

WHAT

are the SAP policy requirements?

1. Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.
2. Successfully complete a minimum of 67% of all units attempted.
3. Have less than 90 attempted units.
4. Have not earned an AA, AS, or higher degree outside of the LACCD.



This information is subject to change without notice for reasons related to changes in federal and state regulations and District policy. Students who have questions about financial aid and the SAP policy of LACCD should consult with the Financial Aid Office at their campus. This brochure is a summary of federal, state, district and college regulations, policies, and procedures. Additional information is available regarding the SAP policy, status determination, and petition procedures and deadlines in your college's Financial Aid Office.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EAST LOS ANGELES COLLEGE (ELAC)
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
www.elac.edu/currentstudents/financialaid/
(323) 265-8738

LOS ANGELES CITY COLLEGE (LACC)
855 North Vermont Avenue
Los Angeles, CA 90029
www.lacitycollege.edu/services/financialaid/financial-aid-info.html
(323) 953-4000 x2025

LOS ANGELES HARBOR COLLEGE (LAHC)
1111 Figueroa Place
Wilmington, CA 90744
www.lahc.edu/financial/
(310) 233-4320

LOS ANGELES MISSION COLLEGE (LAMC)
13356 Eldridge Avenue
Sylmar, CA 91342
www.lamission.edu/financialaid/
(818) 364-7648

PIERCE COLLEGE (LAPC)
6201 Winnetka Avenue
Woodland Hills, CA 91342
www.piercecollege.edu/offices/financial_aid/
(818) 719-6428

LOS ANGELES SOUTHWEST COLLEGE (LASC)
1600 West Imperial Highway
Los Angeles, CA 90047
www.lasc.edu/financial/
(323) 241-5338

LOS ANGELES TRADE-TECHNICAL COLLEGE (LATTC)
400 West Washington Boulevard
Los Angeles, CA 90047
college.lattc.edu/financialaid
(213) 763-7082

LOS ANGELES VALLEY COLLEGE (LAVC)
5800 Fulton Avenue
Valley Glen, CA 91401
www.lavc.edu/financialaid
(818) 947-2412

WEST LOS ANGELES COLLEGE (WLAC)
9000 Overland Avenue
Culver City, CA 90230
www.wlac.edu/Financial-Aid/index.aspx
(310) 287-4532

ADMINISTRATIVE OFFICES
770 Wilshire Boulevard
Los Angeles, CA 90017

WEB ADDRESS:
www.lacolleges.net



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SAP



Satisfactory Academic Progress

FOR FINANCIAL AID
Los Angeles Community College District

JUST THE FACTS...

WHAT is Satisfactory Academic Progress (SAP)?

To be eligible for federal and state financial aid programs, students are required by the U.S. Department of Education and the State of California to maintain **satisfactory academic progress** as they work toward completing their educational objective – certificate, AA or AS degree, or transfer program. The Los Angeles Community College District (LACCD) has established guidelines to promote timely completion of its educational programs, which are applied to all classes taken in and transferred into the LACCD. The following questions and answers are provided to further explain **WHO** is affected by SAP, **WHICH** financial aid programs are affected, **HOW** the policy is applied, and **WHAT** you can do to maintain progress or appeal. A complete policy statement is available in the Financial Aid Office.

WHICH financial aid programs are affected by the Satisfactory Academic Progress requirements?

Programs governed by the LACCD SAP policy include: Federal Pell Grant, Iraq and Afghanistan Service Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Direct Stafford (student) and PLUS (parent) Loans, Cal Grants (A, B, & C), Full-Time Student Success Grant (FTSSG) Child Development Grant, California Chafee Grant, and the California National Guard Education Assistance Award Program. The Board of Governors (BOG) Fee Waiver is exempt from these SAP requirements.

WHO is affected by the SAP policy?

All students who apply for, receive, and/or wish to receive financial aid are affected by the SAP policy and requirements.

All students are monitored for Satisfactory Academic Progress at the end of each payment period (Summer, Fall/Winter, and Spring comprise our payment periods). Federal guidelines require that we count all classes even if a student was not receiving financial aid at the time they were enrolled. Units from all semesters and terms are counted and evaluated. Also, units from non-LACCD colleges noted on transcripts received by Admissions & Records Offices in the LACCD will be counted and evaluated.

Classes taken at any of the colleges in our District count toward your enrollment status when determining how much you will be disbursed. We therefore hold you accountable for all of the classes that you take within the District.

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2. Successfully complete a minimum of 67% of all units attempted.
3. Have less than 90 attempted units.
4. Have not earned an AA, AS, or higher degree outside of the LACCD.

WHAT is a 2.0 GPA?

Basically, a 2.0 GPA is a "C" average. Your GPA is calculated by dividing the number of "grade points" you received by the number of units completed with a grade point equivalent (i.e., "letter" grades of A, B, C, D, or F). Grades are assigned the following "point" value.

A	=	4 points
B	=	3 points
C	=	2 points
D	=	1 point
F	=	0 points

For example: If you enroll and complete 12 units in a semester with all "C" grades, you will have earned a 2.0 GPA. 24 points divided by 12 units = 2.0



WHAT is a 67% Completion Rate?

Students must successfully complete a minimum of 67% of the cumulative units they attempt. Classes in which you earn grades of A, B, C, D, CR or P are considered successfully completed.

HOW are ESL and remedial classes treated?

Remedial ESL and other remedial classes classified as "Basic Skills" are not counted towards the 90 attempted unit limit. Students who are enrolled in ESL courses only may be required to submit documentation indicating they are enrolled in an eligible certificate, AA or AS degree, or transfer program.

WHY is there a 90 attempted unit limit?

Community colleges are two-year institutions. Most of our degree and certificate programs require approximately 60 units and are designed to be completed in two years or less. Additional units are allowed, by the LACCD SAP policy and federal guidelines, to provide for unforeseen circumstances. For example, a change of major or unexpected medical issue may result in a student attempting more than the minimum number of units required to complete his/her academic program. **Note:** Students enrolled in certificate and baccalaureate programs in the LACCD may have a different limit on the number of units they may attempt. Please consult with the Financial Aid Office regarding SAP unit limits for these programs. In Progress (IP) grades are counted in attempted units for a student.

WHAT happens when a financial aid recipient does not meet the Satisfactory Academic Progress minimum requirements?

Warning letters are sent to students who were initially in good standing but now have a cumulative GPA less than 2.0 and/or their completion percentage is less than 67%. Students who receive Warning letters should see an academic counselor as soon as possible.

Students should work with their counselor to determine the steps they can take to improve their GPA and/or percentage of successfully completed classes. **A warning letter is exactly what it says: it is a WARNING.** Students remain eligible for financial aid, but they may jeopardize future eligibility if their progress does not improve.

Advisory letters are sent to students after the end of the semester when the number of units attempted reaches or exceeds forty-five (45) and again at sixty (60). Again, you should see an academic counselor to make sure you are taking the classes you need to reach your educational goal before you reach the 90 attempted unit maximum.

Disqualification letters are sent to students if they continue to not meet the first or second SAP policy requirements (as noted at the top of the second column of this brochure) after a semester for which they received a Warning Letter.

Disqualification letters are also sent to students after they exceed 89 attempted units or they have earned an AA, AS or higher degree outside of the LACCD.

WHAT is the procedure if a student wants to appeal a disqualification from financial aid?

Students may submit a written petition to the Financial Aid Office explaining why they were unable to meet SAP policy requirements.

The Financial Aid Office may also require the submission of a Student Educational Plan approved by an academic counselor. Students who do not meet the GPA and/or Completion Rate criteria should complete a **Petition for Reinstatement of Financial Aid form**. Students who have attempted 90 or more units and/or have completed an AA/AS or higher degree (outside the LACCD) should complete a **Petition for Extension of Financial Aid form**. Petition forms are available through the Financial Aid Office.

Petitions for Reinstatement should address why the student's academic progress has not met standards and what the student has done to rectify this situation. Petitions for Extension should address either a) why the student needs additional units/classes to complete their program, or b) why they are working on a new educational program (for students who have already completed an AA/AS or higher degree). Students should include any and all documentation that supports their written statements regarding their past academic performance.

Students must submit their petition during the semester for which they want their financial aid eligibility reinstated or extended. Please check with the Financial Aid Office for filing deadline dates.

If a student's first petition is denied, they may submit a second petition, assuming there is still time before the filing deadline date. There is no guarantee that a student will have time to submit a second petition if their first petition was not submitted in a timely manner.

If a student believes the Financial Aid Office has not followed federal, state, district, and/or college policies and guidelines, they may request to submit an Administrative Review. An Administrative Review must be submitted before the end of the affected semester. An Administrative Review is not a third petition - they can only be submitted based on whether the student believes the college followed the policies and guidelines that govern the SAP criteria, calculation, and/or petition process.

