

STUDENT SATISFACTORY ACADEMIC PROGRESS ON-LINE WORKSHOP AND QUIZ POLICY AND PROCEDURES

Office of Financial Aid

Los Medanos College (LMC)

**Effective FALL 2012 SUSPENSION students will complete an on-line workshop and quiz.**

Steps to complete the Satisfactory Academic Progress On-line Workshop and Quiz:

 **Step 1:**

Logon to the Los Medanos College website [www.losmedanos.edu](http://www.losmedanos.edu); Click on ‘Current Students’, ‘Financial Aid’, Select and view the ‘Satisfactory Academic Progress Online Workshop’

**Step 2:**

After viewing the Satisfactory Academic Progress Video, **Type in the link provided on the last slide of video**. Complete the online **Quiz** and Click SUBMIT. Students are considered to have met the requirements of passing the quiz with a 100%. If a student cannot pass the quiz with 100%, the student will be notified via E-mail to retake the quiz and video.

**Step 3:**

 Submit Appeal, Educational Plan and supporting documents to the Office of Financial Aid. **(If you have a current Educational Plan on file ( WebAdvisor). Print and submit with your Appeal)**

**PLEASE NOTE:**

The Office of Financial Aid will automatically deny any appeals submitted with no documentation.