

## MY SAP WORKSHEET

There are references to assist you in completing this worksheet:

- The Satisfactory Academic Progress policy and requirements for financial aid at SRJC is located on the financial aid website: <https://financialaid.santarosa.edu> Click on "Satisfactory Academic Progress Requirements."
- Your Financial Aid SAP located in your student portal: login to your portal and click "My Financial Aid SAP."

Student Name (please print) \_\_\_\_\_

### Requirements Checklist:

- Admitted as a regular student at SRJC. If you are enrolled as a High School Concurrent Enrollment student, on Academic Dismissal, or Progress Dismissal with the college, you are considered a specially admitted student and are not eligible for financial aid at SRJC. Once you have worked your way off dismissal status with SRJC, you may petition for financial aid eligibility if you do not yet meet SAP standards.
- OVERALL minimum GPA of 2.0 for all coursework completed at SRJC, including all coursework transferred into SRJC. From my portal: MY OVERALL GPA: \_\_\_\_\_
- Must have a 67% completion rate for ALL units attempted at SRJC, including all units transferred in to SRJC.

From my portal:

MY COMPLETION RATE: \_\_\_\_\_%

UNITS ATTEMPTED: \_\_\_\_\_

UNITS COMPLETED: \_\_\_\_\_

- New or continuing student? Choose or continue an SRJC program that is eligible for financial aid. Declared educational goal in your student portal should reflect this.  
Eligible goals: Associate Degrees (all majors at SRJC), preparatory coursework to transfer to a university, or a Certificate Program minimum 16 units in length.

MY EDUCATIONAL PROGRAM/GOAL:

\_\_\_\_\_

- Be within 150% of the length of your program (units attempted) to qualify for financial aid. (Ex: Associate's Degree = 60 units x 150% = 90 units attempted total).

LENGTH OF MY EDUCATIONAL PROGRAM GOAL: \_\_\_\_\_ x

150%= \_\_\_\_\_

- MY TOTAL DEGREE APPLICABLE UA (Units Attempted) so far: \_\_\_\_\_

Over 150% of units attempted? You are ineligible for financial aid at SRJC. Includes students with Bachelors or advanced degrees.

### Requirements Checklist

- May file an appeal for Financial Aid Eligibility due to exceeding maximum timeframe, explaining your need for retraining or additional education.
- Develop Financial Aid Education Plan with counselor indicating remaining required coursework to complete this goal. Requests for extensions are reviewed case-by-case.

You must pass and complete coursework each term that you receive financial aid. If you dropped and/or did not pass all classes in a term that you received financial aid, then you are ineligible for future financial aid at SRJC.

An Appeal of Financial Aid Eligibility is available for students who do not meet Satisfactory Academic Progress standards. If you can provide supporting documentation of unique or unusual circumstances that were outside of your control, prohibited course completion, and will not reoccur, then:

1. You must attend a Financial Aid SAP Workshop (in person or online)
2. Complete and submit an Appeal

Appeals are reviewed case-by-case. Students with multiple terms of poor academic progress will most likely be denied financial aid eligibility until they have completed some coursework toward their eligible program/goal, raised their GPA, and/or raised their completion rate—have shown improved progress, demonstrated successful progress in an eligible program, and are much closer to meeting SAP standards.