

SATISFACTORY ACADEMIC PROGRESS STANDARDS

As a financial aid recipient, you must maintain satisfactory academic progress (SAP) to remain eligible to receive financial aid. SAP Standards apply to all terms you attend regardless of whether or not you receive financial aid. Regulations require you to complete your program within the Maximum Attempted Credits Allowed (see back) with at least a 2.0 cumulative GPA. Financial aid SAP standards will help you achieve this goal. Each term after grades post, we will check your cumulative completion rate and cumulative GPA. Your SAP status will be assigned as follows:

- Good Standing:** Your cumulative completion rate is 67% or higher and you meet the GPA requirement
- Warning:** Your cumulative completion rate is less than 67% and/or you do not meet the GPA requirement.
- FA Suspension:** Following a warning or probation term, your cumulative completion rate is less than 67% and/or you do not meet the GPA requirement.
- Probation:** Your appeal to be reinstated is approved.

At the end of the term, if your cumulative attempted hours total:	To meet the cumulative completion rate requirement, you must pass:	To meet the cumulative GPA requirement, your Lane GPA must be:
1 – 16 credits	67% of all attempted credit hours	No minimum requirement
17 + credits	67% of all attempted credit hours	2.00 or higher

* To determine your completion rate, review your unofficial transcript on myLane under the myEnrollment tab. Divide your total institution plus total transfer passed hours by your total institution plus total transfer attempted hours.

Attempted VS Passed Credits: For financial aid SAP standards, grades of A, B, C, D and P are counted as attempted and passed hours. Grades of * (withdrawal), I, F, NP, U, and NC are counted as attempted hours, but not passed.

Cumulative GPA: Grades of A, B, C, D and F affect your GPA (includes +/- combinations). Grades of * (withdrawal), I, U, P, NP or NC and/or transfer and dual enrollment credits do not affect your GPA.

100% withdrawal or not completing any credits during the term: If you withdraw or stop attending all courses before 60% of the term is over, you may be required to repay money to Lane. For more detail, see lanecc.edu/finaid/withdrawal-info.htm.

* **Transfer Credits:** Credits accepted by Lane count toward your cumulative completion rate and the Maximum Attempted Credits Allowed. GPA is not affected.

* **Dual Enrollment Program:** All Lane funded credits attempted and passed at another institution will be added to your cumulative completion rate beginning summer 2011. GPA is not affected by dual enrollment credits.

What Your SAP Status Means to You

Good Standing: You are eligible to receive grants, workstudy and loans.

Warning or Probation: You are eligible to receive grants, workstudy and loans. However, you must complete your warning or probation term in Good Standing to avoid FA Suspension in the subsequent term.

FA Suspension: You are not eligible to receive grants, workstudy or a loan until your FA Suspension status is resolved. Some scholarships and other resources may also be unavailable.

**For answers to commonly asked questions,
 visit lanecc.edu/finaid/sap.htm**

* This information changed as of August 30, 2011

RESOLVING YOUR FA SUSPENSION

To resolve your FA Suspension status, you must submit an appeal. *Appeal to Reinstate* forms are available at lanecc.edu/finaid/forms. To be reinstated, you must also be able to complete your program within the Maximum Attempted Credits Allowed and with at least a 2.0 cumulative GPA.

Examples of extenuating circumstances that may be approved

- You complete 100% of the classes you attempted with a 2.00 or higher, but did not meet the cumulative requirements (*approval not automatic*)
- A grade change sufficiently improves your status
- You have documented extenuating circumstances of sufficient duration and intensity that affected your academic performance
- You have identified the barriers to your academic success and have resolved those barriers

Examples of circumstances that may be denied

- Circumstances not of sufficient duration or intensity to have affected your academic performance
- Recurring circumstances or barriers
- Circumstances within your control
- Circumstances that are not adequately documented, or did not affect the term you were not successful.

If your appeal is approved, you will be reinstated on Probation (Appeal Approved on Probation). At the end of your probation term, you must meet the cumulative requirements for Good Standing; otherwise, you will be suspended again.

If your appeal is denied, we will inform you of the number of credits you must successfully complete to be reinstated (if applicable). These courses must be completed without financial aid and apply toward your program, be a required prerequisite course, or a necessary developmental course. We will not consider courses that do not meet these criteria.

MAXIMUM ATTEMPTED CREDITS ALLOWED

Federal regulations require the Financial Aid Office to define a maximum timeframe in which a student must complete his or her program. This timeframe cannot exceed 150% of the published program length. At Lane, a student is expected to complete:

- a one-year certificate program within 70 attempted credits
- a two-year certificate program within 120 attempted credits
- a two-year associate or transfer program within 135 attempted credits

Unless you already exceed the above limits, we will mail you a *Notice of Reaching the Maximum Attempted Credits Allowed* when you are 12 credits or less from reaching the limit. The Financial Aid Office may extend your financial aid eligibility under certain circumstances only. Please see the *Appeal to Extend Eligibility* form for additional information. This form is available online at lanecc.edu/finaid/forms.

All attempted credits count toward this limit, even if you did not receive financial aid or have extenuating reasons for not completing your credits. Additionally, credits earned at other colleges may help complete your degree or certificate; therefore, all credits accepted by Lane are included in the maximum credits allowed.

DEVELOPMENTAL CREDIT LIMIT

You may be eligible to receive financial aid for 45 quarter credits (or equivalent) to complete developmental courses. This includes coursework taken at all colleges. Per regulation, there is no appeal process to extend past this limit. Developmental credits in excess of 45 may not be included in your enrollment level when determining the amount of financial aid you receive during the term.

Developmental courses currently offered at Lane include all courses numbered 001-099 (unless published as a requirement for your current program); and ENG 116. ESL courses are not considered developmental. Some older developmental courses may not adhere to the current numbering system.