

# CSUB Financial Aid Satisfactory Academic Progress (SAP) Policy

This policy takes effect as of winter term in the  
2008-09 Academic Year

## 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) for students 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. However, CSUB has elected to evaluate SAP more often, which will be at the end of each term.

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. SAP Policy for Undergraduate Student Programs:

Qualitative Component (e.g., GPA):

Students must maintain a minimum CSUB cumulative grade point average (GPA) for courses completed at CSUB to remain eligible for financial aid.

- If you are an undergraduate student with 36 or fewer CSUB cumulative units attempted, the qualitative SAP policy is the same as the University's academic policy regarding academic probation and disqualification published by the CSUB Admissions & Records Office (AR). The AR will determine if your grade point average (GPA) meets the academic standards required for graduation. If they find that your GPA does not meet these standards, you will be placed on Academic Probation. If your GPA continues not to meet 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.
- If you are an undergraduate student with more than 36 CSUB cumulative units attempted, your CSUB cumulative GPA must be 2.00 or higher.

Quantitative Component (e.g., Units):

Quantitative standards are assessed by determining a student's ratio of overall

CSUB cumulative units earned to their CSUB cumulative units attempted. As a student progresses toward graduation, this expected ratio or percentage increases. The required ratios are represented in the following chart:

Program	Number of Overall Cumulative Units Attempted	Minimum Percentage of Units Earned (i.e., CSUB cumulative units earned with a passing grade divided by CSUB cumulative units attempted as of Census Day)
Undergraduate	1 to 36 units	55%
	36.01 to 72 units	60%
	72.01 to 108 units	65%
	108.01 to 144 units	70%
	144.01 to 270 units	75%

### III. SAP Policy for 2<sup>nd</sup> Bachelors Degree Programs:

Qualitative Component (e.g., GPA):

You must maintain a minimum CSUB cumulative grade point average (GPA) for courses completed at CSUB to remain eligible for financial aid.

- If you are a 2<sup>nd</sup> BA / BS student, your CSUB cumulative GPA must be 2.00 or higher.

Quantitative Component (e.g., Units):

Quantitative standards are assessed by determining a student's ratio of CSUB cumulative units earned to their CSUB cumulative units attempted. The required ratios are represented in the following chart:

Program	Number of Overall Cumulative Units Attempted	Minimum Percentage of Units Earned (i.e., CSUB cumulative units earned with a passing grade divided by CSUB cumulative units attempted as of Census Day)
2 <sup>nd</sup> BA / BS	1 to 75 units	75%

### IV. SAP Policy for Post-Baccalaureate Multiple Subject & Single Subject Teacher Credential Student Programs:

Qualitative Component (e.g., GPA):

You must maintain a minimum CSUB cumulative grade point average (GPA) for courses completed at CSUB to remain eligible for financial aid.

- If you are a credential student, your CSUB cumulative GPA must be 2.00

or higher.

Quantitative Component (e.g., Units):

Quantitative standards are assessed by determining a student's ratio of CSUB cumulative units earned to their CSUB cumulative units attempted. The required ratios are represented in the following chart:

Program	Number of Overall Cumulative Units Attempted	Minimum Percentage of Units Earned (i.e., CSUB cumulative units earned with a passing grade divided by CSUB cumulative units attempted as of Census Day)
Credential	1 to 75 units	75%

#### V. SAP Policy for Graduate & Doctorate Student Programs:

Qualitative Component (e.g., GPA):

You must maintain a minimum CSUB cumulative grade point average (GPA) for courses completed at CSUB to remain eligible for financial aid.

- If you are a graduate or doctorate student, your CSUB cumulative GPA must be 3.00 or higher.

Quantitative Component (e.g., Units):

Quantitative standards are assessed by determining a student's ratio of CSUB cumulative units earned to their CSUB cumulative units attempted. The required ratios are represented in the following chart:

Program	Number of Overall Cumulative Units Attempted	Minimum Percentage of Units Earned (i.e., CSUB cumulative units earned with a passing grade divided by CSUB cumulative units attempted as of Census Day)
Graduate & Doctorate	1 to 75 units	75%

#### VI. Grading:

The quality of an aid recipient's coursework is also monitored. Units are counted as earned only if one of the following grades are 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 as earned for satisfactory progress:

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

**VII. Academic Disqualification:**

Students who are academically disqualified from CSUB, by the CSUB Admissions & Records Office (AR), are not eligible for financial aid.

**VIII. 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 XVI of this policy (whether or not the student received prior financial aid and/or completed the coursework).

**IX. 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 XV of this policy.

**X. Incomplete Grades:**

Incomplete ("I") grades are not considering a passing grade for purposes of satisfactory progress.

**XI. Repeated Coursework:**

Please be aware that repeat courses are not identified in the computer system as "repeat courses" until your grades are entered for the term. Therefore, repeat courses that have been previously completed (with a passing grade) will be averaged into your GPA and cumulative units earned, which may negatively affect your SAP in regard to reaching the maximum time limit as outlined in section XVI of this policy.

**XII. Remedial Coursework:**

All grades and units completed in remedial coursework at CSUB will be considered in determining a student's SAP.

**XIII. Financial Aid Probation / Warning Period:**

If a student does not meet the SAP policy guidelines, as stated above, they will be placed on 1<sup>st</sup> Probation for the next term. This will allow the student time

to get back into good SAP standing, while continuing to receive financial aid. If the student continues not to meet the SAP policy guidelines, they will be placed on a 2<sup>nd</sup> Probation. This will allow the student one final opportunity to get back into good SAP standing while continuing to receive financial aid (please note: disbursement of financial aid for a term will be placed on hold for students on 2<sup>nd</sup> Probation until their prior term official grades are posted and SAP is determined). If the student does not meet the SAP terms of their 2<sup>nd</sup> Probation, their remaining financial aid eligibility will be cancelled for all future terms.

**Important Note:** Please be aware that Financial Aid Probation (relating to financial aid eligibility) is different than Academic Probation (relating to your overall academic standing with the University).

#### **XIV. Requirements to Re-establish Financial Aid Eligibility:**

Students who have lost their financial aid eligibility due to insufficient Percentage of Units Earned, or low GPA, and do not appeal, or their appeal is denied, may generally reestablish eligibility as follows:

- **GPA:** The qualitative requirement (i.e., CSUB cumulative GPA) is associated with units completed while at CSUB; therefore the additional units needed to increase your CSUB GPA must be completed at CSUB.
- **Units:** The quantitative requirement (i.e., CSUB cumulative units earned) may be re-established either:
  - (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 Units Earned 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 on a term-by-term basis 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 CSUB Admissions & Records Office (AR), and to provide proof of completed units to the OFA&S.

#### **XV. 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 undergraduate transfer units **MUST** be considered in determining progress toward graduation within the 150% maximum time frame (regardless of whether or not the student received prior financial aid, completed the coursework, or if the course work counts or not toward their degree objective).

The maximum unit limit for 2<sup>nd</sup> BA / BS 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, and the student has already completed two years (approximately 72 units) of general education coursework, the maximum unit limit is therefore **162 attempted units** ( $180 - 72 = 108 \times 1.5 = 162$ ). In addition, regulations require that all undergraduate transfer units **MUST** be considered in determining progress toward graduation within the 150% maximum time frame (regardless of whether or not the student received prior financial aid, completed the coursework, or if the course work counts or not toward their degree objective).

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, regulations require that all post-baccalaureate transfer units **MUST** be considered in determining progress toward graduation within the 150% maximum time frame (regardless of whether or not the student received prior financial aid, completed the coursework, or if the course work counts or not toward their degree objective).

The maximum unit limit for graduate & doctorate student aid eligibility is 150% of the unit requirement for graduation, as set forth by the CSU Board of Trustees. Since most graduate & doctorate programs 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 graduate and doctorate transfer units **MUST** be considered in determining progress toward graduation within the 150% maximum time frame (regardless of whether or not the student received prior financial aid, completed the coursework, or if the course work counts or not toward their degree objective).

#### **XVI. Maximum Time Limit:**

The maximum time limit for undergraduate 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 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 ( $180 \text{ units} / 36 \text{ full-time units per year} = 5 \text{ years}$ ). 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 (or 22 quarters)** of full-time equivalent study.

The maximum time limit for 2<sup>nd</sup> BA / BS 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 Federal Department of Education and the CSU Board of Trustees. It will take 3 years to complete most 2<sup>nd</sup> BA / BS programs (since the student has already completed their general education coursework) if a student is enrolled in only 12 units per term (180 units - 72 GE units = 108 / 36 full-time units per year = 3 years). Thus, the maximum time limit is 4.5 years (150% \* 3 years = 4.5 years). Since CSUB operates on a quarter term basis, we have rounded the maximum time limit up to **4.66 years (or 14 quarters)** 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 (or 6 quarters)** of full-time equivalent study.

The maximum time limit for graduate & doctorate 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 & doctorate 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 (or 9 quarters) of full-time equivalent study (150% \* 2 years = 3 years).

**Transfer Unit “Equivalent Years of Enrollment” Formulas:**

For undergraduate, 2<sup>nd</sup> BA/BS, or Teacher Credential students enrolled at CSUB, or transferring units from another institution, full-time equivalent years of enrollment is calculated by using the following formula:

<b>Full-Time Equivalency Formula for all Undergraduate and Teacher Credential Students</b>	
Cumulative undergraduate or Teacher Credential Units Attempted divided by 36	= Full-time equivalent years of enrollment x 3 = equivalent quarters

For graduate & doctorate students enrolled at CSUB, or transferring units from

another institution, full-time equivalent years of enrollment is calculated by using the following formula:

Full-Time Equivalency Formula for all M. A. / M. S. Graduate & Doctorate Students	
Cumulative graduate or doctorate Units Attempted divided by 24	= Full-time equivalent years of enrollment x 3 = equivalent quarters

#### XVII. Appeal Process:

If the student has mitigating factors that have hindered their Satisfactory Academic Progress (SAP) toward graduation, including death of a relative, injury or illness of the student, or other special circumstances, they may submit a SAP Appeal Form (which may be downloaded from our web page at <http://www.csub.edu/finaid/forms/>), 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 reviewed by the Financial Aid SAP Appeals Committee and determined on a case-by-case basis. The composition of this Committee includes multiple financial aid professional staff, and a member from the Student Success and Retention Center (SSRC). 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 that meets the requirements for graduation.

If the student's Petition is approved, they will be placed on Financial Aid Probation. The student must then meet the terms and conditions of their Probation in order to continue their financial aid eligibility each term.

If the student's Petition is denied by the Financial Aid SAP Appeals Committee, the student may submit a final appeal to the Financial Aid Advisory Committee, which serves as an overarching review board. This Committee only meets once at the beginning of each term, if needed. The composition of the Financial Aid Advisory Committee includes senior campus officials from offices with whom the OFA&S interfaces, as well as student financial aid recipient representatives and/or faculty representative. The Financial Aid Advisory Committee is the last level of appeal that a student can make.