



# Center for Student Financial Aid

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## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Federal and State regulations governing student financial aid require that students receiving for financial aid must maintain standards of reasonable academic progress in the completion of their degree or certificate. Cal State LA has developed standards of satisfactory academic progress policy to monitor student's academic progress in accordance to the federal and state regulations.

A review of SAP is conducted **annually for undergraduate** students and SAP will be reviewed **twice per year for graduate** students – 1<sup>st</sup> review at the end of the fall quarter, and the 2<sup>nd</sup> review at the end of the spring quarter.

Also, the Center for Student Financial Aid reserves the right to review the academic progress of any financial aid recipient at any time.

The Satisfactory Academic Progress Policy is comprised of two standards:

- Qualitative Standard (GPA)
- Quantitative Standard: (1) Rate of completion and (2) Maximum Unit Standard (Excessive units)

Below is a summary of the minimum standards students must meet to remain eligible for financial aid funds.

### SATISFACTORY ACADEMIC PROGRESS STANDARDS:

#### 1. QUALITATIVE STANDARD – Grade Point Average (GPA)

Students must be in good academic standing with the University, as defined by the current University Catalog. **Undergraduate** students must maintain a “C” average or 2.0 GPA in all courses attempted at Cal State LA; and, a “C” average or 2.0 “cumulative” GPA. **Post-baccalaureate** students must maintain a 2.5 GPA in all courses attempted at Cal State LA; and, a 2.5 “cumulative” GPA. **Graduate** students must maintain a “B” average or 3.0 GPA in all courses attempted at Cal State LA; and, a “B” average or 3.0 “cumulative” GPA.

#### 2. QUANTITATIVE STANDARDS

- a. **Rate of Completion (Acceptable Passing Rate):** To monitor the Acceptable Passing Rate an overall *ratio of Cal State LA units earned to Cal State LA Units attempted* is calculated for each review period. Students must complete 75% of units attempted. Transfer units are not included in this calculation.

Rate of Completion	Affects on aid eligibility / Action Needed
< 50%	Aid eligibility suspended. Student may submit SAP appeal.
50% - 74.99%	Financial Aid Probation. Eligible for funding – No Action Needed.
75%	Meeting SAP. No Action Needed.

- **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 units financial aid funding may be received for:
    - 271 units Undergraduate
    - 112 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 weighted at 1.5 per unit are included within the number of units attempted and completed, and therefore, 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 weighted 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. As such, 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 ONLY one 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.

### SAP PROBATION

The first time that a student does not complete 75% of units attempted during an academic year, he or she may be placed on “probation” with the Financial Aid Office for “*one academic year*”. To be placed on probation, a student must complete at least 50% of attempted units during an 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.

Once students have been placed on probation, they must complete at least 75% of attempted units annually during their probation year, and any remaining time in pursuit of their degree/certification, or they will be disqualified from receiving financial aid.

### DISQUALIFICATION

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.

## REQUALIFICATION

1. Students may regain eligibility when there is a determination that the student is again meeting the qualitative and quantitative standards.
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 for download and print via the Financial Aid Office web site, under "Online Forms" <http://www.calstatela.edu/univ/finaid/forms/forms.php>.
  - a. Students are asked to submit a "Statement of Explanation" which clearly explains the following:
    - i. The circumstances that prevented the student from meeting the satisfactory academic progress standards;
    - ii. What his/her responsibility for these events had been;
    - iii. How their circumstances have changed so that their failure of the situation will not occur again;
    - iv. The steps the student has taken to ensure he/she will make Satisfactory Academic Progress in the future.
    - v. Students should be sure to specify relevant dates (if applicable).
  - b. Attach supporting documentation depending upon the nature of his/her appeal and their individual circumstances.
    - i. SAP Appeals for **GPA deficiencies** must include:
      - a. Memo from academic advisor that outlines how he/she will improve their CSULA GPA.
      - b. Completed Financial Aid Office Academic Plan reviewed and signed by the 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".
    - ii. 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 his/her degree program and indicates their "expected term of graduation".
- For all appeals, depending upon the student's circumstances and nature of appeal, students may attach other supporting documents (if appropriate) that further document their situation (i.e., letter from doctor, copy of a death certificate, etc).

## SAP APPEAL COMMITTEE

Students whose initial request for funding is denied, may submit a subsequent request for funding 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. Rather, to regain eligibility for financial aid, the student would need to be meeting Satisfactory Academic Progress standards.

### Process:

1. Students may submit a subsequent statement and supporting documents (if applicable) 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/or supporting documents should include information not provided in his/her initial appeal submitted.
3. The Committee meets every other Thursday. Students will be sent an email communication and formal written response of the Committee's decision.
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 would need to be meeting Satisfactory Academic Progress standards.