

# 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 <u>www.losmedanos.edu</u>; 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 90%. If a student cannot pass the quiz with 90%, the student will be notified via E-mail to retake the quiz and video.

### Step 3:

Submit Appeal, supporting documents to the Office of Financial Aid. **(You need to have a current Educational Plan on file on Insite).** 

#### **PLEASE NOTE:**

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