



**Clatsop  
Community  
College**

## **Satisfactory Academic Progress Policy**

### **Satisfactory Academic Progress**

All degree/certificate seeking students are required to maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 and complete at least 66.67% of their attempted credits. Students will be evaluated for academic standing by the Registrar's Office at the end of each term if one or more of the academic standing criteria have not been met.

In addition, Federal regulations require that all students who receive financial aid must maintain Satisfactory Academic Progress and work towards an eligible degree or certificate.

CCC measures SAP at the end of each term by reviewing cumulative grade point average, credit completion and attempted credits.

### **CCC's requirements for making Satisfactory Academic Progress are:**

- Maintain a cumulative grade point average of a 2.0 or higher.
- Successful completion of two-thirds (66.67%) of attempted credits each term.
- Ability to complete declared degree or certificate within 150% maximum time frame limit.

### **Cumulative Grade Point Average**

The cumulative grade point average (CGPA) is determined by the average of all CCC graded credits. The CGPA is measured after each term. To receive a degree or certificate from CCC a student must have a minimum 2.0 CGPA.

### **Credit Completion**

At the end of each term, based on enrollment level at the end of the first week of the term (the add/drop period), Clatsop verifies how many attempted credits a student has successfully completed. Attempted credits are courses enrolled in and are listed on the academic transcript. Satisfactory grades are A, B, C, D, and P. Grades of W, I, F, and NC are considered attempted but not completed.

A student must complete 66.67% of classes started. If the cumulative credit completion rate (completed credits, divided by attempted credits) drops below 66.67%, the student will not be making satisfactory progress. For example, in the first quarter of college attendance, if enrolled for 12 credit hours, completion of 8 or more credit hours is required.

Transfer credits from other institutions that count toward the current CCC program will be counted as both attempted and completed and used in the credit completion calculation.

### **Repeating a Course**

When a student receives Federal financial aid, any course a student does not successfully pass can be repeated until a successful grade is achieved. For a class that has been successfully completed a student may take the class one additional time in an attempt to raise the grade. An example would be to improve a grade of "D", a student may attempt the class one additional time in an attempt to raise the grade. Repeated courses are counted as part of the credit completion rate and maximum credit hour limit.

### **150% Maximum Credit Limit**

The maximum number of credits students may attempt cannot exceed 150% of the credits required to complete a CCC certificate or degree program. This includes all credits accepted for transfer to CCC from other institutions and all credits attempted at CCC.

For example, CCC associate degree programs require approximately 90 credits and have a maximum credit limit of 135 (150%). CCC Certificate programs require between 45-61 credits and have a maximum credit limit of 150% of the specific certificate program.

### **What are CCC's Financial Aid Satisfactory Academic Progress Statuses?**

#### Good Standing

Student has a cumulative GPA of 2.0 or higher, student is completing two-thirds (66.67%) of all attempted credits, and student is able to graduate within 150% maximum time frame limit.

#### Warning

Student's cumulative GPA dropped below a 2.0, and/or student did not complete two-thirds (66.67%) of all attempted credits, and/or the student is unable to graduate within 150% maximum time frame limit. A student is able to register and receive financial aid while on warning status, but must meet SAP standards during the warning term of enrollment to remain eligible for subsequent financial aid.

#### Suspension

A student will be placed in Suspension status when they did not meet SAP standards while on Warning or Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit. A student on suspension will have their registration put on hold and will not be able to register. A student suspended will have their financial aid placed on hold.

In addition, a student will be suspended from financial aid if they did not earn any credits for a term they received financial aid. Students are not eligible to receive financial aid while on Financial Aid Suspension.

### Probation

This status is only granted upon the approval of a CCC SAP Appeal with a result of reinstatement to the college. Reinstatement will allow a student to register and attend Clatsop. A student on Probation may receive financial aid for one term but must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

## **Reinstatement and Appeal Process**

### Satisfactory Academic Progress Appeal Process

A student may request consideration for reinstatement to CCC and the ability to register and receive financial aid through a formal appeal process. Students must complete the Petition for Reinstatement form with appropriate documentation.

A student may appeal their suspension if the reason for failure to meet the minimum satisfactory academic progress standards was the result of extenuating circumstances and if the situation that caused the poor academic performance has been resolved.

Documentation of extenuating circumstances may be required. Extenuating circumstances are; significant and usually documentable, are unforeseen and beyond a student's control, have occurred during the term and have had a direct impact on a student's ability to successfully complete the term.

A student cannot appeal more than once for a specific extenuating circumstance.

The SAP Appeals Committee will review petitions and notify the student of the decision in writing. If approved, the student will be placed in the Probation status and must complete the conditions outlined in the petition decision.