



- **Completion rate is computed by dividing the total number of units completed by the total number of units attempted (including courses with earned "W" grades and units transferred into the institution).**

**Time Frame: Students must complete their educational objective (graduation, transfer, certificate, etc) in a period of time that is n**

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**If a student loses financial aid eligibility due to not meeting SAP requirements, the student may appeal (see Financial Aid SAP Appeals) the ineligibility with supporting documentation to the West Valley College Financial Aid (WFA) office**

**An approved appeal's decision will result in the student being placed on SAP probation**

**Students may receive financial aid during terms of probation**

**Students can regain eligibility by making SAP at the end of one term of probation**

**Students must complete 67% of the units attempted along with a cumulative 2.0 GPA while on probation**

**Students must follow their academic plan while on probation**

#### **Probation Sub statuses**

**‘P4’ Probation - Four terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified**

**‘P3’ Probation - Three terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified**

**‘P2’ Probation - Two terms of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified**

**‘P’ Probation - The final term of additional financial aid eligibility after SAP Appeal Approved for students who had been disqualified**

**The school will verify each term that the student is following the academic plan and/or meeting terms of probation; if not, the student becomes ineligible for federal and state student aid until SAP standards are met.**

#### **V. Reestablishing Eligibility**

- 1. Students may reestablish their eligibility by meeting the Pace of Progression 67% completion rate standard along with a minimum cumulative GPA of 2.0**
- 2. If a student successfully files a Financial Aid SAP Appeal after failing to meet SAP requirements during the financial aid warning period and the appeal is approved, the student will be placed on financial aid probation. During the financial aid probation period, a student remains eligible for financial aid.**

#### **VI. Financial Aid SAP Appeals**

**If a student loses financial aid eligibility due to not meeting SAP requirements, the student may appeal the ineligibility by submitting a Financial Aid SAP Appeal Form with supporting documentation to the West Valley College Financial Aid (WFA) office**

**An appeal is usually granted when there is an extenuating circumstance that prevented the student from meeting SAP standards. Examples of an extenuating circumstance include but not limited to a student's serious illness and hospitalization or the death of a student's family member:**

##### **1. Appeal Submission**

