



Satisfactory Academic Progress Standards

There are two different policies regarding Satisfactory Academic Progress (SAP), one for academics (ACA) and the other for financial aid (FA). Please read the details below and note that although the requirements for successful completion are the same for both policies, the consequences are different.

Successful Completion, SAP Progress, and Requirements (for both policies)

All students begin in SAP Good Standing There are two requirements to maintain successful completion:

1. Grade Point Average: Cumulative GPA of 2.0 or higher
2. Maintain Successful Cumulative Pace: Successful completion of 66.67% of attempted credits, calculated by dividing the number of successfully earned credits by the number of attempted credits. Grades of A, B, C, D and P are successful. Grades of F, FA, W, I and NP are unsuccessful.
3. Financial Aid SAP also includes the Maximum Timeframe Requirement which allows students to attempt up to 150% of the credits required to earn their degree of certificate while receiving federal financial aid.

Financial Aid SAP

Federal regulations require students receiving financial aid to maintain SAP and making progress in a financial aid eligible program of study. All terms of attendance, including those in which financial aid was not received, are considered when determining a student's satisfactory academic progress.

Standings and result of each term's completion and progress for financial aid

Current Standing	Result	New Standing
1 st Term of Evaluation	All requirements met	SAP Good Standing
1 st Term of Evaluation	1 or 0 requirements met	SAP Warning
SAP Good Standing	All requirements met	SAP Good Standing
SAP Good Standing	1 or 0 requirements met	SAP Warning
SAP Good Standing	Attempted more than 150% credits required for degree	SAP Maximum Timeframe
SAP Warning	All requirements met	SAP Good Standing
SAP Warning	1 or 0 requirements met	SAP Suspension
SAP Warning	Attempted more than 150% credits required for degree	SAP Maximum Timeframe
SAP Suspension	Appeal granted	SAP Probation
SAP Suspension	Appeal granted on Academic Plan	SAP Probation Academic Plan
SAP Suspension	Appeal denied	SAP Suspension
SAP Suspension	Attempted more than 150% credits required for degree	SAP Maximum Timeframe
SAP Probation	All requirements met	SAP Good Standing
SAP Probation	Does not meet cumulative pace and GPA requirements	SAP Suspension
SAP Probation	Attempted more than 150% credits required for degree	SAP Maximum Timeframe
SAP Probation Academic Plan	Does not meet ALL Academic Plan requirements	SAP Suspension

SAP Probation Academic Plan	Attempted more than 150% credits required for degree	SAP Maximum Timeframe
-----------------------------	--	-----------------------

Determination of financial aid SAP Standing

SAP will be determined at the end of each first term a student is enrolled in a degree-seeking or certificate program at CGCC. SAP evaluation will be based on the cumulative grade point average and pace of progression as defined above. If cumulative credit completion drops below 66.67%, the student may not be able to complete their program of study within the Maximum timeframe which may impact future financial aid funding. Pace of progression can also be affected by incomplete grades, course withdrawals, repeated courses and transfer credits. Courses accepted from other schools are counted toward both attempted and completed credits in the SAP evaluation. Credits taken as part of a dual enrollment program (College Now, Early College, Running Start and Expanded Options) will also count towards financial aid SAP if the student later enrolls in a degree or certificate program.

Effective February 2026, zero successful credits completed in a single term will result in SAP Warning. Students will no longer automatically be placed in SAP Suspension due to one bad term. However, the unsuccessful grades will be counted toward the maximum timeframe and could affect a student's cumulative pace and GPA in future terms.

Following SAP Warning, if a student does not successfully complete their courses with the required pace and GPA, they will be placed on SAP Suspension and not be eligible to receive financial aid for the next term of enrollment.

Regaining Financial Aid Eligibility After SAP Suspension

To resolve SAP Suspension, a student must submit a SAP Appeal *if there were extenuating circumstances beyond the student's control that resulted in their academic performance.*

Guidelines for the SAP Appeal:

Satisfactory Academic Progress Appeal forms are available at www.cgcc.edu/sap. Appeal forms require all of the following:

- A statement about what happened that caused the student to be unsuccessful
- A statement explaining what the student has changed so that they will be successful in the future
- Supporting documentation that supports the student's explanation of their circumstances



Appropriate supporting documentation must be submitted for all SAP Appeals and should not be only photographs or other images pertaining to the circumstances. Screenshots of conversations can be accepted, if the complete email or text exchange is included.

Written, signed and dated statements of support from a disinterested third party (a non-family member or friend) such as a clergy member, physician, counselor or therapist are acceptable and should be on official letterhead, where possible.

SAP Appeal applications may not be submitted *prior* to completion of the term in which the student is experiencing academic or personal challenges. Students will be notified of their SAP status after grades are posted each term and may appeal, if necessary, at that time.

The deadline for submitting the SAP appeal is no later than Friday of week 8 each term to allow sufficient time to consider the appeal and make appropriate adjustments to the student's financial aid.

Examples of circumstances that may be approved (with appropriate 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 personal or family emergencies that prevented the completion of coursework

When referencing a relative or friend whose passing or personal circumstances impacted a student's academic performance, the full name of that individual must be included in the SAP appeal.

After an appeal is approved, the student will be moved from SAP Suspension to SAP Probation or SAP Probation Academic Plan, if it is not mathematically possible for them to meet the SAP Standards in a subsequent term of enrollment.

After completing one term successfully, the student is reinstated to SAP Good Standing. If the student fails to successfully meet all required conditions to be successful, they will be placed on SAP Suspension and ineligible to receive aid for the next term of enrollment.

If the student's SAP Appeal is denied, CGCC will inform the student of the number of credits or minimum GPA they must successfully complete on their own for financial aid to be reinstated. These courses must be completed without financial aid and be applicable to the student's program of study.

SAP Probation Academic Plan for Financial Aid

SAP Probation Academic Plan is a contract between the student and the College. The student must follow all stipulations in the Academic Plan, and may be required to fulfill specific terms and conditions such as meeting with an Academic Advisor to revise their educational plan, taking a reduced course load, enrolling in specific courses or other requirements. The student must complete all requirements of the Academic Plan each term until they meet all of the eligibility requirements (66.67% pace, 2.0 cumulative



GPA AND not reached the Maximum Timeframe) to be reinstated to SAP Good Standing. Students who meet the cumulative pace and GPA requirements but have reached or exceeded the Maximum Timeframe are not eligible to receive federal financial aid.

If while on SAP Probation Academic Plan, the student successfully completes ALL of their attempted credits, but has a cumulative GPA that remains less than a 2.0 or Credit Completion Rate <66.67%, CGCC reserves the right to keep the student on Academic Plan for another term.

SAP Maximum Timeframe for Financial Aid

All students must complete their program of study within the SAP Maximum Timeframe with at least a 2.0 cumulative GPA. Per federal regulations, the Maximum number of credits a student attempts cannot exceed 150% of the credits required to complete their program of study. Some programs may be more limited. A student who is concerned that they may be close to meeting or exceeding the Maximum Timeframe allowed for completion should meet with a Financial Aid Advisor for clarification.

SAP Maximum Timeframe Appeal

In limited circumstances and at the discretion of the Director of Financial Aid, students who have reached the Maximum Timeframe may be given an opportunity to appeal to receive an extension of their federal financial aid beyond the 150% timeframe. This evaluation is made on a case by case basis in conjunction with the Registrar's Office and Academic Advising, so not every student will be permitted to appeal. A Maximum Timeframe Appeal approval is contingent on the student's ability to complete their required coursework within a very short period of time.

Additional Financial Aid SAP Definitions and Information

Repeated Courses and Financial Aid

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 OR if a certain grade is required by the student's degree/certificate program. Repeated courses count toward the Maximum Timeframe.

Transfer Credits and Financial Aid

Credits taken at another institution that are officially accepted toward the student's degree will count toward the Maximum Timeframe.

Consortium Agreements and Financial Aid

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 Maximum Timeframe.

For more information or clarification, please contact Student Services at studentservices@cgcc.edu or (541) 506-6011, option 2.

Academic SAP

Levels of Academic Standing

There are three levels: “SAP Good Standing,” “Academic Warning,” and “Academic SAP Probation.”

SAP Good Academic Standing

To be considered to be in SAP Good academic standing, a student must:

- Earn a Grade Point Average (GPA) of 2.0 or higher each term, and
- Successfully complete 2/3 (66.67%) of completed credits each term.

Academic SAP Warning

When a certificate or degree seeking student falls below one or more of the requirements for “SAP Good standing” for one term, the student is placed on academic warning. At this stage, the student will be sent a letter that strongly encourages her/him to:

- Meet with an academic advisor in order to better plan term goals and course schedule
- Connect with appropriate campus resources

Academic SAP Probation

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for two consecutive terms, the student is placed on academic SAP Probation and a hold will be placed on the student’s ability to register. The student is sent a letter that outlines the following requirements that must be met in order for the registration hold to be lifted. The student must:

- Meet with an academic advisor by the first Thursday of the term
- Develop a collaborative success plan for the upcoming term
- During this meeting the student’s ability to register is reestablished. However, in order for the student to be given approval to register for the following term the student must:
- Schedule and attend a mid-term advising appointment
- Submit a mid-term progress report form including each credit class the student is enrolled in
- Per the mid-term progress report(s), demonstrate Satisfactory Academic Progress
- If the student is found to be making Satisfactory Academic Progress, the hold on the student’s ability to register for the following term will be lifted.

Academic SAP Suspension

When a certificate or degree-seeking student fails to make Satisfactory Academic Progress for three consecutive terms, the student will be notified of SAP Suspension from the institution for one term. Ability to register will be revoked for all credit classes for that term.

A notation of SAP Suspension will be placed on the student's transcript. After one term passes, the student may re-enroll and start an academic record in SAP Good Standing, as if no academic warnings existed. The notation of SAP Suspension on the student's transcript, however, will remain the same.

Academic SAP Standings and The Results of Each Term's Completion and Progress:

Current Standing	Result	New Standing
Academic SAP Good Standing	Both requirements met	Academic SAP Good Standing
Academic SAP Good Standing	1 or 0 requirements met	Academic SAP Warning
Academic SAP Warning	Both requirements met	Academic SAP Good Standing
Academic SAP Warning	1 or 0 requirements met	Academic SAP Probation*
Academic SAP Probation	Both requirements met*	Academic SAP Warning
Academic SAP Probation	1 or 0 requirements met	Academic SAP Suspension**
Academic SAP Suspension	All requirements met**	See "Returning from SAP Suspension" below
* See SAP Probation requirements below ** See SAP Suspension requirements below		

Returning from Academic SAP Suspension

Prior to returning to CGCC after a term of SAP Suspension, students are required to:

- Meet with an academic advisor
- Create an educational plan that includes appropriate student success strategies