

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal Regulations state that ALL students receiving financial aid must have a declared eligible program of study leading to a degree or certificate and ONLY taking courses that lead to that degree (AA/AS) or certificate program. Regardless of whether or not students were recipients of financial aid previously at the college, student aid recipients are required to meet the college's "Financial Aid Satisfactory Academic Progress Policy" (SAP). Financial Aid students are expected to make and maintain satisfactory academic progress in their eligible program of study.

How to make "SATISFACTORY ACADEMIC PROGRESS" (SAP):

1. **GPA Qualitative Standard:** Maintain a minimum CUMULATIVE GPA of 2.0 (C) at the end of every semester.
2. **Pace Quantitative Standard:** Maintain a CUMULATIVE completion rate of 66.7% (2/3) of ALL attempted units and a CURRENT completion rate of 66.7% (2/3) at the end of every semester. "Completing" units is defined as receiving a grade of A, B, C, D or P.

Example 1: If enrolled in 12 units must complete at least 8 units at end of semester. (12 units X .667 = 8 (rounded up to the nearest ½ unit))

Example 2: Student has a total of 50 units attempted. To meet SAP the student must have completed 33.5 units (rounded up to nearest ½ unit) (50 units X .667 = 33.35)

3. **Maximum time to Complete Program of Study: 150% Maximum Units Rule:** A student is expected to complete the program of study (degree or certificate) in a maximum of 150% of the units required to complete the program of study. In other words, you can attempt up to 150% of the maximum units required to complete your program of study.

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 30 units to complete, student must complete program by the time he/she attempts 45 units. (30 units X 150% = 45 maximum units)

Transferred units – Only those units that are applicable to the student's current program of study will count toward the maximum units.

ESL Courses – Will apply towards the maximum units.

Remedial Courses – Only up to 30 units will be excluded toward the maximum units.

How a student receives a “WARNING” status:

- A student receives a “Warning” status when he/she fails to make satisfactory academic progress at the end of a semester either by a.) Not completing at least 66.7% (2/3) of all the units attempted or b.) Not maintaining a CUMULATIVE GPA of at least 2.0

How to clear a “WARNING” status:

Clearing “WARNING” 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

Two Ways a student becomes “DISQUALIFIED” for Financial Aid:

- **By failing to make academic progress for two consecutive semesters of attendance.**

Example: Student attends fall 2010 and fails to meet one of the SAP requirements at the end of the semester, consequently student’s academic progress will be “WARNING”. Student then attends spring 2011 and at the end of semester again fails an SAP requirement. After the second consecutive failure to make satisfactory academic progress, the student’s SAP status will be “DISQUALIFIED”.

- **NOT completing current program of study within the 150% maximum units required, or when 150% of maximum units required to complete the program of study is reached.**

How to clear a “DISQUALIFICATION” status:

If disqualified because of two consecutive semesters in which a student failed to make satisfactory academic progress, there are TWO ways to clear a “DQ” status:

1. File a Satisfactory Academic Progress (SAP) Appeal and the appeal must be “**Approved**” by the Financial Aid Office or the Appeals Committee. If the appeal is approved then the student’s SAP status will be “PROBATION”.
2. Meet SAP requirements at the end of the current semester of attendance and academic progress for the following semester will be “Satisfactory”.

How to clear a “DISQUALIFICATION” status (continued):

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”** (P1, P2, P3 or P4) on the condition that the 2/3 completion and cumulative GPA requirements are met at the end of all approved semesters.

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

If your appeal is **“DENIED”**, you may appeal the Appeals Committee’s decision to the Director of Financial Aid, Rita Grogan. But, keep in mind that if the Director of Financial Aid denies your appeal, that decision is **FINAL**, meaning you are not allowed to further appeal that final decision.

Ways to avoid receiving a “WARNING” or “DISQUALIFICATION” status:

- 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.
- Run your Program Evaluation before each registration period to ensure that you are enrolling **ONLY** in classes you need to complete your program of study.
- If you plan to drop a class and want to avoid receiving a bad grade or 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.
- See academic counselor if having difficulty making academic progress.
- Get tutoring. Tutoring are held at Tutoring Center, room TC-2 and Math Learning Center, room S2-401.
- If having difficulty with comprehending class lectures, taking tests, etc., you may want to get tested for a learning disability. For testing please go to DISC Office located in room S2-201.

If you have any questions or need clarification to this policy, please contact the Financial Aid Office at 408-855-5065 or Roehl Galang at 408-855-5071.