

**LINN-BENTON COMMUNITY COLLEGE (LBCC)**  
**FINANCIAL AID OFFICE**  
**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY 2020-21**  
**Effective July 1, 2011**  
**Revised January 4, 2019**

**What is Satisfactory Academic Progress? (SAP)**

Federal Regulation requires students who receive financial aid to maintain Satisfactory Academic Progress (SAP) towards completing a financial aid eligible degree or certificate at LBCC. In other words, you are expected to pass the classes you register for at LBCC each quarter. SAP passing grades are: A, B, C, D, and P (Pass)

Grades that are NOT considered passing are: F, NP (No Pass), IN (incomplete), W (withdraw), and AU (audit)

Students who apply for financial aid at LBCC receive an initial SAP review *prior* to being awarded. Also, SAP reviews are completed at the end of each quarter that aid is received. If you are a student who has been attending without financial aid assistance but decides to apply for aid, your prior coursework will be part of the SAP review

In simple words, all courses that you take at LBCC will be part of your SAP review regardless of whether or not financial aid assistance was received

**Student Expectations To Maintain Financial Aid At LBCC Each Term**

Once you are awarded financial aid at LBCC, you are expected to utilize your Academic Advisors, Counselors, Center for Accessibility Resources (Disability Services), along with other services offered to assist students with success towards completion of their certificates or degrees

In accordance with our SAP policy you will:

- ◆ Maintain a Cumulative Grade Point Average (GPA) of 2.00 (**C Average**) *\*Needs to be maintained every term at LBCC*
- ◆ Maintain an overall completion ratio of **70%** during your *academic career* at LBCC *\*Needs to be maintained every term at LBCC*
- ◆ Attempt to successfully complete all the credits for which you receive aid each quarter, meaning that you must meet the terms of the LBCC Satisfactory Academic Completion Policy chart below
- ◆ Register and complete only the credits required for your program of study at LBCC

**LBCC Satisfactory Academic Completion Policy**

Students are *expected* to complete **100%** of the credits for which they receive aid. Credits completed will be reviewed at the end of each quarter to determine your SAP status. **Refer to the chart below and the Student Expectations above to understand your SAP Status.**

If you Enroll:	You must successfully <b>complete: SATISFACTORY</b>	You Will Be Placed On <b>WARNING</b> if you only complete:	You will be placed on <b>UNSATISFACTORY</b> if you complete <b>Less than:</b>
<b>Full Time</b> (12 or more credits)	12 credits per quarter	6-11 credits per quarter	6 credits per quarter
<b>Three Quarter Time</b> ( 9-11 credits)	9 credits per quarter	5-8 credits per quarter	5 credits per quarter
<b>Half Time</b> (6-8 credits)	6 credits per quarter	3-5 credits per quarter	3 credits per quarter
<b>Less Than Half Time</b> (1-5 credits)	All credits per quarter	Not Applicable	All credits per quarter

**Financial Aid Warning:** A student placed on warning must ‘successfully’ pass all the courses in the next term of enrollment at LBCC. Failure to meet these conditions will result in Unsatisfactory Progress. Students cannot appeal a warning status:

**Example:** *Mary is registered at FT status (12 credits) for Fall quarter. At the end of the quarter the financial aid office runs a SAP report and learns that Mary completed 10 credits. Using the chart above, Mary is on warning for her next quarter of aid (Winter). Mary will need to have a 100% completion ratio for Winter quarter or she will be in unsatisfactory progress when another SAP is run at the end of Winter quarter. Her cumulative completion rate stayed above 70%*

**Financial Aid Unsatisfactory Progress:** Students who do not complete **any of their classes\*** in a given quarter may owe money back. Be aware that overpayment must be paid in full before a *Financial Aid Appeal Form* may be considered

*\*If you withdraw or stop attending all courses before 60% of the quarter is over, you may be required to repay a portion of the aid that you received. Please check in with the Financial Aid Office if you plan to withdraw or drop any courses after you have been paid for the quarter. The complete Repayment of Federal Financial Aid Policy is available at: [2021 REPAYMENT OF FEDERAL FINANCIAL AID.pdf](#)*

### LBCC Satisfactory Academic Policy

- ◆ Maintain a cumulative grade point average (GPA) of 2.00 [**C Average**] along with a cumulative 70% completion ratio
- ◆ Students who are placed on Warning Status must successfully complete **100% of credits** enrolled for in the next quarter they receive financial aid AND achieve a 2.00 [**C Average**] quarterly GPA

### Other Reasons For Loss of Financial Aid Eligibility

- ◆ LBCC School Academic Suspension (not Financial Aid), or
- ◆ Ineligible major, ineligible academic program, or
- ◆ Undecided Major after completing 30 or more credits, or
- ◆ Withdrawing from classes before 60% of **attendance** and participation in class has been reached (Will result in possible repayment of financial aid received and Unsatisfactory Status)
- ◆ Graduate with a Certificate or Degree (**Petition Required**)

### Maximum Time Frames For Financial Aid

- ◆ A maximum of **45** remedial credits (**classes below 100**) are allowed. Students **cannot petition** to attempt more remedial level credits
- ◆ The maximum timeframe for completion of a degree or certificate cannot exceed 150% of the published program length measured in credit hours. Stated simply, if you need 90 credits to complete a program, financial aid will fund you up to 135 credits (transfer credits which apply towards your declared major will be counted)
- ◆ If you reach your 150% funding level for your program of study, you must file a Petition to Extend in order to request funding for the remaining eligible credits to complete the program. (**Filing a Petition to Extend does not guarantee approval. Please read the Petition To Extend Guidelines for further information about filing**)
- ◆ Programs requiring more or fewer credits for completion are subject to the 150% maximum funding too
- ◆ LBCC two-year degrees and two year certificates are allowed a maximum number of “P” credits of **16**
- ◆ LBCC one-year certificates are allowed a maximum number of “P” credits of **8**

### Information for Students Who Are Transferring into Linn-Benton Community College

- ◆ Students are encouraged to research their intended degrees/certificates before transferring to LBCC
- ◆ If you are transferring to Linn-Benton Community College (LBCC), the financial aid office may ask you to transfer in your credits from ALL schools previously attended. Your file will not be awarded until these transcripts are received and evaluated
- ◆ Any transfer credits that can be used for your current LBCC declared major will be counted towards your maximum credits
- ◆ Students who have accumulated high loan debt, may be asked to complete a Petition-To-Extend. If the Petition-To-Extend is approved, LBCC will only pay for courses that apply towards the student’s major. The intent is to assist the student with lowering their debt and obtaining a degree in a timely fashion
- ◆ Federal Regulations stipulate that students are allowed 600% of Pell Lifetime Eligibility
- ◆ If you are a transfer student you are strongly encouraged to log into the National Student Loan Database for Students to check your cumulative Federal Loan Debt. Remember, borrow wisely!

### Student’s Right To The Financial Aid Appeal Process

- ◆ Appeal to the Financial Aid Office if your Unsatisfactory Progress is based on **extenuating circumstances**, which can be documented. You can find the form at <http://linnbenton.edu/financial-aid/financial-aid-forms>
- ◆ Before submitting the Financial Aid Appeal Form, meet with your Academic Advisor to complete the course planning. Remember, if your Appeal is approved you will be moved to **Probation Status**. This means that you must pass your next quarter on financial aid with a **100%** completion ratio. Plan for success!!
- ◆ If your status is Unsatisfactory and **you owe funds back**, your Appeal cannot be reviewed until you pay the funds back that are owed to The Department of Education. All Federal or State aid owed must be **paid in full** before you can appeal
- ◆ All Financial Aid Appeal Forms are reviewed in date order and a response will be delivered via **WebRunner**. It will be your responsibility to check your **WebRunner** account for the decision of your Financial Aid Appeal
- ◆ If your Appeal **was not based on extenuating circumstances**, you must enroll and successfully complete **6 or more credits** without the assistance of financial aid. Once this task is complete, you will be able to request reinstatement of your financial aid by completing the Appeal Form. Remember, successful means you must achieve a cumulative **GPA of 2.00 (C Average)** or higher and a cumulative completion ratio of 70% or higher before petitioning for reinstatement. **Reinstatement is not guaranteed**
- ◆ Academic Standards for being enrolled at LBCC are separate from Financial Aid SAP Policy and Procedures. Please contact the Registration Office for more information concerning LBCC Academic Standards

### Student’s Right To Meet with The Appeal Committee

- ◆ In the event that your Financial Aid Appeal is denied, you may drop in during posted appeal hours to have your appeal heard in person. Here is the link to the Committee Appeal Form: <http://linnbenton.edu/financial-aid/financial-aid-forms>. Please be sure to bring this completed form with you to your appeal
- ◆ A decision from The Appeal Committee will be delivered to you via **WebRunner**. Usually, decisions are made within 24 hours of hearing your appeal

### Things You Should Be Aware Of

- ◆ **Withdrawal (W), Audits (AU), Incompletes (IN), No Pass (NP)**: These grades will not have an effect upon your cumulative GPA; however they **will be** counted in your Financial Aid Completion Ratio and maximum time frame
- ◆ If you decide to drop out of your courses, it is **YOUR** responsibility to drop them. It is not the instructor’s responsibility to withdraw students from their courses

- ◆ **Repeating Classes:** Federal Regulations state that we are allowed to pay for a repeat of a class. However, be aware that the repeat will be counted in the completion ratio calculation. In other words, if you take a 3 credit class twice, we will deduct 6 credits from your maximum amount of credits. Please refer to the LBCC Academic Policy on Repeating a Class for more information at <https://www.linnbenton.edu/about-lbcc/administration/policies/board-policies-and-administrative-rules/7000-series-student-services/ar-7075-12.php>
- ◆ **Transfer Credits:** Any transfer credits that can be used for your current LBCC declared major will be counted towards your maximum credits