



El Camino College (ECC) Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations require El Camino College (ECC) to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. ECC students who wish to be considered for federal student aid (FSA) must maintain Satisfactory Academic Progress (SAP) as set forth in this policy.

Satisfactory Academic Progress (SAP) is a federal student aid (FSA) eligibility requirement and is administered by the college in addition to the academic standards of performance required under the ECC academic progress policy. The financial aid SAP is more stringent than the college's pace of unit completion. You must maintain a cumulative 67% pace of unit completion to be eligible for financial aid. SAP is determined at the end of every term.

All students are evaluated on four standards: cumulative grade point average (qualitative measure), cumulative pace of unit completion (quantitative measure), degree earned, and maximum timeframe. To maintain eligibility under SAP students must meet all four standards.

Standard 1: Cumulative Grade Point Average (Qualitative Measure)

Students must maintain a 2.0 cumulative grade point average (GPA). GPA units are those with grades of A, B, C, D, or F.

Standard 2: Cumulative Pace of Unit Completion (Quantitative Measure)

Students must complete (earned hours/passed hours) at least 67% of the total number of units they attempt. All courses with grades of A, B, C, D, or F, as well as W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units.

Standard 3: Degree Earned

The student has not earned an associate degree or higher from a regionally accredited college or university.

Standard 4: Maximum Timeframe

Students must complete their degree program within 150% of the credit hour requirements for the degree. All courses with grades of A, B, C, D, or F, as well as W, I, IP, NP, MW, and repeated courses will be counted towards the total attempted units. Students who exceed the maximum timeframe will be disqualified from federal student aid (FSA).

Transfer Credits

Units from regionally accredited colleges and universities that have been evaluated by the ECC Admissions & Records Office and applied to the student's academic record will be counted toward the cumulative pace of unit completion and maximum timeframe.

Withdrawn Courses

Withdrawn courses will be included when calculating the cumulative pace of unit completion and maximum timeframe. Withdrawn courses are not included in the GPA.

Repeated Courses

ECC does not award financial aid for repeated courses. Repeated courses will be included when calculating the cumulative pace of unit completion and maximum timeframe. The most recent grade received is used in calculating GPA.

Remedial Courses

Students are permitted to attempt up to thirty (30) remedial semester units at ECC as long as they provide preparation for courses required for an Associate of Arts (A.A.), an Associate of Science (A.S.), certificate or transfer program. Remedial courses are not counted towards the maximum timeframe allowed for the completion of their educational program and will not be considered upon appeal.

Incomplete Grades

Incomplete courses will be included when calculating the cumulative pace of unit completion and maximum timeframe. Incomplete grades are not included in the GPA calculation.

SAP Notification

Students are notified of the SAP policy on the ECC website and catalog. All periods of enrollment at ECC are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by email from the Financial Aid Office.

Financial Aid Warning

Students who do not maintain SAP under this policy will be placed on financial aid warning and will be notified of their status. While on financial aid warning, a student may continue to receive federal student aid for one payment period. Students who do not meet all conditions of SAP at the completion of their next academic term will be disqualified from federal student aid.

Financial Aid Disqualification

Students who do not maintain SAP under this policy will for two consecutive terms will be placed on financial aid disqualification and will be notified of their status. While on financial aid disqualification, a student is not eligible to receive federal student aid.

SAP Appeal Petition

Students may appeal their disqualification by completing the SAP appeal petition. The SAP appeal petition is available on the ECC website, in the ECC Financial Aid Office, and emailed with the disqualification notification. Students may appeal their disqualification under SAP if they were unable to maintain SAP for the following reasons:

- Illness or accident of the student
- Death of an immediate family member
- U.S. military service orders
- Additional time needed to complete an education goal beyond an associate degree or higher
- Exceeded 150% maximum timeframe allowed due to degree changes or transfer credits that do not apply to degree program

Supporting documentation must be included with the SAP appeal petition and must prove that the incident (if applicable) occurred during the term(s) in which the student did not meet SAP. The SAP appeal petition must address what is different that will allow the student to demonstrate SAP at the end of their next academic term. If the appeal is approved, a student will have a probationary period for their next period of enrollment and may include conditions determined by the appeal committee during which he or she will receive federal student aid and reestablish eligibility under SAP. Students may only submit one SAP appeal petition per term.



Financial Aid Probation

Students with an approved SAP appeal petition will be placed on financial aid probation for one period of enrollment. The approved SAP appeal petition may include specific requirements or conditions the student must comply with or complete during their next period of enrollment. If the student fails to meet SAP and any additional requirements from an approved appeal petition at the end of their next academic term, they will be disqualified from financial aid. In some instances, the appeals committee will approve an academic plan for the student that extends beyond one period of enrollment. In these cases, the student will continue on probation if they meet the requirements specified in the approved academic plan.

Reinstatement of Federal Student Aid

- **Self-Reinstatement** – A student may have financial aid self-reinstated by earning a cumulative 2.0 GPA and by earning a cumulative 67% pace of unit completion but must not have exceeded 150% maximum timeframe allowed for the completion of their educational program.
- **Submission of SAP Appeal Form** – A student may submit a SAP appeal petition accompanied by supporting documentation and have his or her appeal approved with conditions that must be met by the student in that term. Students who are granted an appeal will be reinstated on probation.