

JBead Foundation
Center for Student Financial Aid
P. O. Box 470197
Los Angeles, Ca. 90047

SATISFACTORY ACADEMIC PROGRESS POLICY

JBead Foundation follows federal, state, and institutional rules and regulations for disbursing financial aid to applicants who meet all Satisfactory Academic Progress (SAP) Policy Standards. As a rule, JBead Foundation staff will conduct a review of SAP annually however; we reserve the right to review the academic progress of any financial aid recipient at any time. Each financial aid applicant who receives assistance from JBead Foundation to attend any institution is subject to this review as well, even if they did not receive any aid at the previous school.

JBead Foundation Satisfactory Academic Progress Policy is comprised of three standards: (1) Qualitative Standard; (2) Unit and Time Standard; and (3) Minimum Passing Rate Standard.

I. **SATISFACTORY ACADEMIC PROGRESS STANDARDS**

All three standards must be met to be eligible for financial aid.

A. **Qualitative Standard**

Students must be in good academic standing, as defined by their current *University Catalog* under “Scholastic Status” in the Procedures and Regulations section. This means that undergraduates are expected to maintain a C (2.0) average, and graduate student must maintain a B (3.0) average.

B. **Unit and Time Limit/Quantitative Standard**

- **Undergraduate** students are limited to 150% of their normal program length (including transfer units), or the equivalent of six years of full-time academic work (defined as 270 units attempted, including transfer units), whichever comes first.
- **Graduate** students (who have earned their first undergraduate degree) are limited to 75 earned units.

Earned units include: A, B, C, D, CR, RD, RP, SP, and all transfer units.

Attempted units include: A, B, C, D, F, I, IC, IN, CR, NC, RD, U, W, WU, repeat, and all transfer units.

B. **Minimum Passing Rate Standard**

- **Undergraduate** students required to pass units attempted at their *University* at an acceptable rate. The acceptable passing rate varies According to the student’s cumulative units attempted, as follows:

**Total units attempted
(Including Transfer Units)**

**Required Passing Percentage on
All University Attempted Units**

0	N/A
1-36	75%
37-72	80%
73-108	83%
109-144	87%
145-179	90%
180+	92%

- Graduate students are required to pass **100% of all units attempted at their University.**

Important! Excessive withdrawals may affect your minimum passing rate requirement

Examples of Minimum Passing Rate Standard

Example 1:

Student transferred in with 70 units and passed 30 of 36 units attempted during his/her first year at their University. Student is required to pass 29 units, or 83% of the 36 units attempted. The required 83% passing rate is determined by total units attempted (70 transfer units plus 36 attempted during their first year). This student meets the minimum-passing rate standard.

Example 2:

Student never attended any other college or university. During the first two years at their University he/she never received financial aid, and during that time, passed 60 of the 75 units he/she attempted. He/she is required to pass 62 units, or 83% of the 75 units attempted. This student fails to meet the minimum passing standard.

II. APPEALS PROCESS

Students who fail to meet the Satisfactory Academic Progress standards and lose financial aid eligibility may submit a written appeal for reinstatement of financial aid eligibility **if there were extenuating circumstances.** Submit your appeal to the Center for Student Financial Aid at the address listed on the front of this form. Reinstatement of financial aid is based on the approval of your appeal and the availability of funds at the time of approval.

A. Level #1 Appeal – Financial Aid Advisor

You must submit a written appeal that clearly describes your extenuating circumstances. Explain why and how these circumstances prevented you from meeting satisfactory academic progress standards, indicating if the problem has been resolved and how you will be able to meet standards in the future. It is important to proofread your appeal or have someone proofread it for you. You must provide relevant dates and supporting documents from appropriate third parties such as academic advisors, instructors, doctors, counselors, clergy, etc. on their company

letterhead. **We recommend that you meet with your academic advisor to discuss your academic difficulties and attach a copy of the current year's academic plan to your appeal.** Appeals based solely on financial and/or emotional needs without sufficient explanation will not be approved. You must have a legitimate reason for appealing.

B. Level #2 Appeal – Financial Aid Appeals Committee

If your appeal is denied at Level #1, you may submit a Level #2 appeal to the Financial Aid Appeals Committee. Your appeal should include *different and additional* information and/or documentation that strengthen your case. **Part of your documentation must include a copy of your academic plan for the current year.** The academic plan must be devised with your academic advisor and must be signed by him/her.

C. Level #3 Appeal – Final Appeal – Director or His/her Designee

The Level #3 and final level or appeal is to the director of the Center for Student Financial Aid or his/her designee. This appeal must include *different and additional* information that was not previously submitted. **Your academic plan must be part of the documentation provided.** You may be required to meet with the director prior to the Level #3 review.