SATISFACTORY ACADEMIC PROGRESS (SAP) 101-(2013/2014)  
RIVERSIDE CITY COLLEGE  
STUDENT FINANCIAL SERVICES

You have been assigned by Student Financial Services (SFS) at Riverside City College (RCC) to complete this Quiz because of your ineligible status. If you choose 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 office at RCC.

If you do not have access to a computer, you may pick up a copy of the Lesson and the Quiz at RCC’s SFS office.

LESSON 1 – SAP DEFINITION

The United States Department of Education requires that students applying for financial assistance must be enrolled in a program for the purpose of completing an AA/AS Degree, transfer requirements, or certificate program. All students must have their academic progress reviewed to determine if Satisfactory Academic Progress (SAP) has been achieved. The government requires that students who apply for financial assistance meet two standards:

**Qualitative Standard**
All students at RCC must have a Cumulative Grade Point Average (GPA) of 2.0.

**Quantitative Standard**
All students must complete a certain percentage of units attempted in order to make progress toward their goal. There are two parts to this standard:

1) **Pace of progression:** Students must complete at least 67% of the cumulative units attempted. If you are unable to finish your program within the maximum time frame, as explained below, you may lose eligibility for Title IV aid.
2) **Maximum Time Frame:** Students must also complete their educational objective (graduation, transfer or certificate) by the time they have met their specific Maximum Time Frame as it relates to their Academic Plan or Program of Study at RCC. This includes ALL units attempted at RCC. A student can only receive financial assistance for a maximum of 150% of the published length of the program.

**Evaluation**
All students will be evaluated at the end of each semester to determine if they are meeting the standards listed above, beginning with the Fall 2011 semester.

*If you have attempted less than 12 units at RCC, you will be required to maintain a 1.5 Cumulative GPA and must complete 50% of the courses you attempt to maintain SAP. Once you have attempted 12 or more units, you will be held to the standard as explained above.*
**Grade Standards**  
All semester units at RCC include:

- **Attempted units include:** A, B, C, D, F, CR, P, NC, NP, FW, W, I, IB, IC, ID, IF
- **Completed units are units with a grade of:** A, B, C, D, CR, P
- **Transfer credits from other institutions will be included as attempted and completed units in the SAP calculation.**

Courses in which a student receives a grade of F, NC, NP, FW, W, I, IB, IC, ID and/or IF will not be counted as completed units for satisfactory academic progress purposes but will be counted as attempted units.

Only practicum/labs that are required, recommended or academically beneficial should be taken at the same time as the corresponding course.

Adding and/or dropping units after the first grant disbursement will require a review and possible adjustment of any future disbursements. Student Financial Services follows all Title IV regulations in relation to financial assistance regulations for repeated courses and IP grades.

**SAP Warning:** Students failing to meet SAP will be placed on a 1 semester “warning” which will allow them to receive financial assistance even though they are not meeting the SAP standard. This “warning” is only for students who have **not** previously received a warning/probationary period at RCC. If after the “warning” semester the student is still not meeting the SAP standard, they will become **ineligible.**

**Lesson 2 – INELIGIBILITY AND EXTENUATING CIRCUMSTANCES**

**SAP Ineligible:** A student can become ineligible for the following reasons:

1) Student fails to meet “Pace of Progression” after their “warning” semester and/or
2) Student exceeds the maximum time frame, 150% of the published length of their program.

Students on an SAP Ineligible status can appeal this status and if the student’s appeal status becomes Appeal Approved, the Appeal Approved status is a Once during the student’s lifetime at Riverside Community College District (RCCD). In order to appeal due to not meeting Qualitative Standards or Pace of Progression, the student must have extenuating circumstances that occurred during the period that the student did not meet SAP. To appeal, the student must document the extenuating circumstances for not meeting SAP and must provide official documentation. Some examples of extenuating circumstances that must be supported by providing official documentation may include:

- Death of an immediate family member
- Documented illness
- Major accident or injury of yourself or an immediate family member
- Victim of a Crime
- Homelessness

**Valid Reasons for appealing due to Exceeding the Maximum Time Frame may include:**

- Change in major or goal (1 time only)
- Return for a second goal
- Completed Remedial (ESL or Basic Skills) courses which affected the maximum time frame requirement
- High Unit Majors or Transfer Majors such as Nursing, Vocational Nursing, Engineering, Computer Science, Math & Science (Biology, Chemistry, Physics etc.)

Students must turn in their extenuating circumstances appeal to their home college only, in this case Riverside City College. Each student who is approved for a “probationary” period must have an official Two Year Student Educational/Academic plan developed which will outline the courses the student may receive financial assistance for. This will require official transcripts from all previously attended colleges and universities in order for the Student Educational Plan to be considered official. Please see the consumer guide on our website listed below for critical information and deadlines.
Note Page 8 RCC Catalog: Students planning to graduate from Riverside City College, or needing to use courses from another college/university as a prerequisite, must submit all official transcripts to Riverside Community College District. See Section III Graduation Requirements in this catalog for further information on course acceptance from other institutions. This is why All Official Transcripts from previously attended colleges or universities must be received at RCCD in order for a Counselor to complete an official two year Student Educational/Academic Plan that will be accepted for your FA Appeal or FA Student Loan.

SAP Probation: You will be placed on “Probation Status” only if your ineligible status was approved. Students on “Probation Status” will be monitored each semester and the student must meet the SAP standard (2.0 GPA & 67% Pace of Progression) each semester in order to maintain their probationary status. This status begins the day the student’s Appeal is Approved.

If you fail to meet SAP while on “Probation Status”, you will become Appeal Ineligible, and you will no longer be eligible to receive financial assistance until you bring your SAP up to a Qualitative Standard of a 2.0 GPA and 67% Pace of Progression prior to Exceeding the Maximum Time Frame. Most students may still be eligible for the BOGW or Fee Waiver even if they are Ineligible for the Pell Grant, Cal Grant, Federal Work Study, Student Loans, etc.

Please meet with your SFS Counselor at your home college/RCC, utilize tutorial services and time management in order to maintain your financial assistance eligibility. Please see the Student Financial Services consumer guide for additional information regarding SAP at: www.rcc.edu/studentfinancialservices

Lesson 3 – The Appeal Process

For students who did not meet the Pace of Progression of a 2.0 GPA and/or their 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 two year Student Educational/Academic Plan. A letter from you explaining your situation is not sufficient and will be denied. The two year Student Educational/Academic Plan will need to be created using all official transcripts from all other colleges and/or universities attended.
- A statement from you indicating the changes you have made to ensure you will meet the SAP standard once your status has changed to probation.
- This must be submitted to the Student Financial Services office at RCC.
- If your Appeal is approved, you will be required to sign a “Probation Contract” and an Approved Class List (ACL) will be given to you listing the specific courses required/needed to complete your academic goal.

For students with a Cumulative 2.0 GPA or higher and Pace of Progression completion rate of 67% or higher but have Exceeded the Maximum Time Frame, the Appeal packet must include:

- A current Two Year Student Educational/Academic Plan (SEP/AP). The Two Year Student Educational/Academic Plan needs to be created using all official transcripts from all other colleges and/or universities attended.
- A Valid Reason/Statement from you indicating why you Exceeded the Maximum Time Frame (e.g. ESL classes, Basic Skills classes, AP or military credits, Change of Major/Goal once only, returning for second goal, or high unit major – Nursing, Vocational Nursing, Math/Science/Engineering/Computer Science, etc.)
- This must be submitted to the Student Financial Services office at RCC.
- If your appeal is approved, you will be required to sign a “Probation Contract” and an Approved Class List (ACL) will be given to you listing the specific courses required/needed to complete your academic goal.
SAP 101 – QUIZ

Circle the correct answers

1. The letters S.A.P. stand for:
   A. Satisfactory Attendance Performance.
   B. Serving All People.
   C. Satisfactory Academic Progress.

2. One standard of meeting S.A.P. is:
   A. Having a completion percentage rate of 60%.
   B. Completing your goal prior to attempting 150 units.
   C. A Qualitative Standard of having a Cumulative Grade Point Average of 2.0 or higher.

3. One Quantitative standard at RCC includes:
   A. Pace of progression: You must complete at least 67% of your cumulative units attempted.
   B. I am allowed the quality of life and respect due to me as a student.
   C. Living up to the standards and expectations that the SFS department and Dean of Athletics require of me.

4. Which specific S.A.P. standard(s) do you believe you are not meeting? Circle all that apply to you.
   A. Qualitative Standard - cumulative GPA is below a 2.0.
   B. Pace of Progression - cumulative percentage completion rate is below 67%.
   C. Exceeded the Maximum Time Frame prior to completing my Program of Study goal.

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; her GPA is a 2.70 and Pace of Progression/completion rate is 71%. Therefore, she is not meeting the Maximum Time Frame. In order for her appeal to be approved, she would need to:
   A. Write a statement indicating the Valid Reason that she has a high unit Transfer Major of Biology.
   B. Provide official documentation of a death to an immediate family member.
   C. Meet with the President of the United States of America as soon as possible.

7. Maria’s overall completion rate was 66.95%, and her GPA is 1.98. Therefore, she is meeting SAP standards because of the rounding up system that is part of SAP.
   A. True. Financial Aid staff will round there Pace of Progression total to 67% and their Qualitative Standard to a 2.0 GPA automatically.
   B. False. She is not meeting SAP; therefore, she is ineligible and she has the option of filing an appeal.
   C. True. As long as Maria is close to both of these goals, she is considered to be a better than average student and strong consideration on the part of the Confederation of America as well as the Avengers will go out of their way to defend her honor and rights to continue to receive financial assistance.

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 considered for approval, he is required to:
   A. Provide Official Documentation regarding the Extenuating Circumstance that occurred during the semester that caused him to go ineligible, submit an explanation on the appeal form, an official two year SEP and SAP 101 quiz.
   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 SFS understand his overall situation.

9. Diana’s Cumulative GPA is below 2.0. Her Cumulative Pace of Progression/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 current two year Student Educational/Academic Plan and a statement explaining her extenuating circumstances that happened during the semester that caused her to go ineligible and a statement indicating the changes she has made in her life to ensure she will meet the SAP standard beginning now.
   C. A statement explaining 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.