

# How To Know If You Are Meeting Satisfactory Academic Progress (SAP)

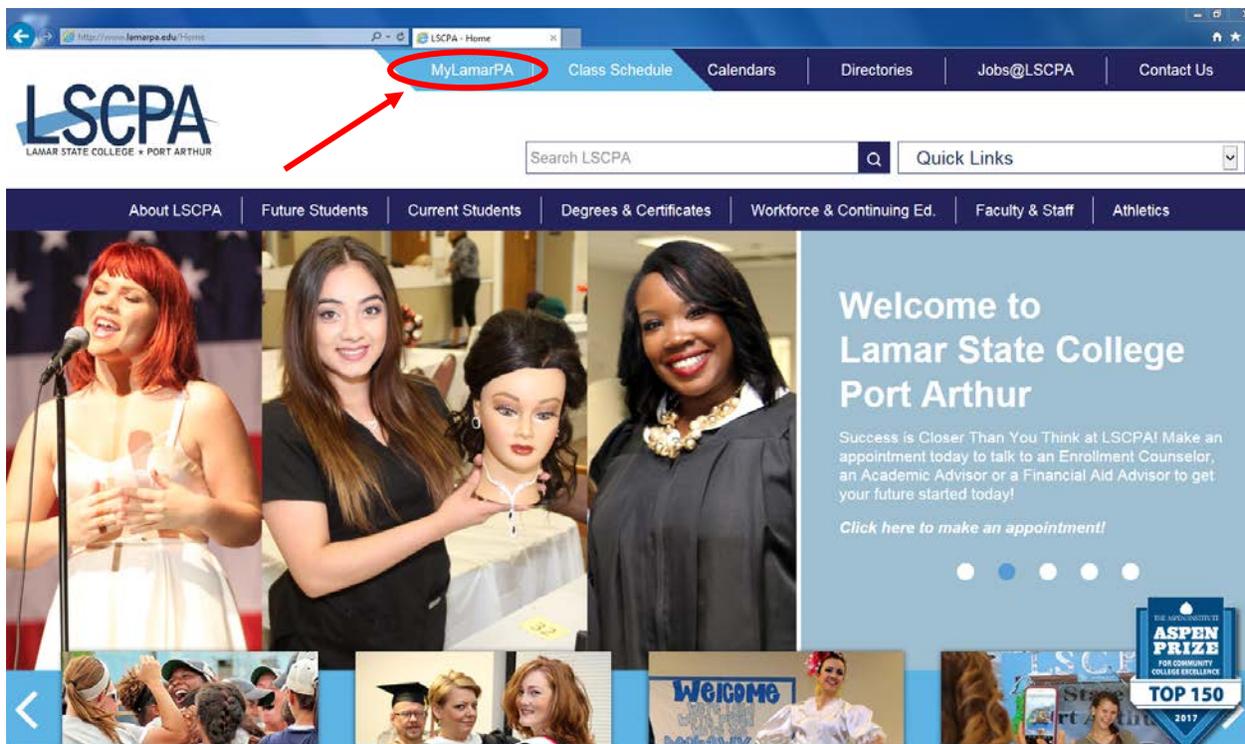
For a student to be eligible to receive Federal student assistance (GRANTS AND LOANS) at LSCPA, the student **MUST** maintain **SATISFACTORY ACADEMIC PROGRESS** in the course of study being pursued as described below:

- Quantitative Standard - Complete at least 70% of attempted courses. Failing grades, drops, incompletes and withdrawals can result in failure to meet 70% completion rate.
- Qualitative standard - Students must have at least a 2.0 GPA or better.
- 150% Time Frame - Graduate within 150% of the time frame required to obtain your degree.

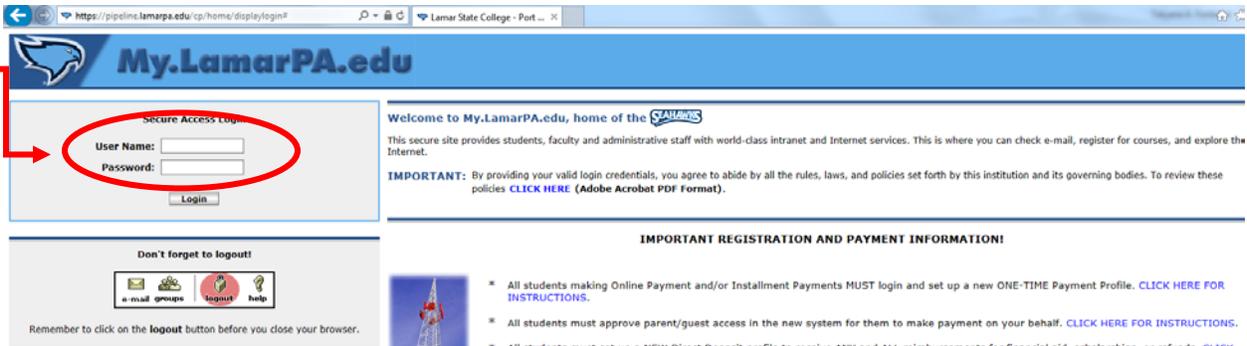
SAP is critical to your ability to qualify for continued funding.

Lamar State College Port Arthur's full Satisfactory Academic Progress (SAP) Policy can be found [HERE](#) on our homepage.

## 1. Go to LamarPA.edu & Click on “MyLamarPA” blue tab!!!

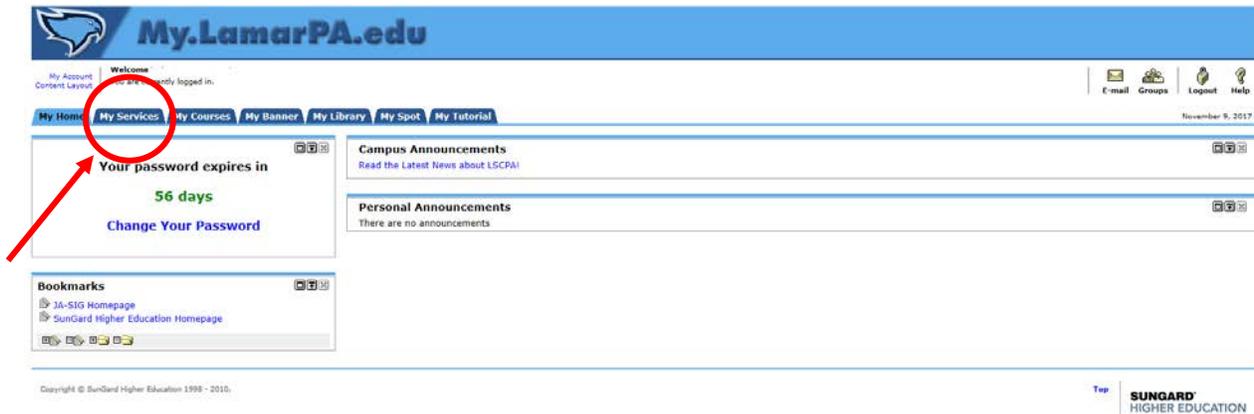


## 2. Enter Your **User Name** and **Password** !!!



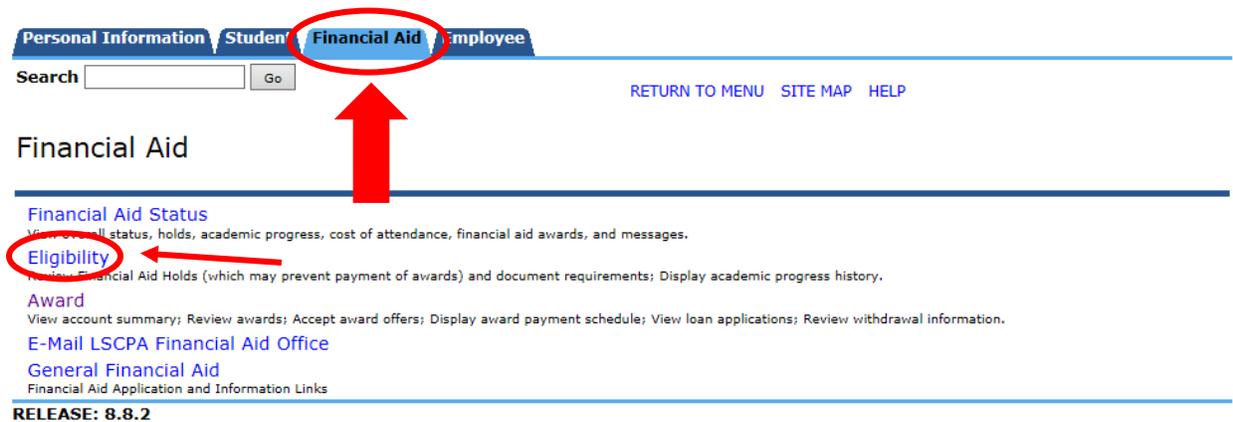
If you have forgotten your password you can reset it online or contact the Help Desk at (409) 984-6150.

## 3. Click on the **“My Services”** blue tab!!!



All pop-up blockers should be turned off for this step.

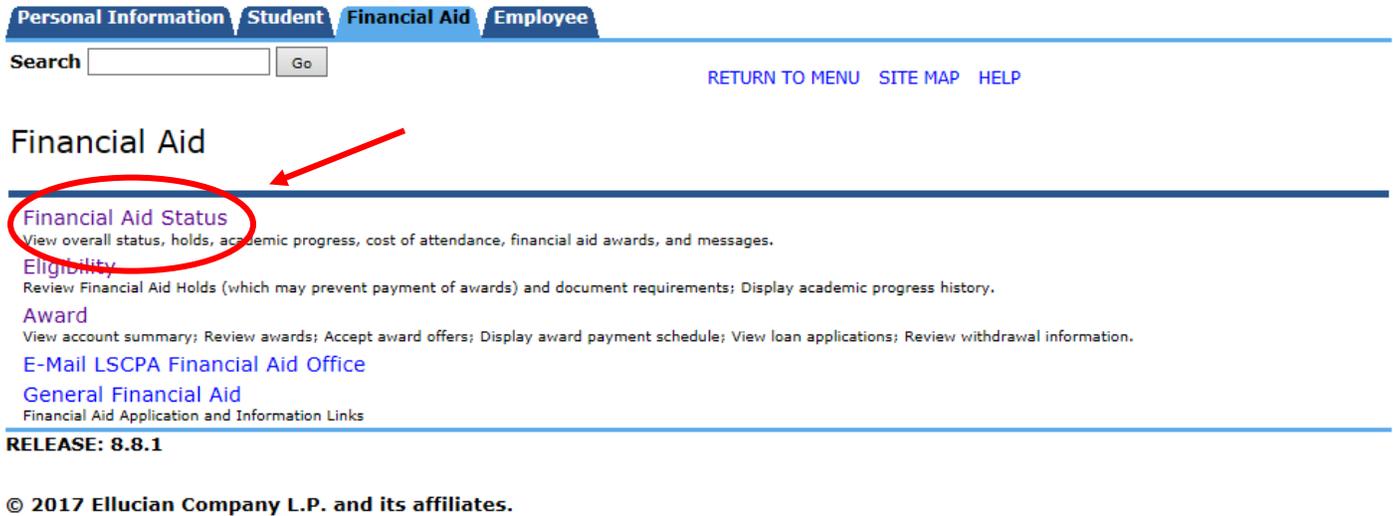
## 4. Click on the **“Financial Aid”** blue tab & Then click the **“Eligibility”** link



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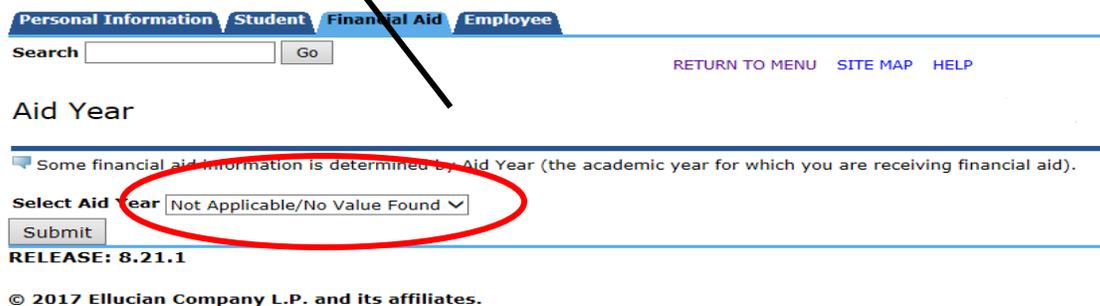
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## 5. Click on the “Financial aid Status” link.



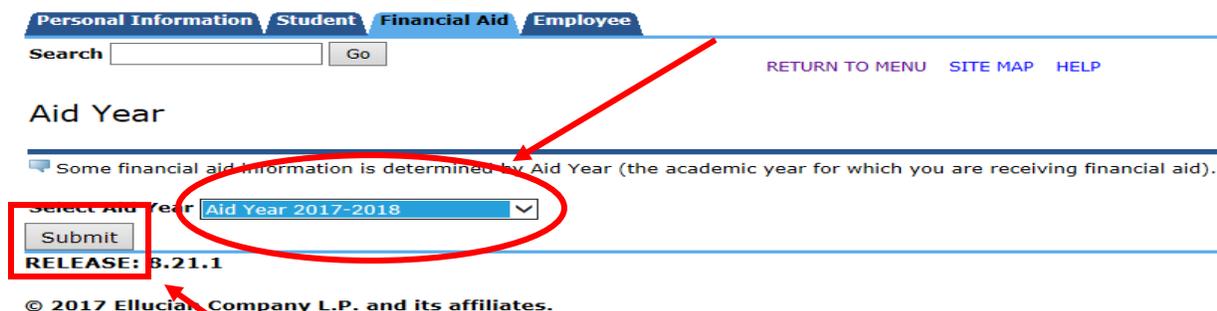
The screenshot shows a navigation menu with tabs for Personal Information, Student, Financial Aid, and Employee. Below the menu is a search bar and a 'Go' button. On the right, there are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is 'Financial Aid'. Underneath, the 'Financial Aid Status' link is circled in red, with a red arrow pointing to it. Below this link are several sub-links: 'View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.', 'Eligibility', 'Award', 'E-Mail LSCPA Financial Aid Office', and 'General Financial Aid'. At the bottom, there is a 'RELEASE: 8.8.1' and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

## 6. Click on the drop box that says “No Applicable/No Value Found”



The screenshot shows the 'Aid Year' section of the website. It features a navigation menu with tabs for Personal Information, Student, Financial Aid, and Employee. Below the menu is a search bar and a 'Go' button. On the right, there are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is 'Aid Year'. Below this heading, there is a message: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. Below the message is a dropdown menu labeled 'Select Aid Year' with the option 'Not Applicable/No Value Found' selected. A red circle highlights the dropdown menu, and a black arrow points to it. Below the dropdown menu is a 'Submit' button. At the bottom, there is a 'RELEASE: 8.21.1' and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

## 7. Select the current academic year then Click “Submit”



The screenshot shows the 'Aid Year' section of the website. It features a navigation menu with tabs for Personal Information, Student, Financial Aid, and Employee. Below the menu is a search bar and a 'Go' button. On the right, there are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is 'Aid Year'. Below this heading, there is a message: 'Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid)'. Below the message is a dropdown menu labeled 'Select Aid Year' with the option 'Aid Year 2017-2018' selected. A red circle highlights the dropdown menu, and a red arrow points to it. Below the dropdown menu is a 'Submit' button, which is also circled in red. At the bottom, there is a 'RELEASE: 8.21.1' and a copyright notice for 2017 Ellucian Company L.P. and its affiliates.

An aid year is Fall/Spring/Summer.

2017-2018 Aid year would be Fall 2017, Spring 2018, and Summer 2018.

2018-2019 Aid year would be Fall 2018, Spring 2019, and Summer 2019.

## 8. Click on “Academic Progress.”

The status column shows your status at the beginning of each semester.

Personal Information Student Financial Aid Employee

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Eligibility Requirements for Aid Year 2016-2017

Feb 15, 2017 03:39 pm

Student Requirements Holds Academic Progress

Status of Academic Progress is based on your academic performance for each term that you are enrolled. Progress towards the completion of your program of study is also a factor. Poor academic performance can affect eligibility for federal, state, and institutional financial assistance.

#### Academic Progress

Status	Effective Term
Making Academic Progress	Spring 2017
Making Academic Progress	Fall 2016
Making Academic Progress	Summer II 2016
Making Academic Progress	Summer I 2016
Making Academic Progress	Spring 2016
Making Academic Progress	Fall 2015
Making Academic Progress	Summer II 2015
Making Academic Progress	Summer I 2015
Making Academic Progress	Spring 2015

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## How to do a spot calculation of your own SAP.

The Financial Aid Office keeps an **Official Record**. If you have any questions or concerns please make an appointment to speak with a Financial Aid Advisor.

### 1. Click on the “Student” tab then on “Student Records.”

Personal Information Student Financial Aid Employee

Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Student

[Registration](#)  
Check your registration status, class schedule and add or drop classes

[Student Records](#)  
View your holds, grades and transcripts

[Student Payment Center](#)  
View or update your payment profile, direct deposit, installment plans, or e-bills; pay tuition with a credit card or online check; setup access for people to pay on your behalf; view your account summaries, refund status information and more...

[Student Tax Information](#)  
View 1098s information.

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## 2. Click on “Academic Transcript.”

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Student Records

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- [View Holds](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [Request Academic Transcript](#)
- [View Status of Transcript Requests](#)
- [Degree Evaluation](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [View Test Scores](#)

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## 3. Select your Transcript Options

- All Levels
- Unofficial Transcript

[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#)

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

### Academic Transcript Options

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Select the transcript level and transcript type.

**Transcript Level:**

**Transcript Type:**

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[ [View Holds](#) | [Request Printed Transcript](#) | [Transcript Request Status](#) ]

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4. Once your Unofficial Transcript pulls up scroll down to the bottom until you see “Transcript Totals (undergraduate)”

Unofficial Transcript

TRANSCRIPT TOTALS (UNDERGRADUATE) <a href="#">-Top-</a>						
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	58.000	58.000	58.000	49.000	119.00	2.42
<b>Total Transfer:</b>	12.000	12.000	12.000	0.000	0.00	0.00
<b>Overall:</b>	70.000	70.000	70.000	49.000	119.00	2.42

Unofficial Transcript

COURSES IN PROGRESS <a href="#">-Top-</a>					
Term: Spring 2017					
Subject	Course	Level	Title		Credit Hours
PHYS	1405	UG	Elementary Physics I		4.000
PTAC	2438	UG	Process Tech III-Operations		4.000
PTAC	2446	UG	Process Troubleshooting		4.000

Unofficial Transcript

- A. **Quantitative Standard**
  - a. Divide the ‘Total Institution Earned hours’ by the ‘Total Institution Attempt Hours’
  - b. Move the decimal two places to the right.  
Ex. 0.84938934 would be a completion ratio of 84.9%
  - c. Anything below 0.75 or 75% does not meet this standard.
- B. **Qualitative standard** – Any GPA below a 2.0 does not meet this standard.
- C. **150% Time Frame**
  - Divide the ‘Overall Attempt Hours’ by your ‘Program Length’
    - Your Program length can be found at the top of your degree evaluation.
  - Any calculation over a 1.5 does not meet this requirement.