

Satisfactory Academic Progress (SAP)

(Effective Fall 2010)

Federal regulations require students receiving financial aid to maintain satisfactory academic progress, as explained below, and be working toward a degree, certificate, or transfer program approved by financial aid and according to the Clackamas Community College catalog. **ALL TERMS OF ATTENDANCE, INCLUDING THOSE IN WHICH FINANCIAL AID WAS NOT RECEIVED, ARE CONSIDERED WHEN DETERMINING YOUR SATISFACTORY ACADEMIC PROGRESS.**

Financial Aid enrollment status

FULL-TIME = 12 or more credits

THREE QUARTER-TIME = 9-11credits

HALF-TIME = 6-8 credits

LESS THAN ½ TIME = 1-5 credits

Determination of enrollment status

- Your financial aid enrollment status will be based on your actual enrollment at the time of your first financial aid disbursement each term.

Eligible credits hours

- All credits that apply toward your degree, certificate, or transfer program.
- If necessary, you may take ESL, repeat (if your grade is NP, F, W, I, X) or remedial (below the 100 level) courses funded by financial aid. These credits will be included in the 150% credit hour limit calculation.

Non-eligible credit hours (these credits are not funded by financial aid)

- Adult basic Education, Nursing Assistant, GED, High School completion, credit for prior learning, Advanced College Credit, Community Education credits, course audits or credit from challenge exams. The full list of eligible degree programs can be viewed at: <http://www.clackamas.edu/documents/10-11EligibleDegreeList.pdf>

Grades and minimum grade point average (GPA) requirement

- Satisfactory grades that are counted toward your GPA requirement are A, B, C, D, and P. Grades that are NOT counted toward your minimum GPA are: NP, I, X, W, and dropped classes.

You must maintain a cumulative GPA of at least a 2.0. Failure to maintain a cumulative GPA of at least 2.0 at the end of any term will result in the immediate disqualification of your financial aid.

Determination of Satisfactory Academic Progress (SAP) standing

- Satisfactory academic progress will be determined at the end of each term based on your enrollment status, the number of credits you complete and your cumulative grade point average.
- You are eligible for financial aid if your status is good standing, or warning. You are NOT eligible if your status is disqualification.

When you are in good standing:

IF YOU ARE PAID FOR:	AND YOU SUCCESSFULLY COMPLETE		
	Good Standing	Warning	Disqualified
Full Time	12 or more credits	1 to 11credits	0 credits
¾ Time	9 or more credits	1 to 8 credits	0 credits
Half Time	6 or more credits	1 to 5 credits	0 credits
Less than ½ time	1 or more credits	-----	0 credits

When you are in warning:

IF YOU ARE PAID FOR:	AND YOU SUCCESSFULLY COMPLETE		
	Good Standing	Warning	Disqualified
Full Time	12 or more credits	-----	0 to 11credits
¾ Time	9 or more credits	-----	0 to 8 credits
Half Time	6 or more credits	-----	0 to 5 credits
Less than ½ time	-----	1 to 5 credits	0 credits

Satisfactory Academic Progress Appeal (SAP) Process

If you are in **Disqualified** status:

- Disqualified students are not eligible for financial aid but may appeal by completing a Satisfactory Academic Progress (SAP) Appeal form. Appeal forms are available online at www.clackamas.edu/forms. All forms must be complete with all information requested attached.
- If your appeal is approved, your financial aid eligibility will be reinstated and you will be placed on Warning.
- If your appeal is denied, you must complete a term at CCC with your own resources, completing 6 credits or more successfully, and submit a SAP Appeal form for consideration to return to warning status. Paying for classes on your own will not guarantee the return of your financial aid eligibility.
- Contact the Financial Aid office at FINAID@clackamas.edu with any questions you have regarding the final decision.

Time-frame Limit

You are expected to complete your degree, certificate or transfer program within a specific time-frame limit. This time frame is measured in credit hours. When you reach the time-frame (credit hour) limit, you will not be eligible for financial aid unless a Financial Aid Extension Appeal is submitted and approved. All attempted credits are counted toward your time-frame (credit hour) limit. This includes all courses for which you have received passing, non-passing, or audit grades, and courses from which you withdraw.

Please refer to your Clackamas Community Catalog issued the year you first began your program at CCC to determine your program's minimum credits. Multiply the minimum credits by 150% to determine hour maximum timeframe (credit hour) limit.

Example:	Minimum Credits to Complete an AAOT:	90 credits
	Multiply 90 credits by 150%	
	Maximum time frame to complete AAOT:	135 credits

Credits transferred from other colleges that are accepted by CCC toward your program of study and credits attempted using your own resources are included in the calculation of your time-frame limit.

Extension Appeal Process

- If you have mitigating circumstances that have prevented you from completing your degree, certificate or transfer program within the established time-frame limit, or you have decided to change majors and the additional credits for your new major will place you in excess of the 150% time-frame limit, you may complete a Financial Aid Extension Request form.
- Forms are available online at www.clackamas.edu/forms. Financial Aid Extension Requests are reviewed by the Financial Aid Extension Request Committee. Decisions made by the Committee, after review of the Director of Student Financial Services, are final.

It is recommended that you consult with an academic advisor for appropriate courses to achieve your degree, certificate or transfer program requirements. Please contact advising at <http://depts.clackamas.edu/advising>.

For further information or clarification, including degrees and certificates that qualify for Financial Aid, please contact the Financial Aid Office at FINAID@clackamas.edu.