WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
SATISFACTORY ACADEMIC PROGRESS (SAP)
2011-2012 ACADEMIC YEAR

Name________________________________________________ Home Phone ___________________________
Cell ___________________________  E-mail ______________________________________________________

Federal Regulations state that all students receiving student financial assistance must have a declared eligible
program of study leading to a degree, certificate or transfer eligibility, and are taking courses that lead to that
degree, certificate or transfer program. Regardless of whether or not students were recipients of financial aid
previously at the college, student aid recipients are required to meet and maintain the college’s Financial Aid
Satisfactory Academic Progress (SAP) policies.

This page must be READ, INITIALED, SIGNED AND RETURNED to the Financial Aid Office
before your application for aid is considered complete.

I have been informed and acknowledge that the information on this form as well as more specific
information on the Steps to Apply for Financial Aid, Document Requirements, Student Eligibility Requirements,
Financial Aid Funding Programs and Resources, Cost of Attendance, Aid Awarding & Revision Policies, Financial
Aid Disbursements, Return of Title IV Policies, Satisfactory Academic Progress Policy (SAP), are available on the
internet for West Valley College at www.westvalley.edu.

I am making or maintaining satisfactory academic progress (SAP) when I have a minimum cumulative
grade point average (GPA) of 2.0 or higher and I complete 2/3 or 66.7% of the units attempted for the semester.
Failing to meet these standards will result in a Warning status.

I understand I will be placed on Financial Aid Disqualification (FADQ) if I fail to meet SAP in two
consecutive semesters and/or attempted over 150% of units required to complete my educational goal and/or have
earned a BA/BS degree (even if it is from another country).

I understand that completing a course is defined as earning a grade symbol of either A, B, C, D, or P and
that the grade symbols considered as not complete are F, W, NP, I (Incomplete), IP (In Progress), and RD (Report
Delayed). I also understand that if any of my grades are changed for any reason, I am responsible for notifying the
Financial Aid Office of these changes and that reconsideration of SAP will only be made after my notification.

I understand that dropping all courses (0.0 units) at any time during the semester will be considered
unsatisfactory progress. If a disbursement is received and there is no notation of attendance on the student’s
transcript, SAP will also be assessed for the term when financial aid was received.

I understand I have the right to appeal actions taken related to my not meeting SAP. Appeals must be made
in writing to the Financial Aid Office using the Appeals Packet which may include additional documentation.
A maximum of three appeals will be considered by the Appeals committee during a student’s attendance at West
Valley College. Students with a BA/BS degree may be eligible, if approved, for up to a total of one year.

I understand that I may ask any questions pertaining to my personal financial aid awards package and
criteria surrounding those award determinations.

I understand that my specific financial aid status and information will be kept private and will not be
released to anyone other than the student with appropriate identifying documents.

Over please
I understand that I am responsible for notifying the Financial Aid Office, in writing, of any changes to my academic program or in my financial resources that might affect my student award eligibility.

I understand that the Financial Aid Office may request/require verification of information provided on the Free Application for Federal Student Aid (FAFSA).

I understand that if I enroll in late start classes, units from these classes may not be included in my SECOND financial aid payment. It is my responsibility to verify it with the Financial Aid Office.

I understand that changes on my enrollment status (i.e. from full time to part time) and/or completing 0.0 units during a semester may require me to pay back all or a portion of financial aid funds received.

I understand that my financial aid and academic records are accessible by the staff of both Mission College and West Valley College under a shared district data system and consortium agreement.

I understand changes to Federal and State Financial Aid Programs occur throughout an academic year. It is my responsibility to stay current with any upcoming changes by accessing the Financial Aid website at www.westvalley.edu.

I have received a valid high school diploma, GED or equivalent from:

____________________________________
HIGH SCHOOL NAME /ORGANIZATION

GRADUATION DATE (Month/Year)

I certify that all information provided to Financial Aid is true, correct and accurate to the best of my knowledge. Any false statements or misrepresentations will be cause for denial, reduction, withdrawal and/or repayment of financial aid and may subject to a fine or imprisonment or both, under the provisions of the U.S. Criminal code.

My signature below authorizes the college to collect any outstanding charges for tuition and fees from this year or prior years. The charges will be deducted from my federal aid disbursement automatically. At this time, I also authorize payment for any other educationally related charges for this year or prior years, but am free to cancel this authorization at any time.

Signature ___________________________ Student ID Number ___________________________ Date ___________________________