

SATISFACTORY ACADEMIC PROGRESS (SAP) 101

You have been assigned by Student Financial Services (SFS) to complete this Lesson because of your ineligible status. If you chose to appeal this status, please read through the information in Lessons 1, 2 and 3, and then complete the attached Quiz.

SAP 101 consists of three Lessons. They are designed to provide you with knowledge and an understanding of the following:

- 1) *Satisfactory Academic Progress (SAP) Definition—See Lesson 1 Below*
- 2) *Components and standards that will determine the specific reason for which you are Appealing, and examples of Extenuating Circumstance—See Lesson 2 Below*
- 3) *The Appeal process—See Lesson 3 Below*

You must:

- Read the Information in Lessons 1,2 and 3 **CAREFULLY (See below)**
- Complete the SAP 101 Quiz with a score of 100%
- Submit the Quiz and Official Documentation (if applicable) with your Appeal Form

All of the required documents can be submitted to Student Financial Services (SFS) Counseling/Outreach office or any of the SFS offices at Moreno Valley, Norco or Riverside.

If you do not have access to a computer, you may pick up a copy of the Lesson and the Quiz at any SFS office on each campus.

LESSON 1 – SAP DEFINITION

The United States Department of Education requires that the academic progress of financial aid students be reviewed each academic year to determine if Satisfactory Academic Progress (SAP) has been achieved. The government requires that students who apply for financial assistance meet Qualitative and Quantitative Standards.

QUALITATIVE STANDARD

Students that have attempted 12 units or more at Riverside Community College District (RCCD) must have a cumulative Grade Point Average (GPA) of 2.0.

QUANTITATIVE STANDARD

Once students have attempted 12 units or more at RCCD, students must have completed at least 67% of the cumulative units attempted. This is to ensure that students are making progress toward their goal.

Students must complete their educational objective (graduation, transfer, certificate etc.) by the time they have attempted 90 units. This includes ALL units attempted at RCCD. This limit may be higher or lower based on actual academic program requirements.

On a case-by-case basis, a change of major will be taken into consideration. Students are permitted to change their educational objective one time only.

Repeated classes: financial assistance may be awarded to cover the cost of courses previously taken to improve a grade of D, F, W, NC, NP, IB, IC, ID, IF or I. However, *repeated semester units will count toward the 90 unit maximum allowed*. RCCD pays for repeated courses one time only.

If you are currently completing a degree in the following fields, you may be eligible for financial assistance beyond the 90 unit maximum:

Nursing, LVN, Physician's Assistant or Dental Hygiene

LESSON 2 – INELIGIBILITY AND EXTENUATING CIRCUMSTANCES

Once a student has had a probationary year, but still does not meet the SAP standard (GPA is below 2.0 and/or completion rate is below 67% and/or has attempted 90 or more units), this student will become INELIGIBLE for Financial Services. Once the student has become Ineligible, he/she has the right to Appeal this status.

An Ineligible student may submit an Extenuating Circumstances Appeal Form if the student believes there are Extenuating Circumstances surrounding his/her failure to maintain SAP. Examples of Extenuating Circumstances that must be supported by Official Documentation are:

- Death of an immediate family member
- Illness (Self, child or parent) where care was needed
- Major car accident
- Homelessness or eviction
- Victim of a crime or unexpected disaster

Submitting an Appeal with Official Documentation will be needed if your ineligibility is based on:

- GPA below 2.0 and/or
- Completion rate is below 67%

If you are ineligible only because you have attempted 90 units or more, you will not need to submit Official Documentation. However, you will need to complete a statement indicating that you have attempted 90 units or more due to one or more of the following reasons:

- A one time change of major or goal
- Returning for a second goal
- Completing a number of ESL courses, Basic Skills courses (Math 50, 51, 63, 64, English 60A, 60B, Reading 81, 82, 83), or AP or military credits
- High unit requirements for your transfer major (Math, Science, Engineering or Computer Science)

LESSON 3 – THE APPEAL PROCESS

For students whose GPA is below 2.0 and/or completion rate is below 67%, the Appeal packet must include:

- Official Documentation of Extenuating Circumstances. The Extenuating Circumstances must have occurred during a semester that caused you to fall below the SAP standard.
- A current Student Educational Plan (SEP) and Re-Admit Contract (if applicable). A letter from you explaining your situation is not sufficient and will be denied. The SEP must have been created using all transcripts from all other colleges attended.
- A statement from you indicating the changes you have made to ensure that you will meet the Satisfactory Academic Progress standard if you are given another probationary year.
- If your Appeal is Approved, you will be required to sign an “Appeal Approved Probation Contract” and an Approved Class List (ACL) will be given to you listing the specific courses needed to complete your goal.

For students whose GPA is a 2.0 or higher and completion rate is 67% or higher but has attempted 90 units or more, the Appeal packet must include:

- A current Student Educational Plan . The SEP must have been created using all transcripts from all other colleges attended.
- A statement from you indicating the reason(s) for attempting 90 units or more (e.g. Basic Skills classes, AP or military credits, Change of Major once only, returning for second goal, or high unit major – Math/Science/Engineering/Computer Science, etc.)
- If your appeal is approved, you will be required to sign an “Over 90 Unit Appeal Approved Contract” and an Approved Class List (ACL) will be given to you listing the specific courses needed to complete your goal.

SAP 101 – QUIZ

Submit this page with your Appeal Form, written statement and Official Documentation (if applicable)

Name _____

Student ID or SSN _____

Circle the correct answers

1. The letters SAP stand for:
 - A. Satisfactory Attendance Performance.
 - B. Serving All People.
 - C. Satisfactory Academic Progress
2. One standard of meeting SAP is:
 - A. Having a completion percentage rate of 60%
 - B. Completing your goal prior to attempting 150 units.
 - C. Having a Grade Point Average of 2.0 or higher.
3. Quantitative standards at Riverside Community College mean:
 - A. Completing 67% of all units attempted and being allowed 90 attempted units to accomplish your goal(s) at RCC.
 - B. Being allowed the quality of life and respect due to me as a student.
 - C. Living up to the standards and expectations that the Student Financial Services department and Dean require of me.
4. Which specific SAP standard(s) do you believe you are not meeting? *Circle all that apply to you.*
 - A. My cumulative GPA is below a 2.0.
 - B. My cumulative percentage completion rate is below 67%
 - C. I have attempted 90 or more units prior to completing my goal(s).
5. When John graduated from high school, he did not take school seriously. He is now older and wiser and doing better in college.
 - A. This is a good example of Extenuating Circumstances.
 - B. This is an example of why he should have gone from Junior High directly to college.
 - C. This is not an example of Extenuating Circumstances.
6. Jessica has attempted 95 units and her GPA and completion rate are above the minimum requirements. In order for her appeal to be approved, she would need to:
 - A. Write a statement indicating that she changed her major from Business to Nursing (or other majors).
 - B. Provide official documentation of a death to an immediate family member.
 - C. Meet with the President of RCC as soon as possible.
7. Maria's overall completion rate was 66.95%. Therefore she is meeting SAP standards.
 - A. True. Financial Aid staff will round this total to 67% automatically.
 - B. False. She is not meeting SAP, therefore she is ineligible.
 - C. True. As long as her GPA is above 2.0 and she has not attempted 90 units, she should still be eligible.
8. Joe has attempted 20 units and his GPA is 1.98 and his completion percentage rate is 66.98%. In order for his appeal to be approved, he is required to:
 - A. Provide Official Documentation regarding his Extenuating Circumstance.
 - B. Continue receiving financial assistance because he is close and the financial aid office will round his totals up to a 2.0 and 67%.
 - C. Bring in all of his transcripts for review, because this will help Student Financial Services understand his situation.
9. Diana's GPA is below 2.0 and her completion rate is below 67%. Her Appeal Packet must consist of:
 - A. A personal statement explaining her situation along with her FAFSA application.
 - B. Official documentation of her Extenuating Circumstances, a Student Educational Plan and/or Readmit Contract and a statement indicating the changes that she has made in her life to ensure that she will meet Satisfactory Academic Progress standard if she is given another probationary year.
 - C. A statement explaining that she had to take a number of Remedial or Basic Skills classes.

Submit this page with your Appeal Form, written statement and Official Documentation (if applicable) – see Appeal Form for all instructions