

CSUB Satisfactory Academic Progress (SAP) Policy

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I. Introduction:

In accordance with regulations that govern federal and state financial aid programs, California State University, Bakersfield (CSUB) is required to establish, publish, and consistently apply reasonable standards for measuring a student's academic progress. Satisfactory Academic Progress (SAP) must include both a qualitative component (e.g. GPA) and a quantitative component (e.g. percent of units completed). Both components must be cumulative in nature, and must be evaluated by the University at least once per year to certify the student's SAP.

A student's eligibility for all federal, state, and institutional financial aid programs is affected by this policy. Students will be considered eligible to receive financial assistance from CSUB if they meet the requirements set forth below. It is the responsibility of every CSUB financial aid recipient to read, understand, and comply with these standards of eligibility.

II. Enrollment Requirements:

The Office of Financial Aid & Scholarships (OFA&S) requires that full-time undergraduate student aid recipients, and post-baccalaureate Teacher Credential student aid recipients, must enroll in and satisfactorily complete 12 units per quarter toward their stated degree objective. Full-time Graduate students must enroll in and satisfactorily complete 8 units (which should consist of 500 and 600-level coursework) per quarter toward their stated degree objective. Graduate students will not receive credit for courses numbered below 300.

For those undergraduate and credential students who are receiving financial aid based on enrollment of less than full-time, their unit expectation is prorated based on their part-time enrollment as follows:

| Undergraduate and teacher credential enrollment requirements | |
|--|-------------|
| Less than half-time | 1 - 5 units |
| Half-time | 6 - 8 units |

| | |
|--------------------|------------------|
| Three-quarter time | 9 -11 units |
| Full-time | 12 or more units |

The unit expectation for graduate students is as follows:

| Graduate enrollment requirements | |
|----------------------------------|-----------------|
| Less than half-time | 1 - 3 units |
| Half-time | 4 - 5 units |
| Three-quarter time | 6 - 7 units |
| Full-time | 8 or more units |

The quality of an aid recipient's coursework is also monitored. Units are counted only if one of the following grades is received:

| | |
|-------------------------------|---|
| Undergraduate | "A" through "D-", Credit (CR), Satisfactory Progress (SP) |
| Graduate / Post-Baccalaureate | "A" through "C", Credit (CR), Satisfactory Progress (SP) |

The following grades are not counted for satisfactory progress:

- Incomplete (I)
- Withdrawal (W)
- Failure (F)
- Unauthorized Incomplete (U)
- No Credit (NC)
- Report Delayed (RD)
- Audit (AU)

The scholarship standards outlined in the CSUB General Catalog and administered by the Registrar and the respective school deans also apply.

III. Transfer Units:

The government requires that all transfer units MUST be considered in determining progress toward graduation within a 150% maximum time frame, as outlined in section XIV of this policy (whether or not the student received prior financial aid and/or completed the coursework).

IV. Change of Major:

When considering a change in major, it is the responsibility of the student to be aware of the maximum unit limit guidelines, as outlined in section XIV of this policy.

V. Incomplete Grades:

Incomplete grades are not considering a passing grade for purposes of satisfactory progress.

VI. Repeated Coursework:

Repetition of courses previously completed (with a passing grade) cannot be credited a second time for satisfactory progress requirements, except those courses specified in the CSUB General Catalog (e.g., Physical Education 150 and 250 series courses, etc.).

VII. Withdrawal: Refund and Repayment Policy

The Department of Education requires CSUB to maintain and disseminate a written policy

regarding federal financial aid recipients who withdraw or otherwise fail to complete the term for which their financial aid was disbursed. This policy addresses: the establishment of a withdrawal date, post-withdrawal disbursements, and the calculation of the amount of funds to be returned by CSUB and you, the student.

Date of Withdrawal

The date of withdrawal, for purposes of this policy, will be the date you begin the withdrawal process, or the date, as determined by CSUB, that you otherwise notified the Office of Records in writing or verbally, of your intent to withdraw from all courses. If you drop one or more classes, but do NOT completely withdraw from the University, you should contact your Financial Aid Counselor about possible impacts on aid to be received. Begin the withdrawal process at the Office of Records, SA 103.

A student who uses the BANNER-WEB system for the ADD-DROP process, and who drops all their classes, will be regarded as having withdrawn as of the date of dropping the last class (even if you do not comply with the campus's formal withdrawal procedure). Please note that although the campus computer system may allow you, during certain portions of a term, to drop all your classes, THAT IS NOT THE FORMAL OR APPROVED PROCESS FOR WITHDRAWAL FROM CSU BAKERSFIELD for any quarter.

If you need to withdraw for personal, medical, or other reasons, you should obtain the appropriate Withdrawal Form from the CSUB Records Office and follow the instructions on that form in order to complete the withdrawal process. If you cannot come to the campus to formally withdraw, you should contact the CSUB Records Office (661)654-3036 and inquire about your options for withdrawal.

Unofficial Withdrawal

In the absence of an official withdrawal date, the midpoint of the semester will be used. Unofficial withdrawals are identified as Title IV aid recipients who received all "WU" grades for the semester. The "WU" grade is defined as an unauthorized incomplete or unofficial withdrawal.

Under the University's grading policy, a grade of "WU" indicates that a student enrolled for a course did not officially withdraw from the course, or failed to complete the course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities, or both, are insufficient to make a normal evaluation of academic performance possible. It is also used to identify students who did not officially withdraw from the course, but ceased attending class and doing class work prior to the deadline date for official withdrawals, which is the end of the twelfth week. For the purpose of GPA computation, this symbol is equivalent to an "F."

Calculation of Earned and Unearned Title IV Aid

Title IV aid recipients who completely withdraw from CSUB will be subject to a pro-rata calculation of "earned" Title IV aid based on the withdrawal date and the requisite return of Title IV funds to the appropriate accounts. Responsibility for repayment of these funds will be shared by CSUB and you, according to policies and procedures contained within the federal

formula for pro-rata refunds of unearned Title IV aid.

The portion of unearned Title IV funds that must be repaid by you and CSUB is calculated by the Financial Aid and Scholarship Office. Students considering withdrawal, may request a preliminary calculation of Refund and Repayment by scheduling an appointment with a financial aid advisor

The percentage of earned Title IV funds, excluding Federal Work-Study, is based on the number of calendar days you completed before withdrawing, divided by the number of calendar days in the semester. Breaks in enrollment of five consecutive calendar days or more are excluded from the number of calendar days in the semester. No repayment of Title IV funds will be required for withdrawals occurring after the 60% point of the semester.

Withdrawal BEFORE the first day of classes of a quarter, but AFTER you have received payment for that quarter, requires 100 percent repayment of all funds paid to the student, including student loans of any kind. If you are required to repay a portion of your aid due to having withdrawn, you will need to discuss options for repayment with the CSUB Student Financial Services Office.

Post-Withdrawal Disbursements

Post-withdrawal disbursement determination will be made by the Office of Financial Aid and Scholarship and coordinated for credit or repayment with Student Financial Services.

Distribution of Unearned Title IV Aid

Unearned Title IV funds will be returned to their source in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Perkins Loan
- Federal Grad PLUS Loan (Graduate Student)
- Federal Parent PLUS Loan (Parent)
- Federal Pell Grant
- Academic Competitiveness Grant (ACG)
- National SMART Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-Study funds paid to recipients will not be included in the computation of earned Title IV aid, nor will these funds be refunded to the federal account from which they were paid.

Unearned Title IV grants and loan funds due from CSUB will be repaid to the federal accounts for the specified semester. Unearned portions of Title IV grant aid due from you will also be repaid to the federal accounts by CSUB. All repayments made by CSUB pursuant to this policy will be

charged to your student account for collection from you.

Institutional Refund Policy

The state fee refund policy indicates that a student who drops all classes on or after the first day of the term up to the 60% point of the semester will receive a pro-rata financial credit of registration fees and tuition (if applicable). If classes are dropped or a student withdraws after the 60% point of the semester, there will be no financial credit of fees. Students who are unable to continue a class due to compulsory military service may be granted an exception to this policy.

Treatment of Non-Title IV Aid

Recipients of non-Title IV federal aid who drop out or withdraw from all of their classes prior to the completion of 60% of the term will have a prorated portion of the total amount of aid received from those sources applied back to the accounts from which they were awarded. The prorated portion of aid to be credited back shall be determined according to the same policy used within the institutional refund policy. Refunds to the accounts will be made in the following order:

- Cal Grants
- State University Grant (SUG)
- Educational Opportunity Grant Program (EOP)
- Institutional Scholarships, including Athletic Grant-in-Aid

Aid received from private sources external to the institution, or credit balances of less than \$5, will not be subject to this policy.

VIII. Remedial Coursework:

All grades and units completed in remedial coursework at CSUB will be considered in determining a student's SAP, with the exception of repeat course work as outlined in section VI of this policy.

IX. SAP Policy for Undergraduate Student Programs:

Qualitative Component (e.g., GPA): The CSUB Office of Financial Aid & Scholarships (OFA&S) qualitative SAP policy is the same as the university's academic policy regarding academic probation and disqualification published by the Office of Admissions & Records (AR). The AR will determine if your grade point average (GPA) is consistent with the academic standards required for graduation. If they find that your GPA is inconsistent with these standards, you will be placed on Academic Probation. If your GPA continues to be inconsistent with these standards you will be academically disqualified and ineligible for financial aid. Generally, academic progress and disqualification determinations are calculated after each quarter by the AR.

Quantitative Component (e.g., Units):

To assess quantitative standards the overall ratio of cumulative passed units compared to cumulative units attempted is reviewed. As a student progresses toward graduation, this expected ratio or percentage increases. The required ratios are represented in the following chart:

| Program | Year | Number of overall cumulative attempted units which must be passed as a full-time student | Percentage of campus cumulative attempted units which must be passed (campus cumulative passed/campus cumulative attempted) |
|---------------|-------|--|---|
| Undergraduate | 1st | less than 36 units | 50% |
| | 2nd | less than 72 units | 55% |
| | 3rd | less than 108 units | 60% |
| | 4th + | less than 270 units | 70% |

X. SAP Policy for Post-Baccalaureate Teacher Credential Student Programs:

Qualitative Component (e.g., GPA): The CSUB Office of Financial Aid & Scholarships (OFA&S) qualitative SAP policy is the same as the University's academic policy regarding academic probation and disqualification published by the Office of Admissions & Records (AR). The AR will determine if your grade point average (GPA) is consistent with the academic standards required for graduation. If they find that your GPA is inconsistent with these standards, you will be placed on Academic Probation. If your GPA continues to be inconsistent with these standards, you will be academically disqualified and ineligible for financial aid. Generally, academic progress and disqualification determinations are calculated after each quarter by the AR.

Quantitative Component (e.g., Units):

To assess quantitative standards the overall ratio of cumulative passed units compared to cumulative units attempted is reviewed. The required ratios are represented in the following chart:

| Program | Year | Number of overall cumulative attempted units which must be passed as a full-time student | Percentage of campus cumulative attempted units which must be passed (campus cumulative passed/campus cumulative attempted) |
|------------|-------|--|---|
| Credential | 1st | less than 36 units | 75% |
| | 2nd + | less than 75 units | 75% |

XI. SAP Policy for Graduate Student Programs:

Qualitative Component (e.g., GPA): The CSUB Office of Financial Aid & Scholarships (OFA&S) qualitative SAP policy is the same as the university's academic policy regarding academic probation and disqualification published by the Office of Admissions & Records (AR). The AR will determine if your grade point average (GPA) is consistent with the academic standards required for graduation. If they find that your GPA is inconsistent with these standards, you will be placed on Academic Probation. If your GPA continues to be inconsistent with these standards, you will be academically disqualified and ineligible for financial aid. Generally, academic progress and disqualification determinations are calculated after each quarter by the AR.

Quantitative Component (e.g., Units):

To assess quantitative standards the overall ratio of cumulative passed units compared to cumulative units attempted is reviewed. The required ratios are represented in the following chart:

| Program | Year | Number of overall cumulative attempted units which must be passed as a full-time student | Percentage of campus cumulative attempted units which must be passed (campus cumulative passed/campus |
|---------|------|--|---|
|---------|------|--|---|

| | | | cumulative attempted) |
|----------|-------|--------------------|-----------------------|
| Graduate | 1st | less than 24 units | 75% |
| | 2nd + | less than 75 units | 75% |

XII. Financial Aid Probation / Warning Period:

If a student does not meet the SAP policy guidelines, as stated above, their financial aid eligibility will be denied. If the student has mitigating factors that have hindered their SAP, they may submit a written appeal, as outlined in section XVI below. If the appeal is approved, then the student will be placed on Financial Aid Probation and their progress will be monitored on a quarterly basis for the remainder of the academic year. If the student's progress does not improve during a quarterly review, then the student's remaining financial aid award may be canceled.

XIII. Requirements to Re-establish Financial Aid Eligibility:

If you are denied aid due to insufficient units and do not appeal, or your appeal is denied, you may regain financial aid eligibility: (1) permanently (i.e., regain eligibility from this point forward, pending any future unit deficiencies) by completing the total number of units needed to increase your percentage of Campus Cumulative Attempted Units Passed to an acceptable range for your appropriate grade level without receiving financial aid. Deficient units may be completed at CSUB, or they may be completed through CSUB Extended University, if the coursework is transferable and satisfies your CSUB graduation requirements; or, (2) temporarily (i.e., regain eligibility for the remainder of the academic year. A new appeal may need to be submitted for the next academic year) by transferring in units completed at another college (completed after financial aid was denied at CSUB) that are equal or greater than the total number of units deficient at CSUB. Units must satisfy your CSUB graduation requirements. It is the student's responsibility to meet the reinstatement requirements, provide academic transcripts for transfer units to the Office of Admissions & Records, and to provide proof of completed units to the OFA&S.

XIV. Maximum Unit Limit:

The maximum unit limit for undergraduate student aid eligibility is 150% of the unit requirement for graduation, as set forth by the CSU Board of Trustees. Since most undergraduate majors at CSUB require 180 units to graduate, the maximum unit limit is therefore 270 attempted units ($180 \times 1.5 = 270$). In addition, regulations require that all transfer units MUST be considered in determining progress toward graduation within the 150% maximum time frame (whether or not the student received prior financial aid and/or completed the coursework).

The maximum unit limit for post-baccalaureate Teacher Credential student aid eligibility is 150% of the unit requirement for graduation, as set forth by the Federal Department of Education and the CSU Board of Trustees. Since most Credential programs at CSUB require 50 units to graduate, the maximum unit limit is therefore 75 attempted units ($50 \times 1.5 = 75$). In addition, the government requires that all transfer units MUST be considered in determining progress toward graduation within the 150% maximum time frame (whether or not the student received prior financial aid and/or completed the coursework).

The maximum unit limit for graduate student aid eligibility is 150% of the unit requirement for graduation, as set forth by the CSU Board of Trustees. Since most graduate majors at CSUB require 50 units to graduate, the maximum unit limit is therefore 75 attempted units ($50 \times 1.5 =$

75). In addition, regulations require that all transfer units **MUST** be considered in determining progress toward graduation within the 150% maximum time frame (whether or not the student received prior financial aid and/or completed the coursework).

XV. Maximum Time Limit:

The maximum time limit for undergraduate aid eligibility is 150% of the normal length of time required to complete a program of study as a full-time equivalent student, as set forth by the Federal Department of Education and the CSU Board of Trustees. It will take 5 years to complete most undergraduate programs if a student is enrolled in only 12 units per term (180 units / 36 full-time units per year = 5 years). Thus, the maximum time limit is 7.5 years (150% * 5 years = 7.5 years). Since CSUB operates on a quarter term basis, we have rounded the maximum time limit up to **7.66 years** of full-time equivalent study.

The maximum time limit for post-baccalaureate Teacher Credential student aid eligibility is 150% of the normal length of time required to complete a program of study as a full-time equivalent student, as set forth by the CSU Board of Trustees. It will take 1.3 years to complete most Credential programs if a student is enrolled in only 12 units per term (50 units / 36 full-time units per year = 1.3 years). Thus, the maximum time limit is 2 years (150% * 1.3 years = 1.95 years). Since CSUB operates on a quarter term basis, we have rounded the maximum time limit up to **2 years** of full-time equivalent study.

The maximum time limit for M. A. / M. S. Graduate student aid eligibility is 150% of the normal length of time required to complete a program of study as a full-time equivalent student, as set forth by the CSU Board of Trustees. It will take 2 years to complete most Graduate programs if a student is enrolled in only 8 units per term (50 units / 24 full-time units per year = 2 years). Thus, the maximum time limit is **3 years** of full-time equivalent study (150% * 2 years = 3 years).

For Undergraduate or Teacher Credential students enrolled at CSUB, or transferring units from another institution, full-time equivalency is calculated by using the following formula:

| Full-Time Equivalency Formula for all Undergraduate and Teacher Credential Students | |
|--|---|
| Cumulative Units Attempted 36 | = Full-time equivalent years of enrollment. |

| Full-Time Equivalency Formula for all M. A. / M. S. Graduate Students | |
|--|---|
| Cumulative Units Attempted 24 | = Full-time equivalent years of enrollment. |

XVI. Appeal Process:

If the student has mitigating factors that have hindered their satisfactory academic progress toward graduation, including death of a relative, injury or illness of the student, or other special circumstances, the student may submit a written appeal, with supporting documentation, to the OFA&S. If the appeal is approved, the SAP quantitative standards may be temporarily waived to provide the student with the opportunity to reestablish SAP. Appeals are determined on a

case-by-case basis. The criteria for approving an appeal will be based on the student's circumstance, documentation, and a reasonable expectation that the student can reestablish progress toward a degree objective, and regain academic standing consistent with the requirements for graduation.

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