

# 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 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, 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 credits from other institutions will be included as attempted and completed units 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.

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

### **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 grant disbursement will require a review and possible adjustment of any future disbursements. Student Financial Services follows all Title IV regulations in relation to financial assistance for repeated courses and IP grades.

**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 Riverside City College’s Counseling Department at (951) 372-7101. 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.

## Appeal Process

Students on a SAP Ineligible status can **Appeal ONLY ONCE during their lifetime at RCCD**. 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 provide official documentation.

**Note: If a student becomes Appeal Ineligible for any reason, the student WILL NOT be ALLOWED to Appeal again.**

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 yourself or an immediate family member
- Victim of a Crime
- Homelessness

Appeal Documents: The four (4) documents that must be submitted if the student has extenuating circumstances are:

- Appeal form with a written statement of the Extenuating Circumstance
- Official 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)
- Completed SAP 101 Quiz (Note: Student must score 100% on the SAP 101 Quiz)

**\*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 Riverside City College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Riverside Community College District. See *Section III 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.

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 (ESL 51, 52, 53, 54, 55, 71, 72, 73, 91, 92, 93...)
- Completed Basic Skills courses (ENG 60A, 60B, MAT 50, 51, 63, 64, 65, REA 81, 82, 83)  
Note: MAT 52 if student started classes the Fall 2011 semester or later.

- High unit majors (Nursing, Vocational Nursing...)
- High unit transfer majors (Math, Biology, Chemistry, Physics, Computer Science, Engineering...)
- Completed Military or AP courses/credit
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Appeal Documents: The three (3) documents that must be submitted if the student has exceeded the Maximum Time Frame are:

- Appeal form with a written statement explaining the valid reason for exceeding the Maximum Time Frame
- Official two year Academic Plan/Student Educational Plan/Academic Evaluation (created with the last year)
- Completed SAP 101 Quiz (Note: Student must score 100% on the SAP 101 Quiz)

**NOTE:** Submission of an appeal does not guarantee that a student will regain financial assistance eligibility. After reviewing the appeal, the Student Financial Services Office will render a decision, and the student will be notified in writing of the decision. Students must submit their Appeal to Riverside City College only. Each student who is approved for a “probationary” period must have an **official Academic Plan/Student Educational Plan/ Academic Evaluation** developed, which will outline the courses for which the student may receive financial assistance.

**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 assistance 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 assistance 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.