 decide on each student's appeal request. There is a limit to the number of appeals you can submit each academic year and within your lifetime as a Hartnell student.

During your lifetime as a Hartnell Student, you are limited to a maximum of 3 appeals for your Disqualification. Once you have reached a maximum of 3 appeals you will be placed on "Permanent" disqualification and will no longer be allowed to appeal.

However, if you have continuous enrollment and are meeting the standards set by the Appeal Committee, the Financial Aid Appeal Committee at the start of each new academic year will automatically review your academic record for progression. If you **fail** to meet the standards set by the Appeal Committee, you will be required to submit a new appeal.

## SAP Appeal Process:

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

1. Complete an Online SAP Workshop and Quiz at: <https://www.hartnell.edu/students/fa/sap-satisfactory-academic-progress.html>
2. 3-5 business days after you take the SAP Quiz, check your Hartnell email account for results and next steps. If you pass the quiz, you will receive appeal instructions and will be assigned a task to your online [Self-Service](#) portal.
3. Before submitting your appeal, you will need to make an appointment with a Hartnell counselor to develop or update your Education Plan. The major on the Education Plan must match the academic major under the My Progress link on [Self-Service](#). If the major is incorrect, you must submit a [Change of Information Form](#) with the correct major to Admissions and Records).
4. After meeting with your counselor to complete the education plan, you must complete and submit the SAP appeal at <https://hartnell.verifymyfafsa.com/> and upload supporting documentation and the updated education plan. *\*Students who have not previously submitted online forms to the financial aid office will be asked to create an online account.*
5. Appeals, Education Plan and supporting documentation must be submitted by the deadline posted on the financial aid webpage at <http://www.hartnell.edu/sap-satisfactory-academic-progress>. Incomplete appeals will not be reviewed.
6. After the second SAP appeal deadline, you will be asked to Mid-Term Progress grades with your appeal for the SAP Committee to make a decision on your appeal.

COVID-19: Due to remote services and instruction you may submit a copy of your Canvas Gradebook, an email from your instructor indicating your grade for each course, or a self-certified progress report.

**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 SAP Appeal petition for Committee review. However, the student's Financial Aid file **must** be complete before any financial aid can be disbursed.

**APPROVED APPEAL STATUS:**

Students with an approved appeal will only receive financial assistance for courses that are required for their academic major and are listed on their Student Educational Plan. If there are any changes to the Educational Plan, it is the student's responsibility to submit an updated copy of the Educational Plan and a written statement to the Financial Aid Office immediately. 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. 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 California Promise Program (*formerly known as the BOG waiver*) is not affected by SAP status.

Upon approval, the student will be placed on a probationary status and grades and progression toward a degree 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. The student must also follow the conditions of their Education Plan. Any change to the student's Educational Plan will require an updated Educational Plan along with a Student Statement to be submitted to the Financial Aid Department. Only one change in the program will be considered and may be denied if it would require a significant extension to the student's time frame.

If a student fails to meet all standards each semester (as an approved appeal student), he/she will become ineligible for further appeal 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.

**DENIED APPEAL STATUS:**

This student is not eligible for federal, most state, and institutional financial assistance. Any student whose appeal is denied may regain eligibility the next academic term by bringing their academic record up to the qualitative and

quantitative standards. If the student is still determined to be on Disqualification status for the following term, the student can then submit a new appeal. Students who have received final notification of the maximum units/time frame are no longer 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 by the deadline on their notification, the appeal Pending status will become an Appeal Denied status.

*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.*