

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Federal financial aid regulations require that a school establish satisfactory academic progress standards for students applying for, or receiving, financial aid. These regulations require that the financial aid office review all periods of a student's enrollment history, regardless of whether financial aid was received, to determine if they are making academic progress towards an educational goal. A student's academic progress will be evaluated at the end of the summer, fall, and spring semesters by the standards listed below. Students who do not meet SAP standards for two consecutive terms, or one academic year, are canceled from receiving state and federal financial aid.

Note: All periods of enrollment, including periods of enrollment at other colleges for which transfer units are accepted at AHC, will be evaluated regardless of whether financial aid was received. Although some grades may be excluded by academic renewal, federal regulations require that coursework identified as academic renewal must be counted for federal satisfactory academic progress standards. A student's satisfactory academic progress will be calculated using coursework that appears on their academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

QUALITATIVE: CUMULATIVE GRADE POINT AVERAGE (GPA) STANDARD

All students receiving financial aid must maintain a 2.0 cumulative GPA. Transfer units from another institution are not included in the cumulative GPA calculation. A minimum 2.00 cumulative GPA must be maintained at the end of every semester. Courses completed with grades of A, B, C, D, CR, or P will be considered acceptable for satisfactory academic progress. Courses completed with an F are not acceptable for satisfactory academic progress. Even though a D is considered a passing grade, the total cumulative GPA must not fall below 2.00. CR, NC, P, NP, W, MW, or EW grades will not be included in the GPA calculations. Students who receive all CR, P, W, MW or EW notations will be considered to have a satisfactory GPA for that semester; however, their cumulative GPA must remain above 2.00. Incomplete courses notated with an I will be treated as an F unless changed to an alternate letter grade. The student must notify the financial aid office once a grade is changed to have their SAP status adjusted.

Students enrolled at AHC for more than two years must have a minimum cumulative GPA of 2.00 at the end of the second year to continue eligibility for financial aid. Two years is defined as attempting 60 units or more including units that were transferred from other institutions.

Repeat Coursework for a Higher Grade

A student who repeats a course for a higher grade, and successfully earns a higher grade, will have the prior course(s) stricken from their academic record. The prior units will no longer count toward their unit completion rate and cumulative GPA.

Warning for not Meeting the GPA Standard

If a student does not maintain the GPA standard, they will be placed on GPA warning for one semester. A student's academic progress status is displayed on the myHancock portal within the financial aid area. Financial aid funding will continue during the semester of GPA warning. A student may remove a GPA warning status by bringing their cumulative GPA up to 2.00 upon completion of the semester. If a student does not meet the GPA standard while on GPA warning, their financial aid will be canceled.

Reinstatement

Students canceled due to not meeting the cumulative GPA minimum standard will be eligible for reinstatement when they have achieved, without financial aid, a cumulative GPA of 2.00 or better. Students who meet the GPA standard at the end of an enrollment period will be automatically reinstated during the SAP review process.

QUANTITATIVE: CUMULATIVE UNIT COMPLETION STANDARD

All students are required to complete at least 67% of the cumulative units they attempt. Unit completion is calculated by dividing the cumulative number of units completed by the cumulative number of units attempted. Only transfer units that count toward a student's program of study are considered within this calculation as units attempted and units earned. Courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted in both the attempted and completed unit totals. A student's unit completion will be calculated using all

attempted units which appear on their academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid. Unit completion is reviewed at the end of every enrollment period.

Warning for not Meeting the Unit Completion Standard

If a student does not meet the unit completion standard, they will be placed on unit completion warning for one semester. A student's academic progress status is displayed on the myHancock portal within the financial aid area. Financial aid funding will be continued during the warning semester. If a student does not meet the unit completion standard while on unit completion warning, their financial aid will be canceled. Prior to summer 2022, students were granted only one semester of warning for not meeting the progress standard. Starting with summer 2022 and forward, students may receive more than one semester of warning for not meeting the unit completion standard.

Reinstatement - Students canceled due to not meeting the cumulative unit completion standard will be eligible for reinstatement when they have achieved, without financial aid, a cumulative unit completion rate of 67%. Students who meet the unit completion standard at the end of an enrollment period will be automatically reinstated during the SAP review process.

QUANTITATIVE: MAXIMUM TIME LENGTH TO ACHIEVE EDUCATIONAL GOAL

A student is allowed to attempt a maximum number of units towards their program of study as indicated below under "*Maximum Time for AHC Programs*". The maximum time length is equivalent to 150% of the publish length of the student's program of study. All AHC courses, as well as all transfer courses that the Admissions and Records office has evaluated as equivalent to AHC courses that count towards a student's current program of study, will be counted towards a student's maximum units attempted regardless of whether financial aid was received.

Attempted and Completed Units

Attempted units are units that a student enrolls in long enough to be included on their academic record. Any credit level courses in which a student receives a letter grade or CR, NC, P, NP, I, W, MW, or EW are considered attempted units. Units for which a student receives a grade of F, NP, W, I, or EW are not considered successfully completed. Maximum time is calculated using all attempted units that appear on a student's academic transcript, except for EW grades posted during spring 2020 because of the COVID-19 pandemic.

Transfer Coursework

Units accepted for transfer credit that are part of a student's current program of study will be counted as part of the student's unit completion rate and maximum time calculation.

ESL and Remedial Coursework

All ESL and up to 30 credits of remedial coursework will be excluded from the maximum time calculation.

Changes of Program of Study (Major)

The financial aid office accepts a change of program of study as a special or extenuating circumstance in the SAP appeal process.

Maximum Time for AHC Programs

Associate degree: The Associate Degree requires completion of a minimum of 60 units at AHC. Students must complete their goal by the time they have attempted 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted in units towards the degree.

Certificate: AHC offers certificate programs, each requiring a specific number of units for completion. Students enrolled in certificate programs must complete their goals by the time they have attempted 150% of the number of units required for their program. A student must be in a federally recognized certificate program that is at least 16 units to be eligible for financial aid funding. For example, a student in a 30-unit certificate program must complete that goal by the time the student has attempted 45 units. The maximum units attempted for a certificate goal requiring over 60 units may not exceed 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted in units towards the certificate.

Transfer 4-year degree programs: A student planning to transfer to a four-year college may be enrolled in a transfer program which requires a minimum of 60 units of college level work to transfer to that college. The AHC articulation agreements with CSU, UC and a very limited number of private colleges may be used to determine if the student is in an eligible transfer program. Transfer programs require completion of a minimum of 60 transferable units at AHC. Students must complete their transfer goal by the time they have attempted 90 units. All units that appear on a student's academic transcript, including units from other colleges, will be counted towards the degree.

REESTABLISHING FINANCIAL AID ELIGIBILITY

A student who does not meet SAP is strongly encouraged to submit an SAP appeal. Students whose appeals are approved are placed on financial aid probation status and may have their financial aid eligibility reinstated pursuant to the terms and conditions contained within their approval notification. A student may also reestablish eligibility by achieving the required academic standards through successful course completion.

Appeal Policy Overview: Federal regulations allow a student to appeal their financial aid ineligibility if they have special circumstances that prevented them from meeting SAP. Special circumstances include but are not limited to:

- Death of a relative or other significant person
- Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
- Pregnancy or birth of a child
- Homelessness
- Loss of childcare
- Loss or change in employment
- Loss of access to personal or public transportation
- Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability
- Natural disaster
- Change of major

The Financial Aid Appeals Committee will review the appeal. Written notification will be emailed once a decision is reached. Appeals can only be approved for the current or future semesters. Federal regulations do not allow financial aid eligibility to be reinstated to semesters that have already ended.

Submitting an Appeal: The appeal form is found on the college website within the financial aid webpage. Paper copies are available at the financial aid office. Instructions for completing the form are linked within the financial aid area of myHancock for all students who are deemed ineligible for financial aid due to not meeting SAP. Appeals may be submitted in any term after a student does not meet SAP; however, a student may only submit an appeal once per term (not including a second review for appeals that are denied). Appeals can be submitted by email or in person at the financial aid office.

Documentation: Supporting documentation for special circumstances is required. This may include, but is not limited to, letters from medical providers, degree or academic planning materials from a college advisor, or supporting statements from other on-campus support services such as the Learning Assistance Program (LAP). Allan Hancock College recognizes that, in some instances, it can be unreasonable or potentially re-traumatizing to produce supporting documentation. If third-party documentation cannot be obtained, a student may self-attest to the circumstances which prevented them from maintaining SAP.

Appeal Time Frame: Students are encouraged to submit an appeal as soon as they receive notification from the financial aid office. Appeals must be submitted no later than three weeks before the end of the academic term in which in student wants their financial aid eligibility restored. SAP appeals are typically reviewed within three to four weeks from the time a completed appeal is submitted. After an appeal has been reviewed, the student will be notified by email of the final decision. Appeals cannot be approved retroactively to apply to terms prior to the term in which the appeal was submitted.

SAP Appeal Deadlines: Fall term: November 21st, Spring term: May 1st, Summer term: July 10th

Appeal Decisions: If an appeal is approved, a student will be placed on financial aid probation. If a student's SAP appeal is denied, they have the option to request a second review by a reviewer who did not participate in the initial review. To request a second review for a previously denied appeal, please contact the Dean of Student Services.

Note: Students who enrolled in courses in Summer 2010 through Summer 2014 and were dropped at census by their instructor will not show a 'W' grade on their academic transcript. However, according to institutional policy, those units should show as a 'W' grade and will be counted in the unit completion and maximum time standards. The correct unit totals can be viewed on the students' "myhancock" Financial Aid tab under Satisfactory Academic Progress Status.

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