

## Federal Satisfactory Academic Progress (SAP)

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

### Satisfactory Academic Progress Standards

#### 1. Minimum GPA

Students must maintain the minimum GPA below based on the credits attempted:

Undergraduate Standards	
Total Credits Attempted	Minimum Cumulative GPA Requirement
0.1-12.9	1.50
13.0-24.9	1.75
25 or more	2.00

#### 2. Maximum Timeframe

You may not attempt more than 150 percent of the credits required for the degree you are seeking. You are required to take 60 credits to complete your undergraduate degree program, you cannot attempt more than 90 credits.

#### 3. Completion Rate (Pace of Progression)

You are required to successfully complete a percentage of the cumulative credits attempted. Credits attempted reflect the cumulative course loads maintained in your permanent enrollment record at the college. Earned credits include all courses in which a passing grade was received (**A, B, C, D**). Courses with the following grades - **F, NC, WD, WA, WU, or W** –are **not** considered as successfully completed.

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

## Satisfactory Academic Progress Eligibility Review

At the conclusion of the spring semester, Student Financial Services reviews students for Satisfactory Academic Progress (SAP) whether or not you received financial aid for the semester.

### SAP Appeal Process

If you have been placed on financial aid suspension, you may submit an appeal to the Committee on Academic Standing to request federal student aid for future semesters. The Committee's decisions are final and cannot be appealed.

#### Step 1. Accessing your appeal

The Satisfactory Academic Progress Appeal and [SAP Academic Plan](#) forms can be found via Student Forms. Please follow the steps below:

1. Log into your CUNYFirst **Student Center**.
2. If you see "**Finaid Academic Progress Issue**" listed on your **To Do List**, click on the link and it will direct you to the CUNY Student Forms page. If the link does not work, you can visit your **Task and Holds** window.
3. Once you are directed to **Student Forms**, you will be required to comply with the 2- steps authentication by providing a valid email address or phone # where you will receive a secure code.
4. Once you've successfully created your account, you will be able to take care of your SAP Appeal tasks electronically.

#### Step 2. Meet with an Academic Advisor

You must meet with an academic advisor to develop an attainable academic plan outlining the courses you need to complete for the term. **Important: Academic Plans must be signed by an academic advisor before submission. Academic plans without an advisor's approval will not be processed.**

#### Step 3. Upload your Federal SAP Appeal and Academic Plan via Student Forms.

You must upload your completed Federal SAP appeal, academic plan along with relevant documentation in support of your appeal.

If your appeal is granted, you will be placed on financial aid probation and have your federal student aid eligibility reinstated for **one** semester. At the end of the probationary semester, your record will be reviewed to determine if you have fulfilled the requirements specified in your academic plan.

If you fail to meet the conditions of your academic plan in any probationary semester, your eligibility for federal financial aid will again be suspended.

Deadlines to submit your Satisfactory Academic Progress Appeal:

**Fall 2023: September 22, 2023**

**Spring 2024: March 20, 2024**