The Mission College Financial Aid Office has established a Satisfactory Academic Progress policy that complies with the federal requirement of monitoring financial aid recipients’ academic progress toward eligible academic programs.

1. **What is an Eligible Program of Study?**

A student cannot be offered or paid financial aid if they are not in an eligible program of study at West Valley or Mission College. Eligible Programs includes AA/AS Degrees, Transfer Programs, and some Certificate Programs. Certificate Programs must be at least 15 weeks long and have a minimum of 16 units of credit.

2. **How to achieve Satisfactory Academic Progress (SAP)**

To make satisfactory academic progress the following requirements must be met:

- **GPA Qualitative Standard:** Maintain a minimum 2.0 cumulative GPA.
- **Pace Quantitative Standard:** Maintain a CUMULATIVE completion rate of 66.7% (2/3) of ALL attempted units and a CURRENT term 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 for the semester 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 attended Mission College for two years and has a total of 50 units attempted. To meet SAP the student must have completed 33.5 units at the end of two years (rounded up to nearest ½ unit) (50 overall units attempted x 0.667 = 33.35)


- **Maximum Attempted Units to Complete Program**: Complete program of study (degree or certificate) in a maximum of 150% of the units required to complete the program of study. In other words, students can attempt up to 150% of the maximum units required to complete their degree or certificate.

Examples:

a.) Degree Programs: Most degree programs usually require 60 units to complete and to make academic progress students must complete their degrees by the time they attempt a total of 90 units. (60 units X 150% = 90 maximum units attempted)

b.) Certificate Programs: If the program requires 16 units to complete students must complete program by the time they attempt 24 units. (16 units X 150% = 24 maximum units attempted)

Transferred units that are applicable, and ONLY those applicable, to the student’s current program of study will count toward the 150% maximum units’ requirement.

Students required to complete remedial level English and/or Math course work to meet their educational goals are allowed up to 30 units in addition to their program length.

All ESL Courses taken will be excluded from the 150% maximum units’ requirement.

Course repeats are limited to the number of times specified in the College Catalog. Students may repeat courses only when an unsatisfactory grade was received, and repeated courses will be counted as part of the total number of attempted units. Passed courses may be repeated only once to receive a better grade.

**Failure to meet the above requirements will result in a student being placed on “Warning” status or “Disqualified” from receiving financial aid.**

3. **How SAP is Evaluated**

- Evaluation period shall start the first day of the semester whether or not receiving financial aid.
- Financial Aid Academic progress is evaluated at the end of the Fall and Spring semesters and Summer sessions.
• All Mission/West Valley Community College District and transferred course work applicable to a student’s degree is included in the SAP evaluation.

• All aid applicants must have a declared academic program of study with the Admissions & Records Office that:
  o Leads to an AA/AS Degree, or
  o Is an approved certificate program that is at least 15 weeks long and requires a minimum of 16 semester-units.

4. **SAP Classifications**

Financial aid recipients are notified by e-mail (or snail mail if no e-mail address) if their SAP status is “Warning”, “Unit Warning” or “Disqualified”.

• **“S”** Satisfactory - Student meets ALL SAP requirements to receive federal student aid.

• **“UW”** Unit Warning - A warning is issued when student has attempted 2/3(66.7%) of units required to complete degree or certificate as applies to the 150% maximum unit rule. This status alerts students that they are close to reaching the allowed maximum units to complete their degrees. Example: For degree programs usually a warning is issued by the time 60 units are attempted (90 units maximum allowed X .667).

• **“W”** Warning - The first term student fails to meet one or both of the SAP requirements (GPA and/or Pace). Students in “W” status are still eligible to receive financial aid, but **students in this status must attend a mandatory, One-Time-Only “SAP Warning Session” in order to receive their last Pell disbursement for the semester.**

• **“WP”** Warning Pace – The first term student fails to maintain a CUMULATIVE completion rate of 66.7% (2/3) of ALL units attempted. Students in “WP” status are still eligible to receive financial aid, but **students in this status must attend a mandatory, One-Time-Only “SAP Warning Session” in order to receive their last Pell disbursement for the semester.**

• **“P”** Probation - This status is given only after an SAP Appeal (disqualification due to not making SAP for two consecutive semesters) is approved for one semester. Students in this status must attend a mandatory, One-Time-Only “SAP Probation Session” in order to receive their last Pell disbursement.

• **“DQ”** Disqualification – Student fails to meet SAP requirements (GPA and/or Pace) for two consecutive semesters.

• **“DP”** Disqualification Pace – Student fails to meet SAP requirements because of not maintaining a cumulative completion rate of 66.7% of ALL attempted units (overall and/or per semester) for two consecutive semesters.
• “DU” Disqualification for Over Units – Student has attempted or exceeded the 150% maximum units required to complete program of study.

• “P4” Probation - Four terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified because of violating the 150% maximum unit rule.

• “P3” Probation - Three terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified because of violating the 150% maximum unit rule.

• “P2” Probation – Two terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified because of violating the 150% maximum unit rule.

• “P1” Probation – The final term of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified because of violating the 150% maximum unit rule. Your degree/certificate should be completed if student had adhered to the SAP Appeal Educational plan.

5. **How a student is placed on and clears a “WARNING” status**

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

• A student clears a “Warning” status and receive a “Satisfactory” status (which applies only to students who have not yet reached 150% maximum units) when he/she makes academic progress at the end of current semester by meeting a.) The 2/3(66.7%) units completion requirement cumulatively and at the end of a semester and b.)Increasing cumulative GPA to at least 2.0.

6. **How a student is placed on and clears a “DISQUALIFICATION” status**

There are two ways in which a student becomes disqualified for financial aid:

• By failing to make satisfactory academic progress for two consecutive semesters of attendance.

  **Example:** Student attends fall 2012 and receives a 1.5 cumulative GPA at the end of the semester, consequently student’s academic progress will be “WARNING”. Student then attends spring 2013, attempts 12 units and completes only 6 units at the end of semester, completing less than 66.7% units required. The student’s SAP status will be “DISQUALIFIED” at the next semester of attendance.

• By 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, TWO ways to clear a Disqualification (DQ, DP) status are:

1. Filing a Satisfactory Academic Progress (SAP) Appeal and the appeal is “Approved” by the Financial Aid Dept. or the SAP Appeals Committee. If the appeal is approved the student’s consequent SAP status will be “PROBATION”.

2. Meet SAP requirements at the end of the current semester of attendance. Student’s academic progress status for the following semester of attendance will be “Satisfactory”.

If disqualified because of violating the 150% maximum units’ rule, to clear a Disqualification (DU) status:

• Filing a Satisfactory Academic Progress Appeal and the appeal is “Approved” by the Financial Aid Dept. or SAP Appeals Committee.

• The student may be awarded up to four approved semesters and the student’s SAP status during those approved semesters is one of “Probation1 thru Probation4”(P1, P2, P3 or P4) on the condition that the 2/3(66.7%) completion and cumulative GPA requirements are met at the end of all approved semesters.

7. Appeal for Financial Aid Reinstatement Process

In accordance with federal regulations, financial aid recipients may appeal for financial aid reinstatement if they have been disqualified as a direct result of “Extenuating Circumstances” during the past semester. An Extenuating Circumstance is an uncontrollable event such as serious illness, severe injury, car accident, natural disasters, death in the family, family emergency, divorce, etc. (Wrong or difficult class(es), too many units in the term, bad time management, transportation issues, too many work hours, roommate problems, not knowing SAP policies are NOT extenuating circumstances.)

The Financial Aid Satisfactory Academic Progress Appeals Committee determines either to “APPROVE” or “DENY” appeals for reinstatement based on academic history, educational plan, class schedule and the completion of the appeal form.

Important things to know about Satisfactory Academic Progress (SAP) Appeals:

• To submit an appeal to the Financial Aid Office student must be registered for classes for the current semester and have documented extenuating circumstance(s).

• The deadlines to submit an appeal each semester will be on the Financial Aid web site next to the SAP Appeal Form link.
• Only ONE SAP appeal per academic year will be accepted at Mission College with a maximum of THREE SAP Appeals district-wide for the educational duration of the student’s career at Mission and/or at West Valley College.

• The decision of the Financial Aid SAP Appeals Committee to deny an appeal is FINAL. The student is not allowed to further appeal a “Denied” decision to a higher authority.

• Students whose SAP appeals have been “Approved” for reinstatement must attend a one-time-only “SAP Warning Session” and submit a Work-In-Progress form by the published submission deadline in order to receive their last Pell disbursement. **Note:** Students who appeal due to over-units are exempt from this requirement.

• Students are allowed to change their majors (program of study) at a maximum of three times. Appeals for Students who have changed their program of study above the requirement will be automatically DENIED. **NOTE:** Students who are disqualified because of violating the 150% maximum units rule MAY NOT be allowed to change their program of study as reason for the appeal.

Updated 12/06/12