

LOS ANGELES COMMUNITY COLLEGE DISTRICT

EAST LOS ANGELES COLLEGE (ELAC)

1301 Avenida Cesar Chavez
Monterey Park, CA 91754
www.elac.edu/admission/financial-aid/
(323) 265-8738

LOS ANGELES CITY COLLEGE (LACC)

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

LOS ANGELES HARBOR COLLEGE (LAHC)

1111 Figueroa Place
Wilmington, CA 90744
www.lahc.edu/financial-aid/
(310) 233-4320

LOS ANGELES MISSION COLLEGE (LAMC)

13356 Eldridge Avenue
Sylmar, CA 91342
www.lamission.edu/financial-aid/
(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-aid/
(323) 241-5338

LOS ANGELES TRADE-TECHNICAL COLLEGE (LATTC)

400 West Washington Boulevard
Los Angeles, CA 90047
www.lattc.edu/lattc/financial-aid/home.htm
(213) 763-7082

LOS ANGELES VALLEY COLLEGE (LAVC)

5800 Fulton Avenue
Valley Glen, CA 91401
www.lavc.edu/financial-aid/
(818) 947-2412

WEST LOS ANGELES COLLEGE (WLAC)

9000 Overland Avenue
Culver City, CA 90230
www.wlac.edu/financial-aid/
(310) 287-4532

ADMINISTRATIVE OFFICES

770 Wilshire Boulevard
Los Angeles, CA 90017

WEB ADDRESS:

www.lacolleges.net



S A P



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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 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 (SEOG), Federal Work-Study (FWS), Federal Perkins Loan, Federal Nursing Loan, Federal Direct Stafford (student) and PLUS (parent) Loans, Cal Grants (B & C), 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 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.

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.

WHAT are the SAP policy requirements?

1. Maintain a cumulative Grade Point Average (GPA) of 2.0 or higher.
2. 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 you attempted. 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 complete a minimum of 67% of the cumulative units they attempt. Incomplete (INC), No Credit (NCR), and Withdrawal (W) grades are considered non-grades and must be 33% or less than the units attempted.

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:** In Progress (IP) grades are counted in attempted units for a student).

HOW are ESL and remedial classes treated?

Remedial ESL and other remedial classes are not counted towards the 90 attempted unit limit. Students who are enrolled in ESL courses only may be required to submit an ESL Certificate and/or Student Educational Plan (SEP) indicating they are enrolled in an eligible certificate, AA or AS degree, or transfer program.

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 cumulative non-grades are greater than 33%. 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). 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 bottom of the first 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 their 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. The following types of circumstances may be considered when evaluating a student's appeal:

- Unusual circumstances, including an extended illness of the student or a close family member.
- Change in major (only one change will be considered).
- Grade changes due to course repetition.
- Academic advisement recommendation affecting unit completion.



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.