



FINANCIAL AID OFFICE

50 PHELAN AVENUE • SAN FRANCISCO, CA 94112 (415) 239-3577 • www.ccsf.edu

2024-2025 SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY CREDIT PROGRAM

Satisfactory Academic Progress (SAP) Standards

In accordance with Federal and State regulations, these guidelines apply to all students requesting Title IV funds regardless of whether the student has previously received financial aid. The U.S. Department of Education, Federal Student Aid mandates financial aid students to meet and maintain satisfactory academic progress standards as they progress through their financial aid eligible educational program. These standards may be different from College's standards. To determine students' financial aid eligibility at City College of San Francisco (CCSF) we use the satisfactory academic progress standards. These standards apply to all coursework taken whether or not financial aid was received in the past. As a financial aid student, you must meet all SAP standards as describe below

- Complete 67% of a

• **Maintain a 2.0 Cumulative Grade Point Average (GPA)**

Once grades post at the end of the semester, the overall grade point average is used to calculate and determine eligibility. A, B, C, D, and F grades will be used in the calculation. P (PASS) and NP (NO PASS) grades will not be used in the calculation. Transfer coursework from prior college/university will not be included in the calculation.

• **Complete 67% of All Units Attempted**

In addition to the GPA calculation, total unit completion will be used to determine eligibility. A, B, C, D, F, W, FW (Fail to Withdraw), P (Pass), NP (No Pass), I (Incomplete), RD (Report Delayed), or MW (Military Withdrawal) grades will be used to calculate completion rate. Transfer coursework officially submitted and evaluated by Admission and Records will also be included in the calculation. The formula used to calculate completion rate is as followed:

$$\text{Total Units Earned} \div \text{All Units Attempted} = \text{Unit Completion Rate}$$

• **Complete a Financial Aid Eligible Educational Program within 150% Maximum Time Frame (MTF)**

Length of eligibility is limited to 150% of a financial aid eligible educational program. CCSF is a two-year community college where most of the associate degree and transfer programs can be completed within 60 units. Units vary for certificate programs. See formula used to calculate maximum time frame and chart on the next page. The link below will provide you with a listing of Title IV eligible Gainful Employment Programs. <http://www.ccsf.edu/GainfulEmployment/>



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<u>Maximum Time Frame Chart</u>		
<i>Formula: Number of units required for program x 150% = maximum time frame units</i>		
Educational Goal	Units Required to Complete Goal	Maximum Units Allowed for Eligibility
Associate Degree	60	90
Transfer	60	90
* Eligible Certificate Program (Units Vary)	18	27

All CCSF attempted units and transfer coursework from prior college/university will be counted in the maximum time frame calculation. Thus, 90 attempted units is the maximum for which a student can receive financial assistance (60 units x 150% = 90 units). On a case-by-case basis, student may be permitted to receive financial aid beyond the maximum time frame if there is a change in major or if a degree or transfer program requires units more than 90.

Students are encouraged to see a counselor and develop a Full Educational Plan to ensure that they are following the financial aid eligible educational program. Financial Aid may be received for remedial and ESL courses if the courses are a prerequisite for entrance into a financial aid eligible educational program. To ensure that a student is making progress toward a financial aid eligible educational program, student is advised to start incorporating coursework that is applicable to the educational goal after two to three semesters of remedial



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Disqualification

Students who fail to make satisfactory academic progress after the warning period lose their federal student aid eligibility and will go on to disqualification status. Students may submit a Satisfactory Academic Progress

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Extenuating Circumstances Appeal

Students who are ineligible because of a grade point average (GPA) less than 2.0 or a completion rate of less than 67%, due to extenuating or mitigating circumstances, must submit supporting documentation of extenuating circumstances with appeal packet for review. This must be documentation of extenuating circumstances for the semesters where there was lack of progress and must match up with the written explanation.

An ineligible student may submit a SAP Appeal Packet with a thorough and clear explanation of the extenuating circumstances surrounding the inability to meet SAP standards, including corrective action to be taken in order to meet SAP standards and attach documentation to support their justification. If you are unable to obtain extenuating circumstances documentation you may be required to sign a statement attesting to the veracity of the special circumstances presented as the grounds for appeal. Determination may also be based upon several factors, including Federal and State



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Reasons a student may be eligib