

# SATISFACTORY ACADEMIC PROGRESS STANDARD (SAP)

The United States Department of Education requires that students applying for financial assistance must be enrolled in a program for the purpose of completing an AA/AS Degree, transfer requirements, or certificate program. All students must have their academic progress reviewed to determine if Satisfactory Academic Progress (SAP) has been achieved. The government requires that students who apply for financial assistance meet two standards.

## **Qualitative Standard**

All students at Riverside Community College District (RCCD) must have a Cumulative Grade Point Average (GPA) of 2.0.

## **Quantitative Standard**

All students must complete a certain percentage of units attempted in order to make progress toward their goal. There are two parts to this standard:

**1. Pace of progression:** Students must complete at least 67% of the total (cumulative) units attempted. For example, a student has attempted 20 units at Riverside City College. They successfully completed 13.5 of those units. Their completion would be 67.5% (units completed divided by units attempted equals completion percentage–  $13.5 \div 20 = 67.5\%$ ).

**2. Maximum Time Frame:** The Maximum Time Frame for completion of a degree or certificate is 150% of the published length of the program. All units attempted at RCCD as well as any transfer units will be included since the Maximum Time Frame is based upon units attempted. A student can receive financial assistance for a maximum of 150% of the published length of the program. For example, if the published length of a degree program is 60 units, the student may receive financial assistance for up to 90 attempted units ( $60 \text{ units} \times 150\% = 90 \text{ units}$ ). If the published length of a certificate program is 40 units, the student may receive financial assistance up to 60 attempted units ( $40 \text{ units} \times 150\% = 60 \text{ units}$ ). If students are unable to finish their program within the Maximum Time Frame, as explained, they may lose eligibility for Title IV aid.

## **Evaluation**

**All students will be evaluated at the end of each semester to determine if they are meeting the standards listed above.**

\*If you have attempted less than 12 units at RCCD, then you will be required to maintain a 1.5 Cumulative GPA and must complete 50% of the courses you attempt to maintain SAP. Once you have attempted 12 or more units, you will be held to the standard as explained above.

**Grade Standards**

All semester units at RCCD include:

- Attempted units include: A, B, C, D, F, EW, CR, P, NC, NP, FW, W, I, IB, IC, ID, IF
- Completed units are units with a grade of: A, B, C, D, CR, P
- Transfer units from other institutions will be in the SAP calculation.
- Courses in which a student receives a grade of F, NC, NP, FW, W, I, IB, IC, ID and/or IF will not be counted as completed units for satisfactory academic progress purposes, but will be counted as attempted units.
- Courses in which a student receives an EWC will not be counted as completed units for satisfactory academic progress purposes, but the EW grade will count against pace of progression.

Only practicum/labs that are required, recommended or academically beneficial should be taken at the same time as the corresponding course.

<b>Grade</b>	<b>Definition</b>
F	Fail
NC	Non-Credit
NP	No Pass
FW	Failed withdrawal
W	Withdrawal
I	Incomplete
IB	Incomplete B
IC	Incomplete C
ID	Incomplete D
IF	Incomplete F
EW	Withdrawal due to Extenuating circumstances
EWC	Withdrawal due to COVID related Extenuating circumstances

### **Repeated Courses**

Repeated course units will be counted in the pace of progression calculation as attempted units. When courses are repeated, only the earned units associated with the higher grade will be counted in the pace of progression calculation as completed units. If both grades are equal, only the earned units from the earlier course will be included as completed units in the pace of progression calculation.

Adding and/or dropping units after the first disbursement will require a review and possible adjustment of any future disbursements. Financial aid follows all Title IV regulations for repeated courses and IP grades.

### ***SAP Statuses***

**SAP Satisfactory (SA):** A student is meeting Satisfactory Academic Progress as long as the student maintains a cumulative GPA of 2.0 (Qualitative Standard), a completion percentage rate of 67% (Quantitative Standard) and the student has not exceeded the Maximum Time Frame of their selected program of study (Quantitative Standard).

**SAP Warning (WA):** Students failing to meet SAP will be placed on a one semester "Warning" which will allow students to receive financial assistance even though they are not meeting the SAP standard. If after the "Warning" semester students are still not meeting the SAP standard, they will become Ineligible. (Students who have exceeded the 150% Maximum Time Frame do not receive a Warning semester)

### **SAP Warning Students' Responsibilities**

Students on Warning Status are encouraged to meet with a Counselor to complete an official and current two year Academic Plan (AP)/Student Educational Plan (SEP)/Academic Evaluation (AE) on file (within the last year). To schedule an appointment to meet with an Academic Counselor to complete an SEP, please contact RCC Counseling department at (951) 222-8440. Students

on financial aid Warning status will continue to receive certain types of financial assistance during the Warning period. Warning status students must improve their academic standing. Students who do not meet the SAP standards after their Warning period will be declared Ineligible for financial assistance.

**SAP Ineligible (IN):** A student can become Ineligible for two reasons:

1. Student failed to meet SAP standards after their "Warning" semester and/or
2. Student exceeds the 150% Maximum Time Frame of program of study under the quantitative standard.

The student will receive a SAP Ineligible notification indicating they did not meet the satisfactory academic progress standards and therefore will no longer be eligible to receive further financial aid (federal or state, with the exception of the California College Promise Grant)

### **Appeal Process**

Students with an SAP Ineligible status can **Appeal ONLY ONCE during their lifetime at RCCD. Note: If a student becomes Appeal Ineligible for any reason, the student WILL NOT be ALLOWED to Appeal again.**

### **Appealing due to not meeting the GPA and/or Pace of Progression Standard:**

In order to appeal, the student must have extenuating circumstances that occurred during the period that the student did not meet SAP. To appeal, the student must document the circumstance for not meeting SAP and must submit official documentation online via the FA portal at <https://rcc.studentforms.com>.

Some examples of Extenuating Circumstances that must be supported by providing official documentation may include:

- Death of an immediate family member, documented illness, major accident or injury of your- self or an immediate family member
- Victim of a crime
- Homelessness

Steps to appeal online at <https://rcc.studentforms.com> include:

- SAP Appeal web form with a statement of the Extenuating Circumstance
- Official 3rd Party documentation verifying the student's extenuating circumstances (i.e. court documents, police reports, medical records, doctor's note, death certificate...)
- Official two-year Academic Plan/Student Educational Plan/Academic Evaluation (current within the last year)
- Proof of Completed SAP Online Appeal Session (Completion Certificate or Email Confirmation)
- Download, sign and upload the Probation Contract

**\*NOTE:** In order for a two year Academic Plan/Student Education Plan/Academic Evaluation to be official, official transcripts from **ALL** previously attended colleges or universities must be on file at Riverside Community College District. If a student's official transcripts are not on file, then the student's two year Academic Plan/Student Educational Plan/Academic Evaluation is invalid.

**\*Riverside City College Catalog:** Students planning to graduate from RCC or needing to use courses from another college/university as a prerequisite, must submit all official transcripts. See Graduation Requirements in this catalog for further information on course acceptance from other institutions. This is why **All Official Transcripts** from previously attended colleges or universities must be received at RCCD in order for a Counselor to complete an official two year Student Educational/ Academic Plan that will be accepted for your financial aid appeal.

### **Appealing due to exceeding Maximum Time Frame Only:**

Students who have exceeded the Maximum Time Frame must have one of the following valid reasons:

- One time change of major or goal after student has completed one major/goal.
- Returned for a second goal
- Completed ESL courses
- Completed Basic Skills courses
- High unit majors (Nursing, Vocational Nursing...)
- High unit transfer majors (Math, Biology, Chemistry, Physics, Computer Science, Engineering...)
- Completed Military or AP courses/credit

Steps to appeal online at <https://rcc.studentforms.com> include:

- SAP Appeal web form with a statement explaining the valid reason for exceeding the Maximum Time Frame
- Official two-year Academic Plan/Student Educational Plan/Academic Evaluation (current within the last year)
- Proof of Completed SAP Online Appeal Session (Completion Certificate or Email Confirmation)
- Download, sign and upload the Probation Contract
- For the 3rd party documentation: upload your Student Educational Plan

NOTE: Submission of an appeal does not guarantee that a student will regain financial aid eligibility. After reviewing the appeal, financial aid will render a decision, and the student will be notified in writing. Students must submit their appeal to RCC only. The SAP Appeal Committee will review the validity of the

documentation presented for extenuating circumstances and connection to the timeframe in which the student did not meet SAP. After reviewing the appeal, the SFS committee will render a decision, and the student will be notified in writing of the decision. Each student who is approved for a “probationary” period must have an **official Approved Class List** developed, which will outline the courses for which the student may receive financial aid.

**SAP Probation (PE):** Students will be placed on Financial Aid “Probation Status” only if their appeal of Ineligible status is approved. Students on Probation must meet the SAP standard each semester beginning with the semester of approval in order to maintain their Probation Status. If students fail to meet SAP while in a Financial Aid Probation Status, they will become Ineligible to receive financial aid until they bring their SAP up to Qualitative Standard of 2.0 GPA and Pace of Progression of 67% completion rate prior to exceeding the Maximum Time Frame.

- **Approved Class List**

- Probation students will only receive financial aid for courses that are listed on their Approved Class List (ACL) which is created from the student's Educational Plan. If an appeal is submitted late in the academic year and approved, funding will only be disbursed for the semester in which they were approved and forward. Eligibility for federal, state and institutional eligibility will be determined after the appeal has been approved and the appeal contract received. No retroactive disbursements will be made.