

## Satisfactory Academic Progress

In order to maintain eligibility for Federal and State financial aid programs, students are required by the US Department of Education and the State of New York to maintain **Satisfactory Academic Progress (SAP)** as they work toward completing their degree. LaGuardia Community College has established guidelines to promote timely completion of its educational programs, which is applied to all matriculating students.

There are three components to the college's Federal Satisfactory Academic Progress standard:

**1. Minimum GPA-** To be in good academic standing you must earn a minimum GPA based on attempted credits. While enrolled at LaGuardia, the college uses your cumulative GPA to evaluate how you are progressing in your studies. The following minimum retention standards must be met in order to avoid academic probation or academic dismissal:

| Credits Attempted | Minimum GPA Required |
|-------------------|----------------------|
| 0.1 - 12.9        | 1.50                 |
| 13.0 - 24.9       | 1.75                 |
| 25 or more        | 2.00                 |

**2. Maximum Time Frame -** LaGuardia Community College is a two-year institution. The degree programs average 60 credits and are designed to be completed in two years or less. The credits a student has attempted is no more than 150% of the credits normally required for the degree. As an example, you may not attempt **more than 90 credits** to earn 60 credits.

**3. Pace of Progression -** You must successfully complete a certain percentage of the total number of credits that you attempt according to the following chart:

### Pace of Progression Chart

|                   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|-------------------|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Credits Attempted | 6 | 12 | 18 | 24 | 30 | 36 | 42 | 48 | 54 | 60 | 66 | 72 | 78 | 84 | 90 |
| Credits Earned    | 0 | 0  | 2  | 4  | 6  | 13 | 19 | 23 | 27 | 33 | 39 | 44 | 49 | 55 | 61 |

### How often is progress evaluated

Once a year. After the end of the Spring term your academic record will be measured against the three progress components to determine if you are making satisfactory academic progress. All your courses on your academic record and **all courses accepted for transfer are included** even if you received no federal financial aid for those courses.

## Academic progress & pursuit requirements for State Aid (TAP)

In order to be eligible for TAP, students must meet the requirements below,

1. You must be registered full-time as of the financial aid certification date. A major must be declared and all classes must be part of the major.
2. You must be making satisfactory academic progress towards your degree. In each semester that you wish to receive an award, you must meet the following standards:

- Successfully pass a specified number of credits and achieve a grade point average at a specified minimum level (See College Catalog)

- You must pursue your courses at a specified level of completion. Completion means receiving any LaGuardia grade except WA, W or WU. Grades of R and F are acceptable.

In addition to the academic requirements described above, you must also meet certain residency requirements, citizenship requirements, and financial program criteria. A full explanation of these regulations are listed on the College webpage,

[www.LaGuardia.edu/PayingForCollege/](http://www.LaGuardia.edu/PayingForCollege/)

If you receive TAP awards at another school prior to attending LaGuardia, you must meet the academic performance for your TAP payments based on the number of transfer credits you received.

## If your SAP progression does not meet the requirements

All students who have been placed on financial aid suspension may appeal through the college's established institutional SAP appeal process to retain eligibility for Title IV assistance. Your appeal must be based on extenuating circumstances resulting from events in your life, such as personal illness, injury, illness or death of a family member, loss of employment, or changes in your academic program. You must explain in detail how these circumstances affected your ability to make satisfactory academic progress, and what changes you have made that would allow you to meet the appropriate academic progress standard in a future evaluation.

### SAP Appeal Process

The Satisfactory Academic Progress appeal form can be found via Student Forms. On your CUNYfirst "To Do" list, click on the "Finaid Academic Progress Issue" link to take you to Student Forms. Complete the SAP Appeal request form and print out academic plan document. To complete the academic plan, you must meet with an academic advisor. The academic plan must be signed by you and your Academic Advisor before submission. Upload SAP appeal, academic plan, and additional documentation to support your basis for an appeal by the SAP appeal deadline. You will be notified within 2 to 4 weeks.

Please go to [www.laguardia.edu/payingforcollege/](http://www.laguardia.edu/payingforcollege/) for "Important Dates and Announcements" for SAP appeal deadline date.

## Payment Options

We are committed to helping you finance your education in a way that best suits your needs. Please check your "Total Due" and payment date on CUNYfirst. Review the information below to help choose the payment option that is right for you.

- Credit Card, Debit Card or Bank Check via CUNYfirst
- Enroll in an Interest-free Payment Plan with Nelnet (Partial Payments)
- Apply for Emergency Financial Aid
- Third-Party Voucher from your Employer or Sponsor



# Federal & State Satisfactory Academic Progress Requirements

This information is subject to change without notice due to changes in Federal and State financial aid regulations. Students who have questions about financial aid and the SAP policy should consult Student Financial Services in C-107. Additional information is available online at: [www.laguardia.edu/PayingForCollege/](http://www.laguardia.edu/PayingForCollege/)

**Student Financial Services**  
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