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?**

   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 Mission or West Valley 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 2.0 cumulative GPA.

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These policies are effective fall 2017 and, as with all policies within the West Valley Mission Community College District, are subject to change, without notice, due to changes in federal, state and institutional regulations and policies.
• **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.

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

Grades of “F” (Fail), “NP” (Not Passed), “NC” (No Credit), “W” (Withdrawn), “RD” (Report Delayed), and “I” (Incomplete) are not considered completed units.

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 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)

Only transferred units that are applicable to the student’s current program of study will count toward the 150% maximum units’ 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 with the submission of an SAP appeal.

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.

Course repetitions 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.

- **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 word, 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 the first semester of enrollment whether or not receiving financial aid.
- Financial Aid Academic progress is evaluated at the end of the Fall and Spring semesters and Winter 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 a declared academic program of study with the Admissions & Records Office that:
  - Leads to an AA/AS Degree, or
  - 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”, “Disqualified” or when they are near attempting 150% of their program of study.

- **“S”** Satisfactory - Student meets ALL SAP requirements to receive federal student aid.
- **“WA”** Warning - The first term student fails to meet either or both the GPA and pace requirements.
- **“DQ”** Disqualification – Students have received this status because of failing to meet at least a 2.0 Cumulative GPA and/or not maintaining a semester and/or cumulative completion rate of 66.7% of ALL attempted units for two consecutive semesters. Also, Students who have attempted or exceeded the 150% maximum units required to complete their program of study are given this SAP status.
- **“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.

• “P” Probation - This status is given after an SAP Appeal (disqualification due to not making SAP for two consecutive semesters) is approved for one semester. It is also 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.

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 “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:** Student attends fall 2017 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 2018, 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. Also, student becomes ineligible when it is mathematically impossible for student to complete program of study within 150% of its length.

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 Appeal” form and the appeal is “Approved” by the Financial Aid Satisfactory Academic Progress Appeals Committee. If the appeal is approved the student’s consequent SAP status will be “PROBATION”.

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 (DQ) status he/she must:

I. 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 the student may be awarded up to four approved semesters and the student’s SAP status during those approved semesters is one of “Probation thru Probation4” (P, P2, P3 or P4) on the following conditions: Must complete 100% of units attempted and obtain at least a 2.0 GPA at the end of all approved semesters. Lack of meeting these standards will 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, Work-In-Progress, and the completion of the appeal form.

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

I. 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.

II. 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.

III. Only ONE SAP appeal per academic year (fall, spring & summer) 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.

IV. For students that may take several semesters to regain the federal minimum standards, their approved appeal may be extended if they complete ALL of their semester classes with a minimum 2.0 semester GPA.

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

VI. 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.