

California State University, East Bay Satisfactory Academic Progress Policy

Federal financial aid regulations require that financial aid applicants make Satisfactory Academic Progress (SAP) toward the timely completion of a degree or credential to establish and maintain financial aid eligibility. This SAP policy governs your eligibility for all Federal and State financial aid programs including grants, work-study, and government loans administered by the Financial Aid Office. When you accept financial aid, you acknowledge your obligation to maintain SAP according to the standards established by Cal State East Bay. Academic progress is evaluated at the end of each quarter and is based on all attempted coursework. You are subject to the SAP policy even if you didn't receive financial aid for completed coursework.

Below are the four measures used to assess academic progress:

- **Grade Point Average** – Measurement of your GPA against that required to graduate or complete your program – Students on probation with a GPA below these levels are subject to **disqualification**

Grade Level	GPA
Freshman (0-44 units)	1.5
Sophomore (45-89 units)	1.7
Junior (90-134 units)	1.85
Senior (135+ units)	1.95
Graduate/Credential	3.0
Postbaccalaureate	2.5

- **Incremental (Quarterly) Degree Progress** - Percentage of quarterly completed to quarterly attempted units during your last term of attendance
- **Overall Degree Progress** - Percentage of total completed to total attempted units during your academic history at CSU, East Bay

For progress measures non-passing grades, withdrawals, and no-credit course repeats count as attempted units.

Incomplete grades temporarily count as completed units.

Completion Rate	SAP Status	Required Action
67% or more of attempted units completed	Satisfactory Progress	Continue to meet SAP
66% - 33% of attempted units completed	1 st Warning	Must improve to 67% by end of warning quarter or submit Appeal
< 33% of attempted units completed	Warning - Aid may be on hold	May be required to meet with a Financial Aid Counselor May also appeal for probation

- **Maximum Unit Timeframe** – There is a limit to the number of units you may attempt while completing your degree or program.

These limits are program specific and include your overall attempted and completed units, including units **transferred** from other colleges. Non-passing grades, withdrawals and no-credit course repeats count as attempted units.

Program	Attempted Units Allowed
*Baccalaureate Degree	270
2 nd Baccalaureate Degree	75
Credential	75
2 nd Credential	100% of required units
TED/SPED	125% of required units
Master's Degree	68 (program exceptions apply)
2 nd Master's Degree	100% of required units
Master's Degree/Credential	125% of required units

*No more than 45 units from remedial courses

What happens when you are disqualified from financial aid?

Your first quarter of disqualification is usually followed by a **warning** quarter during which you must restore your progress to the satisfactory measure. Students on warning are eligible for financial aid. Students who complete no units during a quarter may be required to meet with a financial aid counselor prior to receiving aid during the warning quarter.

What happens if you don't meet SAP after the warning quarter?

If you are still not making satisfactory progress after your warning quarter, you lose your aid eligibility. You may take one of two actions.

- (1) Continue your enrollment, without receiving financial aid, until you are again making progress. You can always gain **reinstatement** of aid eligibility by completing enough units to again meet the SAP measures described in this policy.
- (2) If an extenuating situation such as injury, illness, death of a close relative, or other special circumstances prevented you from making progress, you may file a **Financial Aid Appeal**.

Your appeal will be evaluated and if approved, you will be subject to a period of **probation**. You may be required to work with a financial aid counselor to develop an **academic plan** and you must adhere to the academic plan during your probationary period. Failure to meet the terms of probation will result in disqualification from aid.

Appeal Information

If you are disqualified from aid and can document extenuating circumstances that prevented you from meeting the Satisfactory Academic Progress standard, you may submit an Appeal for temporary reinstatement of your aid eligibility. The Appeal Form is available on the web under financial aid forms. Your appeal must detail the circumstance(s) that prevented your progress, and you must state the changes you have instituted that will allow you to succeed in future terms. You should submit documentation to support your appeal. For example, if you were ill or injured, documentation might include hospital admission and discharge statements, or a statement from your attending physician. In cases involving death of a close relative, supporting documentation should include a copy of a death certificate, obituary, or funeral program. The financial aid Appeals Committee will review your appeal and communicate a decision to you. We may require you to adhere to an academic plan that will ensure your future academic progress. Decisions of the Appeals Committee are final and binding.