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 regulations to determine whether a student is meeting SAP requirements. SAP evaluation for students occur at the conclusion of each semester and applies to all Title IV and Non-Title IV aid recipients regardless of full time or part time status, or the program of study. The student's entire academic career history must be considered, including coursework transfered from another institution when determining SAP status. This is regardless of whether or not the student has received financial aid during each period of enrollment. Transfer credits will be counted as attempted and completed credits for the calculation of completion rate and maximum time frame, and will affect the student's GPA calculation as well. Click here for CSU East Bay's Transfer Credit Policy.

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 will be eligible to receive Financial Aid. However, students with a Warning Status who fail to improve their academic progress in the subsequent evaluation period will be disqualified. Students who are Disqualified 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.

Requirement	Description	Warning Range	Disqualified
Cumulative Grade Point Average (CGA)	Student must maintain a cumulative GPA of 2.0 or higher	0.00 - 1.99 GPA	Subsequent after Warning status if student remains at 0.00-1.99
2 Year Grade Point Average	Student must have a 2.0 or higher GPA after attending 5 semester/terms at CSUEB.		0.00 - 1.99 GPA
Maximum Attempted Units (MTF)	Maximum number of units allowed for financial aid (150% x Published Program Length = MTF)	148.0 - 179.990 Attempted Units	Subsequent after Warning status if student reaches max or remains within 148-179.99 range.
Cumulative Earned Units - Pace of Progression	Total percentage of classes successfully completed must be 67% or higher.	0.00% - 66.99% (APPR Status)	Subsequent after APPR Status if student remains at 0.00-66.99%
Students who are academically disqualified must be reinstated by the University in order to be considered for Financial Aid. Students who are reinstated will be considered for Financial Aid if they meet Satisfactory Academic Progress.			

Table 2: Credential/Graduate Student Requirements

Requirement	Description	Warning	Disqualified
Cumulative Grade Point Average (CGA)	Student must maintain a cumulative GPA of 3.0 or higher	0.00 - 2.99 GPA	Subsequent after warning status if student remains at 0.00-2.99
Maximum Time Frame (MTF)	Maximum number of units allowed for financial aid (150% x Published Program Length = MTF)	Ranges are program specific.	Subsequent after warning status if student reaches 150%
Cumulative Earned Units - Pace of Progression	Total percentage of classes successfully completed must be 67% or higher.	0.00% - 66.99% (APPR Status)	Subsequent after APPR status if student remains at 0.00-66.99%
Students who are academically disqualified must be reinstated by the University in order to be considered for Financial Aid. Students who are reinstated will be considered for Financial Aid if they meet Satisfactory Academic Progress.			

Eligibility Requirements Defined

I.   Grade Point Average (Qualitative Measure)
    a.   The student's cumulative grade point average (CGPA) 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. Transfer units that are accepted towards the student's educational program will count when calculating GPA

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 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:

A = 4.0		C = 2.0	
A- = 3.7		C- = 1.7	
B+= 3.3		D+= 1.3	
B = 3.0		D = 1.0	
B- = 2.7		D- = 0.7	
C+= 2.3		F = 0.0	

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 appeal.
       ii. A student who completes the number of units requirements for a program; but does not yet have the degree or certificate, is not making SAP
       iii. Transfer units will be counted within the Maximum Timeframe calculation.
       iv. Units counted will be limited towards courses that count towards major requirements
       v.   Courses that receive grade forgiveness are still counted against the student's maximum time frame.
       To Meet the Maximum Timeframe Requirement:
       -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.
       -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.   Transfer credits count as attempted and earned

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)

The following definitions and conditions apply for Pace of Progression:

- Successfully completed units include courses in which the student received grades of: A, A-, B+, B, B-, C+, C, C-, CR, D+, D, D-, RD, RP, or P.

- Grades of: NC, WU, I, F, 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.

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 Prerequisite 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.

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, F, I, NC Grades

If the student withdraws If the student withdraws (officially or unofficially) from a course after the drop/add period for any given term (e.g., (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. (Students who did not complete a certain degree and return to pursue another program are not exempt to this situation. Students may submit an appeal to have only their transferable credits considered for Maximum Time Frame)

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.

Dual Majors

Students with multiple majors must submit an Academic Plan to the Financial Aid Office to prevent an incorrect Satisfactory Academic Progress miscalculation. The Office of Financial Aid will monitor the student's progress status after grades are posted at the end of a term and/or at the time of awarding.

Notifications

Students will be sent an email (via their Horizon account) to alert them of their Satisfactory Academic Progress **Warning, Approaching Maximum Time Frame (APPR), have reached Maximum Attempted Units and are disqualified, or Disqualification due to GPA or PACE** status after grades are posted at the end of a term and/or at the time of awarding. Students will be allowed to submit a Satisfactory Academic Progress Appeal through the Campus Logic Portal. The deadline to submit the appeal will be 3 weeks prior to the end of the semester. Periodic notification of outstanding appeal documents will be sent to the student's Horizon email account until all necessary documentation to the appeal is complete. The Financial Aid Office reserves the right to request additional information throughout the SAP Appeal review process. The Financial Aid Office may require that a student contact their Academic/Major Advisor if it is determined that the student will not be able to reinstate SAP without additional guidance. As such, students are expected to be proactive in providing the necessary documentation in a timely manner. 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.

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 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 with documented support from Academic Advisor 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

Academic plans must be monitored up to a specific point in time and the plan must include the student completing the program within 150%. If the student is not able to complete within the time frame, then completion standards must be written into the standards. The student's progression will be monitored every term. If the student fails to meet the standards set up in the plan, the student will no longer be eligible for financial aid until the student re-establishes eligibility on their own.

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 their Academic 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:

Students who are not making Satisfactory Academic Progress and are no longer eligible to receive Financial Aid may have their Financial Aid eligibility reinstated once they meet Satisfactory Academic Progress.

SAP Appeal Policy:

Students 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 (c) The steps that the student has taken to ensure that they will make SAP in the future.

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

•   Appeals that do not provide documentation of the cited extenuating circumstance will be denied.
•   Unresolved extenuating circumstances from a prior appeal will not be sufficient for appealing for financial aid to be reinstated.
•   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.
•   Review and decisions regarding appeals are final, they can neither be appealed to the Institution nor the U.S. Department of Education.
•   At the conclusion of the probationary period, if the student meets the standards of SAP, the Financial Aid Probation status will be removed.
•   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.
•   The SAP appeal deadline will be 3 weeks prior to the last day of the semester finals. This will be published on the Cal State East Bay website.

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.

SAP Status

Conditional: Academic Plan (A)- Student will be monitored at the end of each term to confirm eligibility according to Academic Plan agreed upon by the student's Academic Adviser, the Student, and the Financial Aid Office

Not Meeting SAP (N)- Student is disqualified and ineligible for Financial Aid

Probation (P) - 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 semester.

Warning (W)- The student fails to meet the minimum standard for GPA, Pace, or both GPA and Pace and will be placed on a warning status. The student can receive Financial Aid under the warning status but will be disqualified if they do not improve their academic performance and meet SAP by the end of the next evaluation period.

APPR- The student is approaching Maximum attempted units.

MAXT= The student has reached the Maximum attempted units and must appeal.

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

SAP and the California Student Aid Commission:

The California Student Aid Commission Requires that Student maintain Satisfactory Academic Progress, according to the Institution that the student is receiving Cal Grant Funds. California State University, East Bay is required to notify the Commission if the student is not making Satisfactory Academic Progress. Students who do not maintain Satisfactory Academic Progress after 3 consecutive terms will be withdrawn from the Cal Grant program. For more information regarding Cal Grant eligibility, visit the following website: https://www.csac.ca.gov/cal-grants