

# Financial Aid Satisfactory Academic Progress Presentation

## How to make academic progress:

1. **Maintain a minimum CUMULATIVE GPA of 2.0 (C) at the end of every semester.**
2. **Complete 66.7% (2/3) of ALL the units you enrolled in for the semester.** “Completing” units is defined as receiving a grade of A, B, C, D or P or CR.

Example: If enrolled in 6 units must complete at least 4 units at end of semester.  
( 6 units X .667 = 4(rounded))

An EXCEPTION to the rule: If enrolled in 12 or more units, to meet the 2/3 requirement student must complete at least 8 units.

3. **150% Rule: A student is expected to complete the program (degree or certificate) in a maximum of 150% of the units required to complete the program/degree.**

Examples:

- Most degree programs usually take 60 units to complete. So to make academic progress a student must complete the program of study by the time he/she attempts a total of 90 units. (60 units X 150% = 90 maximum units)
- Certificate Programs. If the program takes 24 units to complete, student must complete program by the time he/she attempts 36 units. (24 units X 150% = 36 maximum units)

**For transferred units** – only those units that count toward the student’s current program of study will apply towards the maximum units.

**ESL Courses** – will apply towards the maximum units.

**Remedial Courses** – Only up to 30 units will NOT be counted towards the maximum units.

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## How student becomes Disqualified for Financial Aid:

- **By failing to make academic progress for two consecutive semesters or having two consecutive probations.**

Example: Student attends fall 2009 and fails to meet one of the SAP requirements at the end of the semester, consequently student's academic progress will be "Probation" at the end of fall 2009. Student then attends spring 2010 and at the end of semester again fails SAP requirement. At the end of the spring 2010 semester and at the beginning of the next semester student will attend, he/she will be "DISQUALIFIED".

- **Not completing current program of study within the 150% maximum units required.**

## How to clear a "Probation" or "Disqualification" status:

**Clearing "Probation" to "Satisfactory" Status (Applies only to students who have not reached 150% maximum units):**

- Make academic progress by the end of current semester by meeting the 2/3 units completion requirement and increasing cumulative GPA to at least 2.0

**Clearing a Disqualification status:**

**If disqualified because of two consecutive probations TWO ways to clear a "DQ" status:**

1. **File a Satisfactory Academic Progress Appeal** and the appeal must be "**Approved**" by the Financial Aid Office or the Appeals Committee.
2. **Meet SAP requirements at the end of the current semester of attendance and academic progress for the following semester will be "Satisfactory".**

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## If disqualified because of violating the 150% maximum units rule, to clear a "DQ" status:

- File a **Satisfactory Academic Progress Appeal** and the appeal must be "**Approved**" by the Financial Aid Office or the Appeals Committee.
- The student can be awarded up to **four** approved semesters and the student's SAP status during those approved semesters is "**Probation**" on the condition that the 2/3 completion and cumulative GPA requirements are met.

**Note: Effective beginning with the academic year 2010-11, a student may only submit a Satisfactory Academic Progress Appeal ONCE per academic year, up to THREE SAP appeals for the educational duration of the student's career at Mission College.**

## Ways to avoid Probation or Disqualification:

- Read and comply with the FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY at least once every semester.
- Follow your approved educational plan, enrolling **ONLY** in classes on the plan to avoid reaching the 150% maximum units required before completing program.
- See academic counselor if having difficulty making academic progress.
- Get tutoring.
- Get tested for a learning disability if having difficulty with comprehending class lectures, taking tests, etc. (DISC Office located in room S2-201)
- If you plan to drop a class and to avoid receiving a "W" (withdrawal) for a grade be sure to drop the class on or before "The last day to drop a class without a "W". This date is usually three weeks into the semester. Consult the Schedule of Classes for the exact date.

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