



Los Angeles Mission College

Understanding and Creating Student Success

Student Success and Support Programs Office

Workshop Outline



1. Satisfactory Academic Progress
2. Academic Probation
3. Progress Probation
4. Ways to Avoid Probation
5. What Happens If I Stay On Probation?
6. What Can I Do To Get Off Of Probation?

What is Satisfactory Academic Progress (SAP)?

SAP is used to evaluate Financial Aid eligibility. It involves:

- Maintaining a cumulative GPA of 2.0 or higher
- Completing 67% or higher of all attempted units
(An attempted unit is any unit that you are registered for but did not drop before the official drop deadline)
- Not exceeding 90 attempted units
- Most students on F.A. Disqualification are also on Probation

How Is SAP Evaluated?

- Your cumulative record is reviewed at the end of each semester
- This applies to all courses taken within the 9 LACCD colleges, regardless of how long ago, whether or not you received financial aid
- You may have financial aid reinstated by going through the petition process
- **Approval is not guaranteed.**

Various Reasons Students Are On Probation: Academic or Progress Probation



- An inability to grasp the material being presented or their lack of interest in particular courses
- Outside factors such as financial problems or personal/family problems
- Not knowing what your major or career path may be or not liking your major or career path

Student on Academic Probation:

LAMC Student #1:

Course & Number	Grade	Grade Value		Course Units		Grade Points
English 101	D	1	X	3	=	3
Math 125	D	1	X	5	=	5
Theater 505	D	1	X	3	=	3
KIN 229	A	4	X	1	=	4
KIN 245	A	4	X	1	=	4
KIN 250	A	4	X	1	=	4
KIN 303	A	4	X	1	=	4
				Total Units: 15	27	
				Total Grade Points		

Grade Values
A= 4
B= 3
C= 2
D= 1
F= 0

Divide total Grade Points
by total Attempted Units

$$27 \div 15 = \underline{1.8} \text{ Semester GPA}$$

Progress Probation

- After 12 attempted units a student's Progress is evaluated each semester. "W"(Withdrawal), "INC"(Incomplete), "NP"(No Pass) are counted.
- A student will be on Progress Probation if "W," "INC," "NP" reach 50% or more of their overall marks.
- A student will be disqualified from Financial Aid if "W," "INC," "NP" reach 67% or more of their overall marks.
- Note: "INC" grades must be 'made-up' within one year, see instructor for details

Student on Progress Probation

LAMC Student #2

3 Units Completed

Course & Number	Grade	Course Units
English 28	INC	3
Math 115	W	5
Music 111	W	3
Kin 217	W	1
Health 11	A	3
Semester Units Attempted:		15



Progress Probation:

Completed only 3 units out of the 15 units enrolled, but 4.0 GPA

What You Need to Know About Dropping Classes:



- Know the *calendar deadlines* in the schedule of Classes. It is your responsibility to *officially* drop any course that you do not attend
- The instructor may, but is not required to drop you from your course(s)
- If you stop attending the course, without dropping it, your grade may result in an “F”
- Dropping with a “W” grade affects retaking the course and adds units toward progress probation

Three Attempts!!!



- A “W” counts as an attempt, and you only get three attempts at any one course
- When you have made three attempts at a class (with any combination of ‘W’, ‘D’, ‘F’ or ‘NP’) you will not be able to register for the class again at LAMC or anywhere in the Los Angeles Community College District
- You may pursue a 4th Attempt with a General Petition at the Admissions & Records Office to be considered for a final attempt at the course.

What Happens If I Continue on Probation for 2 Semesters?

- You will lose your BOGG Fee Waiver Beginning Fall 2016 if you have been disqualified from Financial Aid or are on *2 semesters probation*.
- You will lose your enrollment priority registration
- Risk Losing Financial Aid Eligibility
- Your 6 Year Limit on Pell Grant May be Affected

You will continue to be on probation until your GPA is above 2.0 and/or a reduction of W, NC, INC graded units compared to regular graded units. There is a possibility that you will be contacted again regarding your probation status. **SEE A COUNSELOR!!**


What Happens If I Stay On Probation For Three Semesters?

YOU WILL BE SUBJECT TO DISMISSAL FROM LACCD FOR TWO (2) MAJOR SEMESTERS (Fall/Spring)

- Academic Dismissal Hold
Three (3) Consecutive Semesters of Academic Probation (below 2.0 GPA)
- Progress Dismissal Hold
Three (3) Consecutive Semesters of Progress Probation
- Appeal & Reinstatement Process –
 - Subject to Dismissal Appeal Form
 - Received from Admissions and Records (check your email)
 - Appeal Petition to postpone dismissal with a reduced enrollment limit
 - General Petition for Reinstatement
Upon return you must meet complete a General Petition

What Can I Do To Get Off Of Probation?

- Repeat Courses You Didn't Pass, Fill Out The Petition for Repeated Coursework, And Submit to Admissions & Records


LOS ANGELES MISSION COLLEGE
PETITION FOR REPEATED COURSEWORK

NAME _____ **88** _____
(print) LAST FIRST MI STUDENT ID

ADDRESS _____
STREET CITY STATE ZIP CODE

BIRTHDATE _____ **PHONE NUMBER ()** _____

You may petition to remove a repeated course from your academic record. You are entitled to repeat substandard grades (less than a "C") were awarded. The repeated course must have been repeated within the Los Angeles Community College District.

Student Signature _____ **Date** _____

FIRST TAKEN		SUBSEQUENTLY TAKEN	
Course Name/Number		Course Name/Number	
Semester/Year		Semester/Year	
College		College	
Grade		Grade	
Section Number		Section Number	

- Only courses taken *within LACCD* can be used to remove substandard grades
- Submit even if you have two substandard grades!

Academic Renewal

- **Petition for Academic Renewal**
 - Remove substandard grades from your GPA *without repeating* them
 - Remove a maximum 30 units of coursework
- **Requirements for Academic Renewal**
 - a) One year must have passed since courses to be removed were taken
 - b) *2.5 GPA in last 15 units or 2.0 GPA in last 30 units completed*
 - Must have all transcripts from other colleges/universities on file with Admissions & Records Office
 - It is highly recommended that students speak to a counselor prior to completing this process

Writing a Financial Aid Appeal



- Know what appeal you are writing: disqualification due to GPA or completion rate
- Explain the reasons/causes for the disqualification (what was happening in your life at the time of the low GPA or completion rate)
- Explain what personal or academic changes you have made or will make

What Circumstances May Affect an Appeal

- Documented *death* in the immediate family during the period(s) of poor progress
- Documented *serious illness* of the student or the student's immediate family
- Documented injury from *car accident*
- Documented conflict between *job and school schedule* NOT created by the student that has been resolved and is not expected to reoccur

Getting Help: Tutoring, Workshops, & More

Learning Resources Center (LRC)

- Reading, Writing, Math Labs – lower levels
Mon 8-5:30
Tues, Wed, Thurs 8-6:00
- Computer Bank
- Library

Center for Math Sciences (CMS)

- Math Lab, Rm 121
- Science Success Center, Rm 101- all science classes
Mon – Thurs 11am-7pm

Getting Help: Classes for Success



- **Counseling 4** – Career Planning (1 unit)
- **Counseling 17** – College Survival Skills (1 unit)
- **Counseling 22** – The Transfer Process (1 unit)
- **Counseling 40** – College Success Seminar (3 units)

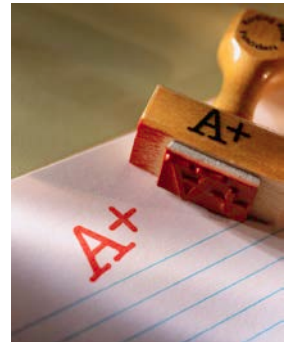
Getting Help: Student Services Offices



- Counseling – Instructional Bldg.
- Assessment Center – Campus Ctr. Bldg.
- EOP&S - Instructional Bldg.
- DSP&S – Instructional Bldg.
- Transfer Center – Campus Center Bldg.
- Financial Aid – Instructional Bldg.

Tips!

1. Be *organized*, save returned papers, quizzes and tests, it will make it easier when it comes time to study for the next exam/final
2. Ask the instructor to put a *book on reserve* at the Library if you can't get the text book right away
3. Be prepared – read your *textbook before* class
4. Have *contact information* of classmates and form study groups
5. Meet with *instructors* during office hours; don't be afraid to ask for help
6. Register on your *priority registration date* and time to get preferred Instructors – SEE YOUR STUDENT INFORMATION SYSTEM (SIS)
7. Check Your *Email*



Your Next Steps

- Use the Schedule of Classes to **Avoid “W”s** (Academic Calendar)
- Submit **Petition for Repeated Coursework** with the Office of Admission & Records (once your grade has been recorded)

If you work:	Take up to:
40 hrs/week	6 units
30 hrs/week	9 units
20 hrs/week or less	12 units

- **Make a Time Management Plan**
 - Fill in your fixed commitments
 - Evaluate your working time with your units
 - Apply the Academic Time Management Formula:
 - 1 unit= 1 hour in class, for every hour in class, dedicate two (2) hours outside of class to studying, homework, etc. for that course per week
 - Put it all together
- Make an appointment with a counselor to create/update your **Student Educational Plan (SEP)**

Thank you
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