

Satisfactory Academic Progress Policy

Financial aid applicants must make Satisfactory Academic Progress (SAP) toward the timely completion of a degree or credential to be eligible for grants, work-study, and government loans administered by the Financial Aid Office.

By accepting financial aid, you are recognizing your obligation to maintain SAP according to the standards established by Cal State East Bay. Academic progress is evaluated at the end of each Spring Quarter based on all coursework in your program, even if you did not receive aid for that coursework.

The measures used to assess SAP in your program are:

- ▶ Annual completion percentage for units taken at Cal State East Bay from Summer Quarter through Spring Quarter
- ▶ Cumulative completion percentage for all units taken at Cal State East Bay and all accepted transfer units
- ▶ Academic standing determined by the Records Office using various grade point averages
- ▶ Accumulated units combining total units taken at Cal State East Bay and total accepted transfer units

DEFINITIONS AND NOTES

FA Census Units: The units in which you are enrolled when the Add/Drop Period ends, with certain additions and exclusions to account for special non-standard situations[†].

Units Taken: FA Census Units with grades of A, B, C, D, F, CR, NC, I, IC, RP, RD, W, or WU, or sometimes no grade[†].

Units Passed: FA Census Units with grades of A, B, C, D, CR, or RP.

Completion Percentage: Units Passed divided by Units Taken, rounded to two decimal places and converted to a percentage (for example, $24/36 = 0.67 = 67\%$).

- ▶ You can receive aid for repeating a course if the repeat is allowed under Records Office academic renewal policies
- ▶ You can receive aid while taking remedial courses. But if you accumulate 45 FA census units in remedial courses, any additional remedial units will not be eligible for aid
- ▶ You cannot receive government aid for extension classes unless matriculated in an eligible program. Private education loans which require bank/lender credit review may be an option for you, if you are participating in an extension program
- ▶ You cannot receive government aid for audited or Open University classes. Private education loans may be an option for you, if enrolled in Open University classes to pursue re-admission following an academic disqualification

COMPLETION PERCENTAGE STANDARDS

Both your annual completion percentage and your cumulative completion percentage must meet the standards specified in the table to the right.

Probation Status means you did not make SAP but will receive a warning instead of being disqualified. If you have probation status for a completion percentage, and are not otherwise disqualified, you remain eligible for aid for the next funding year. But if that completion percentage is less than 75% at the end of the next funding year, then you will be disqualified from financial aid.

Completion%	SAP Status
75% to 100%	Satisfactory
67% to 74%	Probation
0% to 66%	Disqualified

ACADEMIC STANDARD

The Records Office determines your academic standing based on your program and the program's grade point average (GPA) requirements for all university work, all work at Cal State East Bay, and all work in your major. To be eligible for financial aid, you must have an academic standing consistent with the graduation requirements for your program and the academic probation policies of the Records Office. Use the following minimum GPAs as a guide: 2.0 for baccalaureate students; 2.5 for unclassified post-baccalaureate students; and 3.0 for credential and graduate students.

[†] Funded units dropped during the Add/Drop Period, which receive no grades, are included in FA census units. Unfunded units disallowed under policies on repeating classes and excluding classes from career statistics are excluded from FA census units.

UNIT CEILING STANDARDS

Your eligibility for financial aid is limited to a maximum number of units for each program. These unit ceilings are identified in the table to the right. If the unit ceiling for your program is specified as a percentage of the required units, you may be asked to submit documentation from an advisor about your program plan.

The unit ceiling for your program includes:

- ▶ All accepted transfer units, whether program applicable or not (except as noted for a second baccalaureate program)
- ▶ All units taken at Cal State East Bay, even if you change your major, pursue a double major, minor, or multiple options

You are expected to take classes that meet your program requirements and your educational goals. A unit ceiling applies whether or not you received aid for the units taken. When you reach the unit ceiling for your program, you will be disqualified from further financial aid. You can file an appeal to extend the unit ceiling based on your individual situation.

The more lengthy Master of Social Work and MS Counseling programs have a unit ceiling equal to 125% of the required units. For a second Master's program, at most - two options are allowed when determining required units. If enrolled concurrently in two Master's programs, you must file a Financial Aid Appeal to establish the unit ceiling.

You can receive aid for a combination of three credentials and Master's programs. You cannot receive financial aid to work on a third baccalaureate degree, third credential, or third Master's degree.

PROGRAM	UNIT CEILING
Baccalaureate	
First Baccalaureate	270
Second Baccalaureate	‡ 75
Credential	
First Credential	75
Second Credential	100% of Required
TED / SPED	125% of Required
Master's	
First Master's	68
Second Master's	100% of Required
Master's / Credential	125% of Required (combination program)
‡ Units in residence only; transfer units ignored.	
Unclassified Post-Baccalaureate	
Eligibility for 12 consecutive months only, beginning with the quarter when aid is first received, if enrollment includes at least 6 units each quarter, and if the coursework each quarter includes at least one official prerequisite needed for admission to a baccalaureate or Master's program.	

REINSTATEMENT AFTER DISQUALIFICATION

If you are disqualified from financial aid based on a completion percentage, you can regain eligibility by completing your reinstatement units, and then request the Financial Aid Office to restore your aid. The award will be based on the funds that are available at the time of reinstatement.

Reinstatement Units are units that you:

- ▶ Take at Cal State East Bay, not another college or university
- ▶ Pay for on your own without grants, work-study, or government loans
- ▶ Pass with grades of C- or better

The number of reinstatement units required to regain eligibility varies with your completion percentage, as shown in the table to the right. If your completion percentage is less than 33%, you must file a Financial Aid Appeal.

Completion%	Reinstatement
56% to 66%	8 units
44% to 55%	12 units
33% to 43%	18 units
0% to 32%	Appeal Required

DISQUALIFICATION APPEAL

For extenuating circumstances that contributed to your financial aid disqualification, you can file an appeal that includes a personal statement and documentation that substantiate your circumstances. The Financial Aid Appeals Committee will review your appeal. The Financial Aid Appeal form is available on the web through MyCSUEB.

If your appeal is approved, your eligibility for financial aid will be reinstated, with your award based on the funds that are available at the time of reinstatement. Your appeal might be approved with conditions that require passing (C- or better) for all your units in one or more quarters; or that specify steps you must take to improve your chances of academic success. A Financial Aid Appeal must be filed within 30 days of the beginning of a quarter to be eligible to receive aid that quarter, assuming your appeal is approved by the Financial Aid Appeals Committee.

If your appeal is denied, you are disqualified from further financial aid and must meet the reinstatement requirements, if applicable.