

SATISFACTORY ACADEMIC PROGRESS (SAP) PROBATION ACKNOWLEDGMENT

Student's Name (Last, First, M.I.)

Student's MassBay ID Number

This acknowledgment form confirms that your Satisfactory Academic Progress (SAP) appeal was approved, and you are now on **probation**.

While on SAP probation, the Office of Financial Aid will review your academic progress individually at the end of each semester to ensure you meet [SAP standards](#). Please note that the Office of Financial Aid will suspend your financial aid if you fail to meet the terms of your probation.

Submit the acknowledgment form by the deadlines listed below for the semester your appeal was approved.

Deadlines

Fall 2023 Semester	Friday, November 17 th , 2023
Spring 2024 Semester	Friday, April 12 th , 2024
Summer 2024 Semester	Friday, July 12 th , 2024

If the acknowledgment form is received after the deadline, you risk losing aid for the semester your appeal was approved. Acknowledgement forms received after a student stops attending or is no longer enrolled are void and financial aid cannot be processed. This is a federal regulation.

To comply with our Institutional and Federal policy, you must complete Part A and B of this document.

Part A: Calculating SAP Criteria

The SAP policy requires that all students meet the quantitative, qualitative, and maximum timeframe standards. Please use your transcript or grades to answer the questions below to demonstrate your understanding of these standards.

Don't hesitate to contact the Financial Aid office for additional assistance with completing the questions.

Question # 1: What is your Cumulative Completion Ratio?

Hint: your cumulative completion ratio is the number of classes you have attempted (including all classes transferred for credit towards your MassBay degree) compared to the number of classes you have successfully completed. This information can be found on your unofficial transcript when you log in to MassBay Navigator

Successfully completing includes:

- Any letter grade between a D and an A count as successfully completed, this also includes Repeat D or above.
- W, WR, WC, F, I, Repeat F's are not counted towards successfully completing.
- Whether or not a student received aid for a class does not impact the inclusion in the calculation.

What is your Total attempted Credit _____? **What is your Total successfully completed credit** _____

Divide the # of successfully completed credits by the # of attempted credits

Complete credits _____ divided by Attempted Credits _____ = completion ratio

Answer # 1: My cumulative completion ratio is _____%

If this is less than **66.67%** you are failing to meet the minimum completion ratio requirement.



START HERE • GO ANYWHERE

Please complete and submit to the MassBay Financial Aid Office using one of the methods below

Email: finaid@massbay.edu

Fax: (781) 239-2607

In Person or Mail: MassBay Community College

Attn: Financial Aid Office

50 Oakland Street, Wellesley Hills, MA 02481

Question # 2: What is your Cumulative GPA?

Hint: Your cumulative GPA can be found on your MassBay Account by logging to Bay Navigator

Answer # 2: My Cum GPA is _____ (below are the minimum cumulative GPA requirements, the total number of credits you have attempted, determines the requirement.)

Number of credits attempted/earned

(If Attempted/Earned) **1-12**

(If Attempted/Earned) **13 – 30**

(If Attempted/Earned) **31 and above**

Minimum cumulative GPA required

(You Must have) **1.50**

(You Must have) **1.70**

(You Must have) **2.00**

Question # 3: What is the required credits to complete your current program? This third component of Financial Aid Satisfactory Academic Progress is Maximum Timeframe. Students are required to complete their degree within 150% of the published timeframe. This does not have to be counted in years but by the number of credits completed.

Example:

If your program is a 60 credit program, you must complete it within 90 credits to be within this standard.

Multiply the number of required credits to complete your program by 1.5.

Example, 32 credit program X 1.5 = 48 credits

The number of credits required for your program _____ X 1.5 = _____

Answer # 3: The number of credits I have attempted is _____

If the number of credits attempted is equal to or exceeds 150% of the required number then you are not meeting this standard. While you may be over the number of credits due to a change(s) in majors that does not allow us to adjust these totals.

Part B. Terms of Academic Plan & Required Signature

*Please review the terms below and sign and return this document to our office for your financial aid to be processed and disbursed. Outlined below are the terms of your probation, and you must meet all of them to remain eligible for future financial aid. If you do not maintain continuous enrollment while on probation, you may be required to submit another Satisfactory Academic Progress Appeal. **Failure to follow your Academic Plan will result in the immediate suspension of your financial aid.***

TERMS OF YOUR ACADEMIC PLAN:

- **Completion Rate Academic Plan:** You must complete all attempted credits while on probation. If you withdraw, take an incomplete and/or fail a class, you will not be meeting your academic plan.
- **Cumulative Grade Point Average (GPA) Academic Plan:** You must earn a semester G.P.A of a 2.0 or higher while on probation. If your semester G.P.A is below a 2.0, you will not be meeting your academic plan.
- **Maximum Time Frame 150% Academic Plan:** You are only eligible to receive financial aid for the courses listed on your Academic Program Plan that you met and discussed with your Academic Advisor. If you should take courses not listed on this plan and/or withdraw, take an incomplete or fail a class, you will not be meeting your academic plan. You notify the financial aid office of any academic plan changes. Please have your Academic Advisor submit the updated plan to our office. Please be aware you will remain on Probation until you complete the program that you're approved under this appeal.
- Your Academic Plan will be reviewed at the conclusion of each semester after grades have been finalized.
- Failure to follow your Academic Plan will result in the immediate suspension of your financial aid.
- Your Academic Plan will remain in your file in the Financial Aid Office for the duration of your probation. If you require an additional copy of your plan, it will be your responsibility to contact the financial aid office for a copy.

By signing this document, I certify that I have read and understand all of the above information. I am submitting this acknowledgement form for the following semester (Please check appropriate semester):

Fall 2023 _____

Spring 2024 _____

Summer 2024 _____

Signature _____

Date _____