



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.10.010

Effective Date: 10/28/08

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Policy on Financial Aid Satisfactory Academic Progress

PURPOSE:

An annual review of Satisfactory Academic Progress is required as one of the conditions of student financial aid eligibility. Students who fail to meet these standards are considered to have not made satisfactory academic progress and are no longer eligible for financial aid.

BACKGROUND:

This policy is required by federal regulation.

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2003]

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TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 668--STUDENT ASSISTANCE GENERAL PROVISIONS--Table of Contents

Subpart C--Student Eligibility

Sec. 668.34 Satisfactory progress.

- a) If a student is enrolled in a program of study of more than two academic years, to be eligible to receive title IV, HEA program assistance after the second year, in addition to satisfying the
- b) requirements contained in Sec. 668.32(f), the student must be making satisfactory progress under the provisions of paragraphs (b), (c) and (d) of this section.
- c) A student is making satisfactory progress if, at the end of the second year, the student has a grade point average of at least a "C" or its equivalent, or has academic standing consistent with the
- d) institution's requirements for graduation.



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- e) An institution may find that a student is making satisfactory progress even though the student does not satisfy the requirements in paragraph (b) of this section, if the institution determines that the
- f) student's failure to meet those requirements is based upon--
 - (1) The death of a relative of the student;
 - (2) An injury or illness of the student; or
 - (3) Other special circumstances.
- g) If a student is not making satisfactory progress at the end of the second year, but at the end of a subsequent grading period comes into compliance with the institution's requirements for graduation, the institution may consider the student as making satisfactory progress beginning with the next grading period.
- h) At a minimum, an institution must review a student's academic progress at the end of each year.

(Authority: 20 U.S.C. 1091(d))

POLICY:

Accountability:

Financial Aid office

Applicability:

All registered students at CSUCI receiving financial aid assistance.

Text: This policy is identical to the institutional policy for a student enrolled in the same educational program who is not receiving Title IV assistance. Satisfactory Academic Progress is reviewed annually by the Financial Aid office at the end of the Spring term. The SAP review process is conducted within the student database system and the decision is recorded under the Financial Aid section of the database system.

This policy has four conditions which must be met to be eligible for financial aid. Students who have been awarded financial aid and do not meet these conditions will have their aid canceled for the subsequent semester.



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Part One: Acceptable Passing Rate (Quantitative Standards)

Quantitative standards are assessed by dividing the number of a student's cumulative units (of classes passed) by the total number of attempted CSUCI units plus transferable credits. As students progress in their academic career, the expected ratio or percentage increases. The required ratios are represented in the chart below.

	Class level	Percentage of cumulative units taken which must be passed.
Undergraduate degree	Freshman	75%
	Sophomore	80%
	Junior	85%
	Senior/2 nd BA	90%
Post-baccalaureate/Credential		90%
Graduate degree		90%

Part Two: Acceptable Grade Point Average (Qualitative Standards)

All students must maintain a grade point average of 2.0 (overall "C" average) to maintain financial aid eligibility. If students are placed on academic probation, they will be placed on satisfactory academic progress probation as well. Being on probation will allow a student to receive financial aid assistance for one semester. At the conclusion of the semester, the Financial Aid office will review the student's academic record and determine if they are in good standing and therefore able to receive aid for the subsequent semester(s).

Students disqualified by the University are automatically ineligible for financial aid based on qualitative standards of not achieving a 2.0 (C average) grade point average.



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Part Three: Unit and Time Limits

Students working toward their first undergraduate degree are limited to 180 earned units (including accepted transfer units towards the degree program), the equivalent of approximately 6 years of full-time study. Students who have earned their first undergraduate degree and are enrolled in a second baccalaureate program are limited to 48 earned units. Students in a credential program are limited to 48 earned units including prerequisite courses. Students in a master's program are limited to 48 earned units including prerequisite courses.

Part Four: Other Provisions

Incompletes

Any student who was granted an incomplete "I" grade and failed to meet the conditions of the incomplete grade contract after one year, will be given a grade of "IC" which is equivalent to an "F" and will be assessed under the qualitative standards of the SAP policy.

Treatment of Withdrawals

If a student has withdrawn from the university three times, this may demonstrate unwillingness or inability to progress. In such cases, the Financial Aid staff may determine that a student is subject to a more extensive review by either the Director of Financial Aid, or the SAP Appeals Committee. Aid will remain on hold until this review is completed.

Treatment of Repeated Coursework

The Financial Aid office accepts repeated courses consistent with University Policy limiting these units to 18 semester earned units in which a student earned a prior C- or lower grade. Additional repeated coursework may demonstrate unwillingness or inability to progress. In such cases, the financial aid staff may determine that a student is not making satisfactory academic progress, according to policy.



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Treatment of Credit/Non-credit Coursework

Because the University limits to 12 the number of general education CR/NC units that can be used toward graduation, the Financial Aid Department views CR/NC courses in excess of the limit as not applicable toward the degree. Students who exceed the maximum while receiving aid funds are subject to review of continued eligibility.

FA Funding/ Reinstatement Rules following a SAP Appeal

A student cannot be paid for any payment period in which an academic progress standard was not met. If a student fails 'SAP' policy at the beginning of an academic year but meets it later by evidence of sufficient documentation, the following rule applies:

For Federal, State, campus-based, aid types may be paid only for the payment period in which he/she regains progress. It is CSUCI policy that retroactive Stafford loan payments for the entire period of enrollment are not allowed.

SAP Appeal Process

When extraordinary circumstances are adequately documented, a student's satisfactory academic progress may be re-evaluated and adjusted. Students who fail to meet the satisfactory academic progress standards are addressed on a case-by-case basis through an appeal process. Appeals are reviewed by the Director of Financial Aid and the SAP Appeals Committee.

Aid will be canceled upon notice of failing Satisfactory Academic Progress; however, the student has 21 days to appeal. The Director of Financial Aid will render a decision and notify the student within 21 days of receipt of the appeal documentation. If a student's appeal is granted, s/he will be placed on financial aid probation for a semester and granted one semester of financial aid eligibility. At the end of the semester, his/her academic record is re-evaluated to determine if he/she are off of probation and found to be in good standing. The Director of Financial Aid also reserves the right to extend probationary status as necessary.

Students who have completed all undergraduate degree course requirements but have not graduated for any reason are not eligible for funding.



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Any financial aid award is tentative until the academic record is reviewed. For entering transfer students, the review is based on the academic record on file at the time of first consideration (or when information becomes available).

Failure to complete units in any term is evidence of failure to make reasonable academic progress. Students in this category will be disqualified from receiving aid the following term and may be subject to repayment of previous term aid received.

Academic progress can be reevaluated at other times identified by the Financial Aid office.

EXHIBIT(S):

Exhibit A

Federal Student Financial Aid Handbook:

Volume 1 Student Eligibility Chapter 1 School Determined Requirements

<http://www.ifap.ed.gov/sfahandbooks/0304FSAHBVOL1StuElig.html>

Exhibit B

Procedure:

Reinstatement of Eligibility

Students may appeal his/her satisfactory academic progress determination by submitting a written petition to the Financial Aid office, citing mitigating circumstances as provided for in federal regulations. This petition may be supported by additional documentation and may include the recommendation(s) of faculty who are familiar with the student's academic history.

The criteria for which an approved petition will be based is a reasonable expectation that the student can reestablish progress toward a degree objective and regain an academic standing consistent with the requirements for graduation. If financial aid is restored, conditions may be imposed and/or eligibility may be restricted to a limited time frame.