WHAT are the SAP Standards?

1. GPA: Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA).

2. Pace of Progression: Successful completion of a minimum of 67% of cumulative units attempted.

3. Maximum Time Frame: At tempted less than 150% of the number of required units for your academic program.

4. External Degree: Have not earned an associate or higher degree outside of the LACCD. Students enrolled in the Bachelor of Science program at West LA College may have an earned associate degree.

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FOR FINANCIAL AID
Los Angeles Community College District
**WHAT are the standards for maintaining SAP?**

1. **GPA Maintenance of a 2.00 or higher cumulative Grade Point Average (GPA)**
2. **Pace of Progression:** Successful completion of a minimum of 67% of cumulative units attempted.
3. **Maximum Time Frame:** Attempted less than 150% of the number of required units for your academic program.
4. **External Degree:** If you have earned an associate or higher degree outside of the LACCD. Students enrolled in the Bachelor of Science program at West LA College may have an earned associate degree.

**WHAT is a 2.00 GPA?**

A 2.00 GPA is a "C" average. Your GPA is calculated by dividing the number of units that 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 values:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

**HOW do you determine Maximum Time Frame?**

Federal guidelines allow colleges to account for circumstances that may extend the period of time a student requires to complete their academic program. As such, the LACCCD will allow students to attempt up to 150% of the number of units normally required for their academic program.

For example, most associate and degree transfer programs require 60 units, so students may attempt up to 90 units (less than 150%) before being disqualified from financial aid. The Maximum Time Frame for certificate programs is generally shorter, as most certificate programs require fewer units to complete when compared to associate degree and transfer programs.

**HOW are ESL and remedial classes treated?**

Remedial ESL and Basic Skills remedial classes are excluded from the Maximum Time Frame calculation. All other credit coursework is counted in the Maximum Time Frame calculation.

**WHAT happens when a student does not meet the Satisfactory Academic Progress standards?**

**Warning Status:** Students will be placed on Warning Status if: a) they were initially in good standing (based on SAP standards or they do not have a previously calculated standing), and b) they are not currently enrolled in any units with a Grade Point Equivalent of A, B, C, D, or P. Students will be determined as eligible for financial aid during their Warning Status, assuming they are not disqualified due to the Maximum Time Frame or External Degree standards. Students will be sent a Warning Status notification.

**Advisory notifications:** are sent to students after the end of the first semester where their number of units attempted reaches or exceeds 75% or 100% of the number of units required for their academic program. Students should see an academic counselor to ensure they are taking the classes needed to reach their educational goal before reaching the 150% Maximum Time Frame limit.

**Disqualification:** Students are disqualified if they have one or more of the following academic deficiencies:
- Does not meet the GPA standard following a semester of attendance for which they were placed on Warning Status.
- Does not meet the Pace of Progression standard following a semester of attendance for which they were placed on Warning Status.
- Exceeds the Maximum Time Frame standard for their academic program.
- Earned an associate degree or higher outside of the LACCD.

Students enrolled in the Bachelor of Science program at West LA College may have an associate degree and not meet the disqualification standards for minimum units.

**Disqualification notifications** are sent to students if they have one or more of the following academic deficiencies:

**HOW is the petition process for a disqualifed student?**

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

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 Pace of Progression standards should complete a Petition for Reinstatement of Financial Aid. Students who have attempted 150% or more of the units required for their academic program and/or have completed an associate or higher degree outside of the LACCD should complete a Petition for Extension of Financial Aid.

The Petition for Reinstatement form is available through the Financial Aid Office. The Petition for Extension form is available through the student portal.

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 classes to complete their program, or b) why they are working on a new educational program (for students who have already completed an associate 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. Check with the Financial Aid Office for filing deadline dates, as petitions cannot be accepted after the college's deadline.

If a student's first petition is denied, they may submit a second petition during the semester, 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 submit a request for an SAP Administrative Review form. The form, available from the Financial Aid Office, must be submitted during the semester for which the student is requesting reinstatement or extension of financial aid eligibility and must be submitted before 80% of the given semester's enrollment for the student to retain any rights to federal and/or state aid for the given semester.

An Administrative Review is not a third party. It can only be submitted when a student believes the college does not follow the policies and guidelines that govern the SAP criteria, calculation, and petition process.

**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 on transcripts received by Admissions & Records Offices in the LACCD will be counted and evaluated.

**HOW do you calculate your Pace of Progression?**

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, or P are considered successfully completed. Classes in which you earn grades of F, W, E, INC, NCR, and NP are not considered to be successfully completed and will negatively affect your Pace of Progression.

Military Withdrawal (MW) grades are not used in calculating Pace of Progression.