The Mission College Financial Aid Office has established a Satisfactory Academic Progress (SAP) 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?**

   Per the Department of Education, “to be eligible for federal financial aid or Title IV funding, an educational program at a postsecondary school must lead to a degree—associate, bachelor’s, graduate, or professional—or prepare students for ‘gainful employment in a recognized occupation.’” 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 with the WVM District include 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 cumulative 2.0 GPA.
- **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 \( \times .667 = 8 \) (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 \( \times .667 = 33.35 \))

- Grades of “F” (Fail), “NP” (Not Passed), “NC” (No Credit), “W” (Withdrawal), “RD” (Report Delayed), and “I” (Incomplete) are not considered completed units, but are taken into account when calculating both GPA and the completion rate (pace).

- Students who receive “I” or “RD” grades must notify the Financial Aid Office when records have been updated.

- **Maximum Time to Complete Program**: Students should obtain their educational objectives within 150% of the published length of time needed to complete their programs of study (degree or certificate). 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 require 60 units to complete; however, if needed students must complete their degrees by the time they attempt a total of 60 units (60 units \( \times 150\% = 90 \) 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 \( \times 150\% = 24 \) maximum units attempted).

  Only transferred units that are applicable to the student’s current program of study will count toward the 150% maximum unit requirement.

  Should a student change his/her program of study, the time spent and units earned in the first program of study will be applied towards the 150% maximum time to complete the new program of study.

  If, however, after completing his/her first program of study a student decides to pursue a second program of study, the student will be allowed another 150% timeframe to complete the new program of study.
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 counted towards the 150% maximum units’ requirement. Students will need to request the ESL courses be discounted from their 150% requirement.

Course repetitions are limited to the number of times specified in the College Catalog. Students may repeat courses only when an unsatisfactory grade is received, and repeated courses will be counted as part of the total number of attempted units.

- **Withdrawing from a Modular, Condensed or Class Shorter than the Standard Academic Semester:**

  The new federal regulations change the way withdrawals are determined and calculations are done when dropping one or more courses offered in a modular, or session, format:

  - A modular class is one that is shorter than the entire length of the semester or summer term, such as an 8-week session course, or an intersession course.

  - A student is considered to have withdrawn from the semester, for financial aid purposes, if that student does not complete all of the days in the semester or summer term that they were scheduled to complete. In other words, if, at the time you withdraw from a session course, and your remaining enrolled classes begin at a later date that term, you will be considered to have withdrawn from the term for financial aid purposes. If that occurs, we will be unable to re-determine your financial aid eligibility for that semester, or term, until we receive verification that you have attended the classes that begin later in the term. In some cases, that will mean waiting until grades are posted for the semester before we can re-determine your aid eligibility.

  Waitlisted courses do not count toward official enrollment status for financial aid purposes.

  **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**

- A student’s SAP evaluation period shall start from the first semester of enrollment in the Mission West Valley Community College District 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.

• Academic courses removed, deleted or purged are included in the evaluation.

• All aid applicants must have an eligible 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 U.S. mail if no e-mail address is available) 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 your degree or certificate as applies to the 150% maximum unit rule. Example: For degree programs usually a warning is issued by the time 60 units are attempted (90 units maximum allowed X .667). *Students in this status must attend a mandatory, One-Time-Only “SAP Probation Session” in order to receive their 2nd Pell disbursements.*

   • “**W**” Warning - The first term student fails to meet one or both of the SAP requirements. *Students in this status must attend a mandatory, One-Time-Only “SAP Probation Session” in order to receive their 2nd Pell disbursements.*

   • “**WP**” Warning Pace – The first term student fails to maintain a CUMULATIVE completion rate of 66.7% (2/3) of ALL attempted units at the end of the semester. *Students in this status must attend a mandatory, One-Time-Only “SAP Probation Session” in order to receive their 2nd Pell disbursements.*

   • “**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 2nd Pell disbursements.
• “DQ” Disqualification – Student fails to meet 20. Cumulative GPA requirements for two consecutive semesters.

• “DP” Disqualification Pace – Student fails to meet SAP requirements because of not maintaining a semester and/or cumulative completion rate of 66.7% of ALL attempted units 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:
  o Not completing at least 2/3(66.7%) of all the units attempted, and/or
  o 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 the 2/3(66.7%) units completion requirement and 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:

I. By failing to make satisfactory academic progress for two consecutive semesters of attendance.
   a. Example: A student attends fall 2015 and receives a 1.5 cumulative GPA at the end of the semester, consequently the student’s academic progress will be “WARNING.” The student then attends spring 2016, 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. OR

II. 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.

7. How to clear a “DISQUALIFICATION” status

If a student is disqualified because of two consecutive semesters in which he/she failed to make satisfactory academic progress (SAP), there are TWO ways to clear a Disqualification (DQ) status:

I. File a Satisfactory Academic Progress (SAP) Appeal and the appeal is “Approved” by the Appeals Committee. If the appeal is approved the student’s consequent SAP status will be “PROBATION,” OR

II. 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 a student is disqualified because of violating the 150% maximum units’ rule, to clear a Disqualification (DU) status he/she must:

File a “Satisfactory Academic Progress Appeal” form for consideration by the Financial Aid Satisfactory Academic Progress Appeals Committee for continued financial aid funding. If the appeal is approved:

I. 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 completion and cumulative GPA requirements are met at the end of all approved semesters. Lack of meeting these standards may result in the student being disqualified from financial aid eligibility.

8. **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.

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 student must be registered for classes for the current semester and have submitted all required documents to the Financial Aid Office.

- The deadlines to submit an appeal each semester will be on the instructions printed on the SAP Appeal Form and on the Financial Aid web site.

- Effective fall 2010, only ONE SAP appeal per academic year will be accepted with a maximum of THREE SAP appeals for the educational duration of the student’s career at colleges within the West Valley Mission Community College District.

- If appeal is “DENIED”, the student is not allowed to appeal the decision. The decision of the appeal committee is final.

- 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 unit rule MAY NOT be allowed to change their program of study as reason for the appeal.