Academic Plan Worksheet Instructions

The purpose of the worksheet below is to assist you in projecting when you will be back up to the SAP standards required per Federal Regulations. The standards require students to achieve at least a 67% Pace of Progression AND maintain at least a 2.00 cumulative GPA. To review the policy in detail, please visit: http://www.sbcc.edu/financialaid/files/2013%20-%202014%20SAP%20Policy.pdf

We will use the worksheet you develop below to monitor your progress. If you fail to meet the goals set in your worksheet, per your Student Education Plan (SEP) and your estimated time to complete your program of study, you will be required to appeal again. That appeal may not be approved so it is important to follow your academic plan. To complete the worksheet, follow these steps:

Part I

1. Login to your Pipeline account
   a. Click on the “Financial Aid” link on the right-hand side of the main page.
   b. Click on “Special Messages”.
   c. Select the correct “Aid Year” and click “Submit”.
   d. Click on the “Special Messages” tab.

   This screen will display the information you need to fill out “Part I” of the worksheet.

2. You will copy all the values noted in your Pipeline account into the corresponding fields in “Part I” of the worksheet. For “Current Pace”, you will need to convert the percentage into a decimal number. For example, if the page displays “Current Pace: 50%”, you will need to type 0.50 in the worksheet field labeled “Current Pace”.

3. For the worksheet field labeled “Expected GPA”, you will need to enter a value between 2.0 and 4.0. This should represent what you expect your GPA will be on average in the future semesters. Therefore, it is best to be realistic.

4. If you have to enter 0 for Current Pace, GPA Units, Units Earned, or Cumulative GPA, disregard any error message by pressing Enter. You cannot enter 0 for Units Attempted.

Part II

5. For “Part II” of the worksheet, you will use the information from your Student Education Plan and your estimated time to complete your program. You will need to fill in all fields, except “Projected Pace” and “Projected GPA” as this will calculate automatically.

6. For the field labeled “Basic Skills or ESL Units”, you will need to determine how many of your total units in that semester are designated as such. Ask an Academic Counselor if you need assistance determining which classes are Basic Skills or ESL.

7. You will need to fill out the information about semesters until your “Projected Pace” reaches 67% and/or your “Projected GPA” reaches 2.0.

8. If you are appealing for maximum units only (but you are meeting Pace of Progression and GPA requirements), you will only need to fill out one semester of “Part II” in the worksheet.

9. If as noted on your SEP you will finish your program or transfer prior to meeting your 67% pace of progression, select program completion from the drop down menu in the term column after your last term at SBCC.