



Center for Student Financial Aid

California State University, Los Angeles

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SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Effective July 1, 2011

Federal and State regulations governing student financial aid require financial aid recipients to maintain standards of reasonable academic progress toward the completion of their program. Cal State LA has developed standards of satisfactory academic progress monitoring student academic progress in accordance with federal and state regulations.

- Financial aid recipients must maintain a minimum grade point average toward their program, must satisfactorily complete at least 75% of course enrollment for the academic year and/or must not exceed the maximum units allowed to complete their program.
- The above requirements are separate from the University's academic standing policies and are applicable to all federal and state financial aid including grants, loans, and work-study. Non-financial aid recipients awarded only scholarships, graduate assistantships, stipends, or student assistant earnings must meet the eligibility requirements specific to those programs.
- SAP review is conducted **annually for all students** after spring grades are posted. The Center for Student Financial Aid reserves the right to review the academic progress of any financial aid recipient at any time.

SATISFACTORY ACADEMIC PROGRESS STANDARDS:

1. QUALITATIVE STANDARD – Minimum Cumulative Grade Point Average (GPA)

- Undergraduate 2.0
- Post-baccalaureate/Credential 2.5
- Graduate/Doctoral 3.0

2. QUANTITATIVE STANDARDS

- a. Rate of Completion (Acceptable Passing Rate):** Students must successfully complete at least 75% of the courses in which they enroll with passing grades each academic year. For example, if a student enrolls in 36 units for the academic year, he/she must complete at least 27 units ($36 \times 75\% = 27$).
- **Earned Units (for all degree programs) include:**
A, A-, B, B+, B-, C, C+, C-, D, D+, D-, CR, RP, and all transfer units.
 - **Attempted Units (for all degree programs) include:**
A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, IC, IN, CR, NC, RD, W, WU, repeat, and all transfer units.
 - **Grades of:** F, I, IC, IN, CR, NC, U, W, WU count as units attempted with zero units earned for all degree programs.
- b. Maximum Unit Standard (Excessive Units):** The maximum timeframe in which a student is expected to finish a program is no more than 150% of the number of units required to complete an educational program. For determining satisfactory academic progress, "all" attempted units at Cal State LA and "all" transfer units are counted whether or not financial aid was received.
- The maximum number of attempted units financial aid funding may be received for:
 - 271 attempted units Undergraduate
 - 112 attempted units Graduate/Masters

- Special items of note:
 - **Pre-requisite** courses are included within the number of units attempted and completed and therefore, are counted towards the maximum unit standard.
 - **500 level graduate courses** are weighed at 1.5 per unit and are included within the number of units attempted and completed, and are counted towards the maximum unit standard.
 - Example:
 - 500 level course for 4 units x 1.5 = 6 units
 - 6 units (not 4 units) will be counted towards the unit maximum.
 - For more information, refer to the "Study Load" information posted within your *Schedule of Classes* (any quarter) or your *University Catalog*.
 - **Graduate courses 596, 597, 598, 599, 699, and 900** may be certified as full-time (12 units) with a study load of fewer than 12 weighed units from other courses. As such, these courses are counted towards the maximum unit standard at their certified full-time unit level.
 - Example: Student enrolls in course 596 along with a lower division 2 unit course.
 - Lower division course = 2 units
 - Graduate Course 596 = 12 units
 - Total Units Counted = 14 units
 - For more information, refer to the "Study Load" information posted within your *Schedule of Classes* (any quarter) or your *University Catalog*.
- Students pursuing a second Baccalaureate degree, second Masters degree at Cal State LA, or are pursuing dual programs concurrently, will have reached the maximum units allowed at an accelerated pace. These students must have their SAP status and aid eligibility reviewed individually by a financial aid administrator.
- Students pursuing a double major may attempt 150% of the number of units required to complete the primary degree.

POST-BACCALAUREATE STUDENTS

Students pursuing a **Master's, Second Baccalaureate degree, or Teaching Credential** may receive financial aid until they complete their academic program, or their total number of units attempted (including a reasonable number of prerequisites) reaches or exceeds 150% of the number of units required for the program, whichever comes first.

DISQUALIFIATION

Students who do not meet the standards of satisfactory progress are disqualified and are ineligible for financial aid funding.

Conversely, students who complete the academic requirements for a program but do not yet have the degree or certificate are not eligible for further financial aid funding for that program.

APPEAL PROCESS

Students who do not meet the cumulative GPA standard, fail to complete 75% of units attempted during an academic year, and/or exceed the maximum unit standard will have their aid eligibility suspended.

Students may submit an appeal for funding to the Financial Aid Office. The appeal form is available online via the Financial Aid Office website. Students with approved appeals may be placed on "probation" with the Financial Aid Office for "*one academic year*". During a probation period, student will continue to receive financial aid. Satisfactory Academic Progress will be reviewed again at the end of the academic year.

SPECIAL NOTE: REGARDING PROBATION

Pursuant to new federal regulations effective July 1, 2011, students on probation are not eligible for continued funding for the subsequent academic year unless:

1. The student is meeting all Satisfactory Academic Progress standards described above; OR
2. The student satisfies conditions specified by Financial Aid.

Once students have been placed on probation, they must satisfy all Satisfactory Academic Progress standards at the end of their probationary period and during the remaining time in pursuit of their program objective, or they will be disqualified from receiving financial aid.

CONDITIONS FOR APPEAL

Acceptable conditions to file an appeal:

1. Death of a family member – parent, guardian, spouse, sibling, or child during the academic year;
2. Your own serious illness or injury that led to a complete or partial withdrawal from your courses or otherwise prevented you from passing your courses;
3. The serious illness or injury of a family member (parent, guardian, spouse, sibling, or child) that required you to be the primary caregiver and prevented you from passing your courses;
4. You received an approved medical withdrawal;
5. Extreme change in financial or legal circumstances; or
6. Compulsory military duty.

APPEAL PROCEDURES

1. Students may regain eligibility upon determination that the student is maintaining qualitative and quantitative standards for financial aid.
 2. Students who feel they were disqualified due to extraordinary circumstances may submit an appeal in writing to the Center for Financial Aid. The SAP Appeal form is available at <http://www.calstatela.edu/univ/finaid/forms/forms.php>.
 - a. Students are asked to submit a “Statement of Explanation” detailing the following:
 - i. Circumstances that prevented the student from meeting satisfactory academic progress standards;
 - ii. Their responsibility for these events;
 - iii. How their circumstances have changed assuring failure of the situation will not occur again;
 - iv. Steps the student has taken to ensure they will make Satisfactory Academic Progress in the future.
 - v. Students should be sure to specify relevant dates.
 - vi. Attach supporting documentation.
 - vii. SAP Appeals for **GPA deficiencies** must include:
 - a. Memo from academic advisor that outlines how they will improve their CSULA GPA.
 - b. Completed *Financial Aid Office Academic Plan* reviewed and signed by an academic advisor that has also been “stamped” with the department’s institutional stamp or seal.
 - i. The Financial Aid Office Academic Plan is available via “Online Forms”.
 - viii. SAP Appeals for **Excessive Units** must include:
 - a. Copy of the student’s Official Program signed by the Department Chair or designee.
 - b. A listing of all “*remaining coursework*” required to complete their degree program and indicates their “*expected term of graduation*”.
- For *all appeals*, students may attach other supporting documents that further document their situation (i.e., letter from doctor, copy of a death certificate, etc).
 - The review time for appeals may take a minimum of 4 – 6 weeks.
 - Students awaiting a response are responsible for paying their tuition fees by the payment deadline specified in the Schedule of Classes in order to register for classes or to avoid being dropped from classes.
 - Students will receive appeal determination by mail.

SAP APPEAL COMMITTEE:

Students whose initial request for exception to the SAP policy is denied may submit a subsequent request for review consideration to the Financial Aid Office SAP Appeal Committee. The Committee's decision is final. If the Committee's decision is to uphold the denial the student may not submit any subsequent requests for funding consideration. To regain eligibility for financial aid, the student must meet Satisfactory Academic Progress standards.

Process:

1. Students may submit a subsequent statement and supporting documents addressed to:

Financial Aid Office SAP Appeal Committee
C/O CSU Los Angeles Financial Aid Office, SA-124
5151 State University Drive
Los Angeles CA 90032

2. The student's statement and supporting documents should include information not provided in their initial appeal.
3. The Committee meets every other Thursday. Students will receive appeal determination by mail.
4. Students placed on probation by the Committee and granted funding for the current academic year must be sure to meet all conditions of probation in order to maintain funding eligibility for future quarters.
5. Students with appeal denials upheld by the Committee may not resubmit a petition for funding. To regain funding eligibility, the student must maintain Satisfactory Academic Progress standards.