

SATISFACTORY ACADEMIC PROGRESS STANDARDS (SAP)

(Summer Term 2017 – Spring Term 2018)

Federal regulations require students receiving federal financial aid to maintain Satisfactory Academic Progress, as explained below, and be working toward a degree, certificate, or transfer program approved for 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 SATISFACTORY ACADEMIC PROGRESS.

Financial Aid enrollment status

FULL-TIME = 12 or more credits

THREE QUARTER-TIME = 9 – 11 credits

HALF-TIME = 6 - 8 credits

LESS THAN HALF-TIME = 1- 5 credits

Determination of enrollment status

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

Eligible credit hours

- All credits that apply toward the student's degree, certificate, or transfer program.
- If necessary, students may only repeat a course one time when passing grades are received. These credits will be included in the 150% credit hour limit (maximum time frame) calculation.
- Funding for remedial coursework (courses numbered lower than 100 level) is limited to 45 credits.

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

- Adult Basic Education, GED, High School completion, credit for prior learning, Advanced College Credit, Community Education credits, course audits or credit from challenge exams.

Grades, Completion requirement (pace), and minimum grade point average (GPA) requirement

- Satisfactory grades that are counted toward the completion requirement are A, B, C, D, and P. Grades that are NOT counted toward the completion requirement are: NP, I, X, W, Y and dropped classes. Audit courses are **not** eligible for federal financial aid. If a student changes a course for which aid was paid to an audit, the aid will be recalculated and the student will be required to return funds. Additionally, if a student receives a "Y" grade for a funded course, the aid will be recalculated and the student will be required to return the funds as unearned aid.
- All full-time and part-time students who receive financial aid must stay on pace to graduate on time. Pace is calculated by dividing the **cumulative** number of credits a student successfully completed by the **attempted** number of credits. When this calculation falls below 67%, a student is no longer on pace to graduate on time. Transfer credits that count toward a student's program are considered within this calculation as credits attempted and credits earned. If a student has attended other institutions, the student must request for an official transcript to be sent to the Graduation Services. All transcripts must be evaluated before financial aid can be processed.
- **Failure to maintain a minimum 2.0 cumulative GPA, and/or meet pace will result in disqualification from eligibility for federal financial aid.**

Determination of Satisfactory Academic Progress (SAP) standing

- Satisfactory Academic Progress will be determined at the end of each term based on the student's enrollment status, the number of credits completed and cumulative grade point average.
- Students are eligible for federal financial aid if their SAP status is good standing or probation. Students are **NOT** eligible if their SAP status is disqualified.
 - To achieve **Good Standing**, the student's cumulative GPA must be 2.0, higher and pace must be at 67% or higher.
 - Students will receive **Disqualification Status** following a probation term if the cumulative GPA is below the requirement, and/or pace is less than 67% or if the student completes zero credits during the term.
 - Students may receive a **Probation Status** after an appeal is approved.

Returning students who are not meeting SAP (GPA or pace requirements)

Returning students who do not have at least a 2.0 cumulative GPA and/or are not meeting the 67% pace toward completing a degree, will not be eligible for federal financial aid. Students must bring their GPA and pace up to the federal standards with their own resources, and then re-apply for financial aid.

Pace calculation: Credits Completed ÷ Credits Attempted = Pace (must be 67% or better)

Credits Completed _____ ÷ *Credits Attempted* _____ = *Pace* _____
(Unofficial transcript will show attempted and completed credits.)

Satisfactory Academic Progress Appeal (SAP) Process

If a student is in **Disqualified** status:

- Disqualified students are not eligible for federal financial aid. A student 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 completed and have **all** requested information attached at the time they are submitted. Incomplete appeals will be denied.
- If an appeal is approved, financial aid eligibility will be reinstated and the student will be placed on Probation. Probation may have specific course or enrollment level requirements. Probation requirements are made on a case-by-case basis. No two students will necessarily have the same requirements.
- **If a student is on Probation and does not complete the term successfully the student will be Disqualified and will not be able to appeal until they have completed enough credits with their own resources to bring their pace and cumulative GPA to the federal standard.**
- If an appeal is denied, the student must take credits with their own resources until they achieve a minimum 2.0 cumulative GPA and 67% pace. The credits must be applicable to a degree and cannot be remedial classes (i.e. ESL and Skills Development classes). If a student meets the criteria they may submit an appeal form to have their financial aid reconsidered. Paying for classes with their own resources will not guarantee the return of financial aid eligibility to a student.
- Appeal decisions are sent to the student's myClackamas account by email and listed under in the My Documents information.

Financial Aid Extension (Maximum Time Frame)

The maximum time frame allowed to complete a program of study is 150% of the required length of the student's specific/published program. This maximum time frame includes all college-level attempted credits, transfer credits, and repeated credit hours whether or not financial aid was received or courses were successfully completed. A student becomes ineligible for financial aid when he has attempted 150% of the number of credits required for his degree or certificate or if it becomes mathematically impossible to complete the program within 150% of the length of the program. Also, federal regulations require "a student who completes the academic requirements for a program but does not yet have the degree or certificate is not eligible for further additional FSA funds for that program".

Clackamas Community College allows students to apply for an extension of their federal financial aid in order to complete their program of study. All extension approvals are on a case-by-case basis. A minimum 2.0 cumulative GPA is required of all students in order for an extension to be considered.

Maximum Time Frame Examples:

- A one-year certificate program that requires 48 credits: $48 \times 150\% = 72$ credit maximum. This student is allowed up to 72 credits to complete this program. Credits taken must be applicable towards this specific program.
- A two-year associate's or transfer program that requires 90 credits: $90 \times 150\% = 135$ credit maximum. This student is allowed up to 135 credits to complete this program. Credits must be applicable towards this specific program.

Remedial coursework, Adult Basic Education (ABE), and English as a Second Language (ESL) classes are not counted as part of the maximum time frame.

A student who has earned a bachelor's degree or higher, will be required to file a Maximum Time Frame Extension. Any student who has earned a bachelor's degree or higher will only be eligible for loans and institutional aid.

Students will be required to complete an Extension if they have already earned a higher degree as defined by our institution. For Extension purposes, Clackamas defines these degrees as any two-year degree (i.e. AAOT, AGS, ASOT, AAS, and AS).

Federal regulations allow institutions to limit the number of times a student can change programs and receive financial aid; Clackamas does not impose a limit, however the following conditions apply:

- Credits from any previous program(s) which are applicable towards the new program will be counted and aid will be granted for required courses only for the new program,
- A student must have enough remaining financial aid funding to complete the new program.

Extension Process

An extension may be required for one or more of the following criteria:

- It appears mathematically impossible for the student to complete his program within the maximum time frame
- A student has earned a two-year associate's degree at CCC
- A student has earned a bachelor's degree or higher

Forms are available online at www.clackamas.edu/forms. Requests for Extension of Federal Financial Aid are reviewed by the Extension Committee. Decisions made by the Committee, after review by the Financial Aid Director, are final.

Repayment of Federal Financial Aid

Students who never begin attendance (receive 'Y' grade), withdraw, drop out, stop attending classes, or otherwise fail to complete the period of enrollment for which they receive financial aid funds are subject to federal financial aid repayment/refund regulations. If a student received financial aid, but did not successfully complete any credits for the term, the student may be required to return all or a portion of their financial aid to the Department of Education. If a repayment is reported to the Department of Education, the student will not be eligible to receive federal financial aid from any institution until the amount is repaid in full.

It is highly recommended that students consult with an Academic Advisor to create an Educational Plan. Advising can be contacted at <http://depts.clackamas.edu/advising>.

For further information or clarification, including degrees and certificates that qualify for federal financial aid, please refer to the Eligible Degree List available at www.clackamas.edu/forms.