2018-2019 Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) is the term used to define successful completion of coursework to maintain eligibility for financial aid. California State University, East Bay is required by federal, state and institutional policy to determine whether a student is meeting SAP requirements. SAP evaluation for students, occur at the conclusion of each semester and/or at the time of awarding.

The student's entire academic career history must be considered when determining SAP status regardless of whether or not the student has received financial aid during each period of enrollment.

Student Eligibility Requirements

The following components are measure to determine whether the student is meeting SAP Standards: Qualitative, Quantitative, and Maximum Time Frame.

Students that receive a Warning for two semesters will be required to appeal to have their financial aid reinstated. Some requirements may result in an automatic financial aid suspension and student’s will need to appeal to have their financial aid reinstated.

Table 1: Undergraduate Student Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Measured Range</th>
<th>Review outcome: Warning / Disqualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Grade Point Average (GPA)</td>
<td>Student must maintain a semester GPA of 2.0 or higher</td>
<td>0.00 - 1.99 GPA</td>
<td>Warning</td>
</tr>
<tr>
<td>Cumulative Grade Point Average (CGA)</td>
<td>Student must maintain a cumulative GPA of 2.0 or higher</td>
<td>0.00 - 1.99 GPA</td>
<td>Warning</td>
</tr>
<tr>
<td>2 Year Grade Point Average</td>
<td>Student must have a 2.0 or higher GPA after attending 5 semester/terms at CSUEB.</td>
<td>0.00 - 1.99 GPA</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Maximum Attempted Units (MTF)</td>
<td>Maximum number of units allowed for financial aid (150% x Published Program Length = MTF)</td>
<td>APPR = 148.0 - 179.990 Attempted Units; MAXT = 180 + Attempted Units</td>
<td>APPR = Warning; MAXT = Must Appeal</td>
</tr>
<tr>
<td>Cumulative Earned Units - Pace of Progression</td>
<td>Total percentage of classes successfully completed must be 67% or higher.</td>
<td>0.00% - 66.99%</td>
<td>Warning</td>
</tr>
<tr>
<td>Current Earned Units - Pace of Progression (Semester Based)</td>
<td>Total percentage of classes successfully completed within the semester must be 67% or higher.</td>
<td>Individualized range based on academic plan.</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Students’ academic standing with the university.</td>
<td>Academically Suspended/Dismissed</td>
<td>Must Appeal</td>
</tr>
</tbody>
</table>
Table 2: Credential/Graduate Student Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Measured Range</th>
<th>Review outcome: Warning / Disqualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Grade Point Average (GPA)</td>
<td>Student must maintain a semester GPA of 3.0 or higher</td>
<td>0.00 - 2.99 GPA</td>
<td>Warning</td>
</tr>
<tr>
<td>Cumulative Grade Point Average (CGA)</td>
<td>Student must maintain a cumulative GPA of 3.0 or higher</td>
<td>0.00 - 2.99 GPA</td>
<td>Warning</td>
</tr>
<tr>
<td>Maximum Time Frame (MTF)</td>
<td>Maximum number of units allowed for financial aid (150% x Published Program Length = MTF)</td>
<td>Ranges are program specific.</td>
<td>APPR = Warning, MAXT = Must Appeal</td>
</tr>
<tr>
<td>Cumulative Earned Units - Pace of Progression</td>
<td>Total percentage of classes successfully completed must be 67% or higher.</td>
<td>0.00% - 66.99%</td>
<td>Warning</td>
</tr>
<tr>
<td>Current Earned Units - Pace of Progression (Semester Based)</td>
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<td>Academic Standing</td>
<td>Students’ academic standing with the university.</td>
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</tr>
</tbody>
</table>

Table 3: These are statuses the system will default the student’s status to based on the middle column (Calc SAP Status).

<table>
<thead>
<tr>
<th>Previous SAP Status (e.g. Fall Status)</th>
<th>Calculated SAP Status (e.g. Spring Status)</th>
<th>Current SAP Status (e.g. New Spring Status)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Plan</td>
<td>Warning</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Must Appeal</td>
<td>Approaching MTF (Warning)</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Must Appeal</td>
<td>Okay (Meeting SAP)</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Must Appeal</td>
<td>Warning</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Must Appeal</td>
<td>Approaching MTF (Warning)</td>
<td>Must Appeal</td>
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<td>Warning</td>
<td>Must Appeal</td>
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<td>Warning</td>
<td>Must Appeal</td>
</tr>
<tr>
<td>Warning</td>
<td>Warning</td>
<td>Must Appeal</td>
</tr>
</tbody>
</table>
Eligibility Requirements Defined

I. **Grade Point Average (Qualitative Measure)**
   a. The student’s cumulative grade point average (CGPA) and term grade point average (TGPA) are evaluated at the end of each semester.
   b. To meet the GPA requirements, the student must:
      i. Maintain a minimum cumulative GPA of 2.0 or higher / Graduate students must maintain a 3.0 GPA or higher.
      ii. Undergraduate students that fail to earn a 2.0 cumulative GPA by their second year (5th Term) will be suspended from financial aid.
      iii. Accepted transfer credit will have no effect on the student’s GPA Calculation.

*Specific federal, state, and institutional scholarships and grants may require a higher GPA for continued eligibility. This is a separate and distinct factor in renewing or continuing eligibility for these specific financial aid funds. The GPA for specific scholarships and grants supersedes the GPA requirements referenced above. Information about the terms and conditions of specific student aid programs that have GPA requirements are provided to the student at the time the award is offered.*

The following grades and their values are used in computing the semester and cumulative GPA for SAP purposes:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
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<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

II. **Maximum Timeframe (MTF) (Quantitative Measure)**
   a. Students must complete their academic program within 150% of the length of the academic program (Total units required for the academic program x 150% = maximum number of units allowed for financial aid).
      i. If the student has not completed their program within the MTF, they will be suspended from financial aid and required to petition for additional financial aid eligibility.
      ii. A student who completes the number of units requirements for a program; but does not yet have the degree or certificate, is considered to not be making Satisfactory Academic Progress.
      iii. Transfer units will be counted within the Maximum Timeframe calculation (maximum of 70 units).
      iv. Courses that receive grade forgiveness are still counted against the student’s maximum timeframe.

To meet the maximum timeframe requirement, students must:

v. **Undergraduate students:** Not to exceed 180 attempted semester credit hours: Academic programs that require more than 120 units may be eligible for additional units beyond the 180 cap.

vi. **Credential / Graduate Students:** Program Specific (Total units required for the academic program x 150% = Maximum Number of Attempted Units Allowed)
III. Pace of Progression (POP) (Quantitative)
   a. The student must successfully complete 2/3’s (67%) of all of their attempted units, which is measured by the Pace of Progression.
      i. Pace or completion ratio is calculated by determining the cumulative number of units the student has successfully completed divided by the number of cumulative units the student has attempted.
      ii. Only units attempted and completed at Cal State East Bay will be counted in the pace of progression calculation, transfer units are not included in this calculation.

Example
Student enrolls in 12 units, but only successfully completes 6 units.

Calculate POP: 6 (Completed Units) / 12 (Attempted Units) = .50 (50% Pace of Progression)

For Pace of Progression purposes, the following definitions and conditions apply:

- Successfully completed units include courses in which the student received grades of: A, A-, B+, B, B-, C+, C, C-, CR, D+, D, D-, F, I, RD, RP, or P.
- Grades of: NC, WU, and W grades are not considered as earned credit hours.
- Audited courses count as attempted but not earned hours. Therefore, auditing classes will negatively affect a student’s ability to satisfy the hours earned standard.

Additional SAP Information
Effects of Remedial Courses
Remedial or developmental courses do not count toward the student’s degree requirements; however, they are counted as attempted and earned hours and are used to determine a student’s academic grade level or classification. Thus, developmental courses are calculated in the quantitative and maximum time frame measures.

(Financial aid may be awarded to cover up to 45 remedial course units. Remedial course units in excess of 45 cannot be calculated as enrolled hours for financial aid purposes. This rule is not related to SAP but is a general financial aid eligibility requirement).

Effects of Pre-Requisite and Repeated Courses
Pre-requisites (or preparatory courses) do not count toward the student’s degree requirements; however, they are counted as attempted and earned hours and are used to determine a student’s academic grade level or classification. Pre-requisite courses are classified as undergraduate, thus, for SAP purposes credit hours earned and attempted and grades are evaluated in accordance with the Financial Aid SAP Policy for Undergraduate Students.

If the student repeats a course, those units and grades are used when measuring the qualitative standard. When a student repeats a course, the total attempted hours will increase with each repeat, but the student may only earn hours for a successfully completed course once. Therefore, repeating courses negatively affects the student’s ability to satisfy Quantitative and Maximum Timeframe measures.

Effects of W, WU, NC Grades
If the student withdraws (officially or unofficially) from a course after the drop/add period for any given term (e.g., student receives a grade of W for the course), the course units are included in the count of attempted credit hours (Maximum Timeframe/GPA). Students who stop attending a course without officially withdrawing are considered to be unofficially withdrawn and may be awarded a “NC” grade.
Effect of Change in Major
If a student changes majors, the units the student earns at CSUEB and accepted transfer units under all majors will be included in the calculation of qualitative, quantitative and maximum timeframe measures.

Additional Degrees
If a student successfully completes a degree and enrolls in a subsequent degree program at the university, the student’s SAP eligibility will be considered to have SAP "reset." The student’s SAP will be measured against the new academic program of study, which includes the determination of maximum time frame.

Academic Dismissal/Disqualification
In the event a student is academically disqualified or dismissed from Cal State East Bay, they will be advanced to a suspended financial aid status. Students that appeal to be reinstated into the institution may utilize their academic appeal to appeal for financial aid reinstatement. Reinstatement into the university does not guarantee the student’s financial aid will be reinstated.

Notifications
Students will be sent an email to their Horizon email to alert them of their Satisfactory Academic Progress status after grades are posted at the end of a term and/or at the time of awarding.

Students who are awaiting a grade change or an update to their academic record should submit a request to have their SAP status re-evaluated after their academic record has been updated.

SAP Statuses
Meets SAP (Okay)
The Student meets the minimum GPA, Pace, and maximum time frame standard and, if otherwise eligible, can receive financial aid.

Warning
The student fails to meet the minimum standard for GPA, Pace, or both GPA and Pace the students will be placed on a warning status. The student can receive financial aid for one additional semester, but will be suspended if he/she does not improve his/her academic performance and meet the minimum standards by the end of the next evaluation period.

Financial Aid Probation
Financial Aid Probation status is assigned to a student who fails to make SAP and who has successfully appealed and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive financial aid for one subsequent payment period.

Academic Plan
An Academic Plan is a written agreement between the student, their Academic Advisor, and the Financial Aid Office that may extend the student's probationary period beyond one semester and specifies specific requirements (i.e., minimum course completion ratio and GPA) that the student must maintain while on probation in order to maintain financial aid eligibility.

A. Academic progress will continue to be measured at the end of each semester while a student is on an Academic Plan.
B. A student that fails to meet the requirements of the Academic Plan will be placed on Financial Aid Suspension.
C. The student will need to appeal if they would like to request a revision to their Academic Plan.

The Academic Plan includes:
• Specified courses the student will enroll within the probation period
• Minimum grade that must be earned in each course
• Expected graduation date
• Advisor’s signature

Financial Aid Suspension
Financial Aid Suspension is a status assigned to a student who fails to make SAP, fails to regain eligibility by meeting the minimum SAP standards after a successful appeal and a probationary period or does not fulfill the requirements set forth in his or her Academic Rehab Plan when placed on Financial Aid Probation.

A student who is placed on Financial Aid Suspension may only receive financial aid if the student re-establishes eligibility by meeting the standards set forth in this policy.

Regaining eligibility for Financial Aid
Neither paying for one’s classes nor sitting out for one or more terms affects a student’s academic progress standing, so neither is sufficient to reestablish aid eligibility.

The following may be considered for regaining eligibility for financial aid:

• Petitioning for financial aid reinstatement
• Self-paying a semester to demonstrate student can meet SAP standards and submitting a SAP Appeal
• Repeating failed courses
• Completing incomplete grades

Cumulative GPA can only be improved by course work at CSUEB. Hours-earned deficiencies may be remedied by attendance at CSUEB or another institution. However, if enrolling elsewhere, the student must complete the appropriate transfer credit evaluation request forms and have the course work pre-approved by the academic school/department prior to enrolling at the other institution.

Once deficiencies have been remedied, the student must notify the Financial Aid Office and request reinstatement of eligibility. This request should be made after all grades and credit hours are officially recorded by the appropriate academic offices.

SAP Appeal Policies
The student may submit a SAP appeal to petition the school for reconsideration of his/her eligibility for federal and state financial aid. An appeal must explain: (a) Why the student failed to make satisfactory academic progress? (b) What has changed in the student’s situation that will allow the student to make satisfactory progress by the next evaluation?

A. SAP Appeals are not retroactive. The appeal only impacts aid eligibility for a term if the appeal is approved during the term in question. An appeal approved after a term is over cannot make a student eligible for TIV aid in prior terms.

B. In the event a student is dismissed for the university, the Financial Aid Office will not review the student’s SAP appeal unless the student has been reinstated within university.

C. Appeals that do not provide documentation of the cited extenuating circumstance will be denied.

D. Unresolved extenuating circumstances from a prior appeal will not be sufficient for appealing for financial aid to be reinstated.
   a. When student’s appeal to have their aid reinstated, they are to explain how their extenuating circumstance previously prevented them from being academically successful and they attest to how that circumstance
will no longer impede their ability to be successful. Therefore, the Financial Aid Office is unable to accept on-going extenuating circumstances as justification to reinstate financial aid eligibility.

**Important Information about Appeal Processes**

A. Review and decisions regarding appeals are final, they cannot be appealed to the U.S. Department of Education.

B. At the conclusion of the subsequent payment period of an approved appeal, if the student meets the standards of SAP/Academic Plan, the Financial Aid Probation status will be removed. If the student meets the requirements of the Academic Plan, the student will be assigned Financial Aid Probation for the subsequent payment period.

C. If the student fails to meet SAP standards or the requirements set forth in the SAP Academic Plan, the student will be deemed ineligible for financial aid. Once deficiencies have been remedied, the student may notify the Financial Aid Office and request reinstatement of eligibility. This request should be made after all grades and credit hours are officially recorded on the student’s transcript.

**SAP Appeal Deadlines**

Deadlines are published on the Cal State East Bay website and are updated annually.

The SAP appeal deadlines align with the financial aid census (financial aid freeze) date for each semester. Submission of a SAP appeal after the published deadlines may not be reviewed, students are encouraged to plan accordingly.

**SAP Appeals Committee and Decision**

Students will be sent official notification of the appeals committee decision via email. The decision of the SAP Appeals Committee is final.

If the extenuating circumstance, documentation and/or the Academic Plan are acceptable to the Appeals Committee, the appeal will be approved. The student will be placed on Financial Aid Probation or an Academic Plan, then aid will be reinstated.