

2025



JBAY'S AB 789 COMPLIANCE CHECKLIST



A simple checklist to help your campus confirm your compliance with each component of AB 789. For more information on AB 789, including tools and sample policies to assist with implementation, download [Removing Obstacles: A Toolkit for Implementing AB 789 Satisfactory Academic Progress Requirements](https://jbay.org/wp-content/uploads/2024/04/Removing-Obstacles-Toolkit.pdf)

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General Policy Components

- ? The grade point average (GPA) and pace of completion are the minimum federal standards.
- ? Qualitative and quantitative standards are based solely on cumulative measures.
- ? Remedial coursework is excluded from maximum timeframe calculations.
- ? Transfer credits that do not apply to a student's current program of study are excluded from maximum timeframe calculations.

Notes/Comments:



Appeal Policy & Process

- ? Both electronic and hard copy appeals are accepted.
- ? The special circumstances that will be considered for a successful appeal are explicitly stated and include at least those listed in AB 789
 - Death of a relative or other significant person
 - Injury or illness, including, but not limited to, behavioral health conditions, of the student or a relative or other significant person
 - Pregnancy or birth of a child (or adoption)
 - Homelessness (or difficulty securing reliable housing)
 - Loss of, limited, or difficulty finding childcare
 - Loss or change in employment
 - Loss of, limited, or difficult access to personal or public transportation
 - Being a victim of a serious crime, including, but not limited to, domestic abuse, even if the crime was not reported or did not result in criminal prosecution or civil liability
 - (Impacts from a) Natural Disaster
 - Change of major or program.
- ? Appeals are accepted up until three weeks before the end of the term or later.
- ? There are no limits to the number of appeals a student may submit during their time as an enrolled student.
- ? Students may submit appeals in any subsequent term after the loss of financial aid eligibility.
- ? Appeal decisions are sent to students within 45 days of submission of a complete appeal.
- ? There is a process for students with denied SAP appeals to request a second review by someone that did not participate in the initial review.
- ? Students with a pending SAP appeal are not dropped for non-payment of tuition and/or fees.
- ? If third-party documentation cannot be reasonably obtained, students are allowed to self-attest their special circumstances. Refer to Appendix E in the Toolkit for a sample form.
- ? Appeals are accepted from re-entering students who disenrolled due to their not meeting SAP and losing financial aid eligibility.
- ? If a student is meeting the terms and conditions of their academic plan, they are allowed to remain on “financial aid probation.”

Notes/Comments:



Communications

- ? Provide information about SAP during new student orientation.
- ? Faculty are asked to include basic SAP information in course syllabi. Refer to page 17 of the Toolkit for a sample statement.
- ? All SAP related communications use “student-friendly” language
 - Website
 - Emails
 - Print Material
 - Videos
 - Forms
- ? Students are notified following each term they’re enrolled, regardless of a formal/required SAP evaluation, if they are not meeting SAP

Examples of how to use “student-friendly” language:

- » Limit jargon, spell out acronyms the first time they’re used, and define other terms students may be unfamiliar with.
- » Use active voice.
- » Shorten sentences and use simple sentence structure.
- » Segment information into sections to focus student actions.
- » Embed contact information and direct links for more information.

Notes/Comments: