



## Satisfactory Academic Progress Standards

Federal regulations require students receiving financial aid to maintain Satisfactory Academic Progress (SAP) and be working toward a financial aid eligible program. All terms of attendance, including those in which financial aid was not received, are considered when determining a student's satisfactory academic progress.

There are two components of Satisfactory Academic Progress:

1. Grade Point Average: Cumulative GPA of 2.0 or higher
2. Attempted Credits: Successful completion of 66.67% of attempted credits per term

### Determination of Satisfactory Academic Progress Standing

Satisfactory Academic Progress will be determined when you first enroll at CGCC and at the end of each term based on your cumulative grade point average and pace of progression (cumulative credit hours completed divided by cumulative credit hours attempted). Each term the Financial Aid Office verifies how many attempted credits you successfully complete as well as the pace at which you're progressing toward completion of your degree or certificate. A cumulative Credit Completion Rate (cCCR) of at least 66.67% is required by the time your net attempted credits (not including up to 45 Developmental Education credits - less than 100 level courses) reach at least half the maximum number of required credits for your academic program, with a maximum time frame limit of 150% of program length. This may impact future funding. Your pace of progression can be affected by course incompletes, withdrawals, repeated courses and transfer credits from other schools (counted toward both attempted and completed hours).

$$\text{cCCR} = \frac{\text{Cumulative credit hours completed}}{\text{Cumulative credit hours attempted}}$$

Must equal 66.67% or more each term

### What Your SAP Status Means to You

Good Standing – Meets SAP requirements

Warning – Does not meet SAP requirements. Student is eligible to receive aid while in warning status, but must meet SAP requirements the next term enrolled to avoid disqualification status.

Disqualified – Any of the following scenarios will result in Disqualified status. Student is not eligible to receive aid while in disqualification and **may owe a repayment** if completes zero credits.

- Completion of zero attempted credits in a given term
- Failure to meet SAP requirements while in Warning or Probation status
- Failure to make SAP while on an Academic Plan
- Reaches or exceeds 150% attempted completion rate or has been determined to be unable to graduate within 150% attempted completion rate.

Probation – This status is only granted upon the approval of a SAP Appeal. You may receive aid for one term on Probation status but must make SAP during the probationary term, if not, then you may appeal again in order to be aid eligible and then placed on a Financial Aid Academic Plan.

Financial Aid Academic Plan – Being on an Academic Plan is considered probationary status. If you fail to meet any requirements of the Financial Aid Academic Plan then you will no longer be eligible for Title IV Financial Aid.

## Resolving your Disqualification Status

To resolve your Disqualification status, you must submit an Appeal by the first day of the current term or you may be dropped from all classes. Satisfactory Academic Progress Appeal forms are available at [www.cgcc.cc.or.us/financialaid/cgccforms](http://www.cgcc.cc.or.us/financialaid/cgccforms). Appeal forms require written explanation of mitigating circumstances of why you failed to make satisfactory academic progress, what's changed in your situation that will allow you to demonstrate satisfactory progress at the next evaluation, and any supporting documentation.

### *Examples of mitigating circumstances that may be approved (with adequate documentation)*

- Major illness or injury of the student (we may request doctor's release to return to school)
- Death in the immediate family that required extensive absence
- Other family emergencies that prevented the completion of coursework

### *Examples of circumstances that may be denied*

- Incarceration, poor choice of classes, employment obligations, financial difficulties or loss of transportation.
- Personal and relationship problems, relocating, sick child (not major illness), childcare difficulties or loss of roommate.

If your appeal is approved, you will be placed on either Probation or an Academic Plan. If on Probation, you must successfully complete the following term (probationary term) to be reinstated to good standing. If on a Financial Aid Academic Plan, you may be required to fulfill specific terms and conditions such meeting with your Academic Advisor to revise your Ed Plan, taking a reduced course load or enrolling in specific courses. Also, you must be able to complete your program within the 150% Maximum Credit Limit with at least a 2.0 cumulative GPA. If while on Probation, you successfully complete ALL attempted credits (per Academic Plan) but have a cGPA that remains less than a 2.0 or Credit Completion Rate <66.67%, CGCC reserves the right to give you another term on Probation, by appeal only. If you fail to make SAP while on an Academic Plan then you will no longer be eligible for Title IV Financial Aid.

If your appeal is denied, we will inform you of the number of credits or minimum GPA you must successfully complete to be reinstated. These courses must be completed without financial aid and apply toward your program, be a required prerequisite course, or a necessary developmental course. We will not consider courses that do not meet these criteria.

*Note: You may be eligible to take classes without the use of Federal financial aid but payment is due according to the payment arrangements as outlined in the schedule of classes and college catalog.*

## Additional SAP Definitions and Information

### Grade Requirements

- Grades that impact cumulative GPA (cGPA) are A, B, C, D and F (not Audit, I, NP, or P)
- Successfully completed grades are A, B, C, D and P
- Unsuccessful grades are Audit, F, I, NP and W (do not contribute toward program completion)

### Non-Eligible Credit Hours for Financial Aid

- Credits taken for Audit
- NUR 90, Nursing Assistant I
- Credit from challenge exams
- Credits taken while enrolled in high school or adult high school completion
- Pre-College courses that exceed the maximum 45 credit limit
- Non-credit including GED and SBDC
- Repeated courses of a "D" or higher unless replacing a grade of "F, W or NP", or is allowed by college policy as listed in CGCC catalog. Repeated courses may only be retaken once to be covered by financial aid.

### Repeated Courses

Financial aid can pay for a repeated course as long as it is not a result of more than one repetition of a previously passed course and is required by the student's degree/certificate program. Repeated courses count toward the 150% maximum credit limit.

## Transfer Credits

Credits taken at another institution that are officially accepted toward the student's degree will count toward the 150% maximum credit limit. Transfer students who have already earned a Bachelor's degree are required to submit official transcripts from all previous colleges for transcript evaluation and to complete a Credit Limit Extension Appeal Form.

## Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When CGCC is the home institution, credits earned at the host institution will be included in calculation of SAP standing and toward the 150% maximum credit limit.

## Credit Limit Extension

Per federal regulation, the maximum number of credits you may attempt cannot exceed 150% of the credits required to complete your program. The College Catalog specifies the credits required to complete your program. Attempted credits include all earned (A, B, C, D, F, and P), unearned (I, W, and NP) and repeated or transfer credits. All attempted credits count toward this limit, even if you did not receive financial aid or have extenuating reasons for not completing your credits. If you have changed programs, we may exclude some credits you attempted before you changed programs. When you reach the credit limit for your program, you will not be eligible for financial aid unless a Credit Limit Extension Appeal is approved (see below).

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

- One year certificate program limit: 68 attempted credits
  - Extended certificate limit –
    - LPN certificate: 80 attempted credits
    - RET certificate: 72 attempted credits
- Two year degree program limit: 135 attempted credits
- Extended program limit -
  - Nursing AAS degree: 147 attempted credits
  - Renewable Energy Technology AAS degree: 150 attempted credits

## Credit Limit Appeal Process

If you have mitigating circumstances that have prevented you from completing your degree or certificate program within the established credit limit, you may complete a Credit Limit Extension Appeal form available at [www.cgcc.cc.or.us/financialaid/cgccforms](http://www.cgcc.cc.or.us/financialaid/cgccforms) or from the Financial Aid Office. We recommend that you consult an Academic Advisor for appropriate courses to achieve your degree or certificate requirements.

If the Credit Limit Extension Appeal is approved, you must enroll only in required courses and you must successfully complete all attempted credits. Otherwise, your Credit Limit Extension Appeal becomes void.

For more information or clarification, please contact the Financial Aid Office at (541) 506-6021.