



# FINANCIAL AID OFFICE

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## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY** **FOR CREDIT PROGRAM**

Federal regulations require that all students receiving financial aid comply with the Financial Aid Satisfactory Academic Progress Policy established by the College. To receive financial aid, you must maintain the standards described below:

- **LENGTH OF ELIGIBILITY** is limited to 150% of the length of the program. For AA degree (60 units program), for example, the maximum number of units you can attempt and receive financial aid at CCSF is 90 units, whether or not you received financial aid.  
All transfer units are included in the maximum time frame (90 units in this example). Students must make steady progress toward their education goal during the maximum allowable length of eligibility.
- **GRADE POINT AVERAGE (GPA)** - You must maintain a minimum 2.0 cumulative GPA
- **UNIT COMPLETION REQUIREMENT** - You must complete a total of 67% of all the units attempted.

**All standards apply to all students and all courses regardless of previous financial aid history.**

**WARNING** – If you do not meet the GPA or Unit Completion Requirement standards described above at the end of an enrollment period, you will be placed on WARNING status. The “WARNING” status is only allowed **ONCE** during your studies at CCSF.

**DISQUALIFICATION** – You will be disqualified from receiving financial aid if (1) you do not meet the standards by the end of your WARNING period, or (2) did not attend CCSF for a period of time and did not make satisfactory academic progress during the last semester you attended.

**REINSTATEMENT** – If you have been disqualified from financial aid due to a completion rate and /or GPA requirement, you may re-establish eligibility by successfully completing the unit completion requirement and/or attaining a cumulative GPA of 2.0 during a semester(s) without aid or you may apply for an exception through our appeal process if you have an extenuating circumstance. You may appeal for an exception of the maximum time frame as well.

**APPEAL FOR AN EXCEPTION** – In reviewing the appeal, exceptions may be made to students with extenuating circumstance. Title IV defines extenuating circumstances as a situation or event the student is unable to anticipate which prevents him/her from making Satisfactory Academic Progress. Extenuating circumstances such as serious injury or illness, death of a relative, mental or physical abuse, etc. and supporting documentation is required such as court order, police report, death certificate, statement from a family physician, etc. Students granted an exception will be placed on **PROBATION** for one semester, and must adhere to the conditions set for the probationary semester. At the end of completing probation semester, students must meet CCSF’s SAP standards **or** meet the requirements of the student academic plan to qualify for further financial aid. **The extenuating circumstances will not be considered for more than one appeal.**

**GRADES** - You successfully complete a course by receiving a grade of A, B, C, D or P (Pass). A grade of F, NP (No pass), I (Incomplete), IP (In Progress), or W (Withdrawal) does not count as a successfully completed course. IP (In Progress) units will be counted during the semester in which a letter grade is earned. You can receive financial aid for repeated courses which meet [Federal Financial Aid course repetition policy](#).

**If you are disqualified and would like to appeal for reinstatement, you must attend a financial aid [Satisfactory Academic Progress \(SAP\) workshop within the past two semesters](#).  
This workshop is also highly recommended, but not mandatory for students on WARNING status.**

**PLEASE RETAIN FOR YOUR RECORDS**