



FINANCIAL AID OFFICE

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SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY *FOR CREDIT HOUR 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. The standards include ALL periods of enrollment, whether or not financial aid was received.

- **LENGTH OF ELIGIBILITY** - City College of San Francisco (CCSF) has established a maximum time frame of **90 cumulative units attempted**. You are no longer eligible for financial aid after attempting 90 units. All transfer units are also included in the 90 units.
- **GRADE POINT AVERAGE (GPA)** - You must maintain a minimum cumulative GPA of **2.0**.
- **UNIT COMPLETION REQUIREMENT** - CCSF will review your record at the end of each academic semester. You must complete a total of 67% of all the units attempted and maintain cumulative grade point average (GPA) of 2.0 or better.
- **PROBATION** - You will be placed on financial aid probation for the next semester if you fail to meet the unit and/or grade point average requirement in the semester enrolled in. If you do not make Satisfactory Academic Progress during the semester that you are on probation, you will be disqualified from receiving financial aid for the following semester.
- **DISQUALIFICATION** – You will be disqualified from receiving financial aid the following semester if you fail to complete the minimum number of units with a cumulative GPA of 2.0 during your probationary semester.

You are also disqualified if your GPA is below 2.0 by the end of the second year of attendance. The end of the second year of attendance is reached when you have been in attendance for 4 semesters. All attended periods count, including Summer.

- **REINSTATEMENT** – If you have been disqualified from financial aid, 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.
- **EXCEPTIONS** – Students who have failed to meet GPA and/or unit completion requirements and have extenuating circumstances may appeal for an exception. **The first step to appealing is to attend a mandatory Financial Aid SAP Workshop**, then submit a written appeal to an academic counselor in the Financial Aid Office. The appeal must be accompanied by documentation of extenuating circumstances. Appeals are not automatic and will only be approved for extenuating circumstances. The federal regulations specify cases in which the college might choose to set aside the standards, such as: if a student becomes ill, severely injured or if a relative dies. Students granted an exception will be placed on probation, must meet SAP standards and adhere to the conditions set for the probationary semester.
- **GRADES** - You successfully complete a course by receiving a grade of A, B, C, D or CR (Credit). A grade of F, NC (No Credit), 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 City College's 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](#). This workshop is also highly recommended, but not mandatory for students on probation.**

PLEASE RETAIN FOR YOUR RECORDS