

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 - La Guardia 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 (you may not attempt **more than 90 credits** to earn 60 credits).

3. Pace of Progression -Students must complete a minimum of 67% of the cumulative credits attempted. Unofficial withdrawals (WU), non-attendance (WN), Withdrawal (W) are considered non-grades and are counted as **attempted credits**. 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	12	18	24	30	36	42	48	54	60	66	72	78	84	90
Credits Earned	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.

If your SAP progression does not meet the requirements

You may appeal to the committee on Academic Standing to regain eligibility to receive Federal Student Aid. Your appeal **must** be based on mitigating circumstances resulting from events in your life, such as personal illness or 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 caused you not to make satisfactory progress and what changes you have made that would allow you to meet the appropriate progress standard in a future evaluation. Your appeal **must** also include a reasonable and attainable academic plan that, if followed, will ensure that you will complete your academic program or make substantive progress towards completing your program in the terms for which you wish to receive financial assistance. The appeal form is available at: <http://www.laguardia.edu/Financial-Aid/Financial-forms/> or at C-107.

After completing this form with an academic advisor, you will need to submit the application to the Financial Aid Office at C-107 for processing.

Deadline dates to submit appeal are posted on our website.

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 chart)

- You must pursue your courses at a specified level of completion (see chart). 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/

The Academic performance chart on the next page illustrates the requirements, if you fail to meet these requirements, you become ineligible for your next scheduled TAP payment.

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.

	First payment in 2007-08 through & including 2009-10 and for the students who meet the definition of "Remedial Student" in 2010-11 and thereafter	First payment in 2010-11 and thereafter for non-remedial students
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Payment #	Equated credits completed in prior term (session I & II)	Cumulative credits earned	cumulative GPA	cumulative credits earned	cumulative GPA
1	0	0	0	0	0
2	6	3	0.50	6	1.3
3	6	9	0.75	15	1.5
4	9	18	1.3	27	1.8
5	9	30	2.0	39	2.0
6	12	45	2.0	51	2.0
7	12	60	2.0	60	2.0
8	12	75	2.0	75	2.0

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/



Federal & State Satisfactory Academic Progress

Student Financial Services
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