

# 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 a student is making academic progress towards an educational goal. Your progress will be evaluated at the end of the summer, fall, and spring semesters by the standards listed below. Special note: All periods of enrollment, including periods of enrollment from other colleges for units accepted at AHC will be evaluated regardless of whether or not financial aid was received. Although some grades may be excluded by academic renewal or course repetition, federal regulations require that all grades must be counted for federal satisfactory academic progress standards. Your satisfactory academic progress will be calculated using units for all classes that appear on your academic transcript, with the exception of EW grades posted during spring 2020 as a result of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

## I. GRADE POINT AVERAGE (GPA) STANDARD

You must maintain a minimum 2.00 cumulative GPA 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 financial aid once grade is changed to have 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.

### Warning for not meeting the GPA Standard

If you do not meet the GPA standard, you will be placed on GPA Warning for one semester. Your academic progress status will be displayed on the "myHancock" portal under your financial aid tab. Financial aid funding will be continued during the warning semester. A student may remove warning status by bringing cumulative GPA up to a 2.00 GPA the next semester. If you do not meet the GPA standard again while on warning, your financial aid will be canceled.

Reinstatement - Students canceled due to not meeting the cumulative semester GPA minimum standard of 2.00 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 a semester will be automatically reinstated during the SAP review process.

## II. UNIT COMPLETION STANDARDS - (PACE-PROGRESS TOWARDS EDUCATIONAL OBJECTIVE STANDARD)

Students are required to complete at least 67% of the cumulative units attempted. Courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted into both the attempted and completed unit calculations for pace. Your satisfactory academic progress will be calculated using units for all classes that appear on your academic transcript, with the exception of EW grades posted during spring 2020 as a result of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid. Unit progress will be reviewed at the end of every semester.

### Warning for not meeting the Unit progression standard (Progress Toward Educational Objective Standard)

If you do not meet the progress standard, you will be placed on Unit Progression Warning for one semester. Your academic progress status will be displayed on the "myHancock" portal under your financial aid tab. Financial aid funding will be continued during the warning semester. If you do not meet the progress standard the next semester, your financial aid will be canceled.

**Students will only receive ONE warning semester for not meeting the progress standard.**

Reinstatement - A student may be reinstated to a Warning status when the progress standard has been met. Financial aid funding will be reinstated during the warning semester.

### III. 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 Lengths for AHC Programs*”. All AHC courses as well as all transfer courses that the Admissions and Records office has evaluated as equivalent to AHC courses will be counted towards a student’s maximum units attempted regardless of whether financial aid was received. Your satisfactory academic progress will be calculated using units for all classes that appear on your academic transcript, with the exception of EW grades posted during spring 2020 as a result of the COVID-19 pandemic. Check with the financial aid office before dropping classes to determine how dropping classes will affect future aid.

ENGLISH AS A SECOND LANGUAGE (ESL) -- ESL courses required as part of your student’s educational plan to complete an eligible degree or transfer program are eligible for payment. These courses will not be counted in the total attempted units.

REMEDIAL/SPECIAL INSTRUCTION COURSES -- A maximum of 30 remedial/special instruction total units will be eligible for funding.

#### *Maximum Time Lengths 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 your 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 60-unit certificate program must complete that goal by the time the student has attempted 90 units. The maximum units attempted for a certificate goal requiring over 60 units may not exceed 90 units. All units that appear on your 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 in order 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 your academic transcript including units from other colleges will be counted towards the degree.

### IV. APPEALS FOR NOT MEETING SATISFACTORY ACADEMIC STANDARDS

A student canceled for not meeting satisfactory academic standards may appeal based upon the following documented extenuating circumstances that directly affected their academic performance:

- Death of an immediate family member
- Serious medical condition affecting the student or immediate family member
- Family emergency directly affecting the student
- Other documented extenuating circumstances

A Satisfactory Academic Progress Appeal Form may be obtained from the Financial Aid Office or at [www.hancockcollege.edu](http://www.hancockcollege.edu) on the financial aid page under “financial aid forms”. The student is responsible for presenting sufficient information and documentation to substantiate the existence of extenuating circumstances. The Financial Aid Appeals Committee will review the appeal. Written notification will be emailed once a decision is reached. The committee makes the final and binding decision. 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. **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.