FRESNO STATE
Financial Aid and Scholarships

Financial Aid and Scholarships Office
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Satisfactory Academic Progress (SAP) Policy & Procedures

A review of student Satisfactory Academic Progress (SAP) toward an eligible degree or certificate is required by federal, state, and institutional rules as one condition for financial aid eligibility. Students that are not meeting the standards for satisfactory academic progress are not eligible to receive financial aid funding. SAP is reviewed at the end of each term. There are limited opportunities to appeal. Appeal procedures and deadline information are posted every June on the Financial Aid website. All appeal decisions are final.

GENERAL REQUIREMENTS

Students who do not meet SAP cannot receive financial aid until after they submit an appeal, AND the appeal is approved by the Financial Aid Office. The appeal <u>must</u> include supporting documentation as applicable. Appeals are reviewed by the Financial Aid Office and it reserves the right to deny an appeal.

Satisfactory completion of coursework means that a student has received a grade of A, B, C, D, CR, or RP in a class.   Course grades of F, NC, I, W, RD, WU, or AU will not be counted as satisfactory completion of units in relation to financial aid eligibility.

ACADEMIC STANDING

Students are required to remain in good standing according to academic standards consistent with the University's requirements for graduation, probation and disqualification which are published in the University Catalog. Students disqualified by the University are ineligible for financial aid and subject to automatic cancellation of financial aid awards. Students are not eligible for financial aid until after an official re-admittance to Fresno State. Re-admitted students, who met all four SAP components, must notify the Financial Aid Office they are no longer in academic disqualification (Form #86). Re-admitted students who also failed to meet SAP must follow the appeal process described in the satisfactory academic progress appeal instructions.

FOUR SAP COMPONENTS TO MEET

To maintain financial aid eligibility students must meet the requirements of ALL four SAP components.
1. GPA
2. Pace of Progression
3. Maximum Unit Limitation
4. Other Provisions

Part I: GPA

To determine financial aid eligibility, both the term and cumulative GPA's are reviewed for Post-Baccalaureate students. For Undergraduate students only cumulative GPA is used to determine eligibility. Based on career type, students must meet the minimum GPA required in order to successfully meet the GPA component.

Academic Career	Minimum GPA
Undergraduate	2.00
Credential / 2nd BA	2.50
Graduate	3.00

Part 2: PACE OF PROGRESSION

Fresno State's Financial Aid Office assesses the acceptable pace of progression as a ratio of all Fresno State attempted units and all Fresno State earned units. **Undergraduates** must complete **70% of all attempted units. Post- Baccalaureates** must complete **83% of all attempted units**. Grades of A, B, C, D, CR or RP are counted toward earned units and grades of F, NC, I, W, RD, or WU will count toward attempted units, but not earned units.   Pace is calculated by taking your Fresno State earned units and dividing them by Fresno State attempted units. Since attempted units include all grade substitutions and

courses with grades of F, NC, I, W, RD, or WU the total units attempted and earned may not match the units reported on your transcripts.

Students who fail to meet the required pace of progression for the first time will be placed on warning. If they fail to meet the pace rate for a second consecutive term, they will be disqualified from receiving financial aid and will need to go through the appeal process to be considered for financial aid. A Student not meeting Pace of Progression standards will also be reviewed to determine if they will be able to complete their degree within the acceptable maximum unit limit.

Part 3: MAXIMUM UNIT LIMIT

Per Federal regulations, students are expected to complete their programs/degrees within an allotted time frame. The Maximum Unit Limit is set for a student to complete their program/degree within a percentage of the published unit requirements.   Maximum Unit Limits are based on one program/degree per career. Multiple programs/degrees in the same career could need to go through the SAP appeal process.

Maximum Unit Limit Examples		
Published Unit by Program		Maximum Unit Limit
Undergraduate Degree	120	180
Multiple Subject Credential	38	57
Master's Degree	30	45

UNDERGRADUATES

Undergraduate and Post-Baccalaureate students are limited to **150%** of the published required units attempted for their major. Once students reach the maximum units allowed, they will be placed on warning for one final term. Students are expected to complete all their majors and minors within the allotted timeframe. Completing a second major or a minor is not a sufficient reason to not complete their program within the time frame. Students that pursue a second program may need to go through the SAP appeal process for continued funding eligibility.

Students that changed majors may find themselves reaching their unit and time limit. Students in this situation will need to submit an appeal and their case will be reviewed on a case-by-case basis.

Part 4: OTHER PROVISIONS

- Students with an academic history showing patterns of enrollment inability or unwillingness to progress, such as numerous Satisfactory Academic Progress appeals, withdrawals, repeats, incompletes, or enrollment inconsistent with the student's educational objective, may be regarded as ineligible for future financial aid. Units for which the student withdrew (official or unofficial) are subject to all the provisions of this policy.

- Transfer units that are accepted towards the student's   educational program will count as both attempted and earned units when calculating GPA, Pace of Progression and Maximum Unit Limit for SAP.

- Students who completed all undergraduate or post-baccalaureate program/degree course requirements, but do not graduate **(for ANY reason)** are not eligible for additional funding. Reasons not acceptable for further funding include, but are not limited to: Raising GPA to meet graduation requirements, needing to pass the Writing Proficiency Exam, wanting to complete a minor or a second major (double majors).

- Students completing zero units in any term are not meeting reasonable academic progress standards and may be disqualified from receiving aid the following term. Aid received in the previous term may be subject to repayment.

WARNING STATUS

The first term that a student fails to meet the GPA, Pace of Progression and/or Maximum Hour standards will be placed on **warning status**. Students on a one semester/term warning period are not required to appeal to receive aid. Students with a warning status will be able to receive financial aid. However, students must meet SAP standards by the end of the

warning period/term to continue receiving financial aid. Students not meeting SAP standards by the end of the warning period/term, will be disqualified. To be considered for aid eligibility for a following semester/term, a SAP appeal would be required.

MAXIMUM UNIT LIMIT WARNING

All students who reach the maximum allowable units for their program/degree will be placed on warning for the following semester/term. Students with a warning status will be able to receive financial aid. Students on warning status are strongly encouraged to meet with their academic advisors to ensure completion of their program/degree in the warning period/term.   To be considered for aid eligibility for a following semester/term, a SAP appeal and academic plan would be required.

SAP APPEALS

Students disqualified for failing to meet any of the four SAP components will be notified in writing (by campus email) of their disqualification. Exceptions to the SAP policy may be requested on a case-by-case basis when a student feels there are **mitigating circumstances beyond their control** which warrant special consideration.
<p align="center">**NOTE: A student cannot use the same reason for multiple appeals.**</p>

At least one of the following conditions must be documented in order to file an appeal:	Appeals will NOT be accepted for the following conditions:
Your own serious illness or injury that led to a complete/partial medical withdrawal from the University or extensive hospitalization, chemotherapy or other ongoing treatment	Encountering a situation that could have been anticipated (i.e. need for transportation, need to pay living expenses, need for child care)
Death of a parent/guardian, spouse, sibling or child during the academic year	Change of major or addition of a major or minor, unless required by the major department
The serious illness or injury of a parent/guardian, spouse or child that required you to be a primary caregiver	Dissatisfaction with course material, instructor, instructional method, class intensity
You have an approved medical withdrawal	Lack of motivation, poor time management, change in academic interests, or academic overload
You experienced extreme change in financial or legal circumstances	Increased work hours or difficult work schedule
You took part in compulsive military duty	Participation in extracurricular activities (i.e. clubs, sororities, fraternities, sports, band)

A student is required to submit, as part of the appeal procedure, an explanation of why the student failed to meet SAP, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation, as well as supporting documentation.

If the appeal is approved, the student will be placed on probation and/or will need to follow a set academic plan.

REQUIREMENTS TO SUBMIT AN APPEAL REQUEST

SAP appeals must include ALL of the following:
1. This completed Satisfactory Academic Progress Appeal (SAP) Form.
2. A TYPED one page statement, which gives details about each of the following questions:
   a. What was the serious and compelling circumstance that occurred during any term which caused you to not meet the standards for Satisfactory Academic Progress, including prior terms and/or years?
   b. How have your circumstances changed since then, so your failure of the situation will not occur again?
   c. What steps have you taken to ensure you will make Satisfactory Academic Progress in the future?
3. Written documentation or evidence that supports the reason(s) given in your statement:
   a. The documentation may include a letter from your doctor, court documents, death certificates or copies of University documents such as approved requests for incompletes or withdrawals accompanied by posted grade changes on transcripts, etc.

> Appeal Deadlines
> Fall Semester: November 1
> Spring Semester: April 15

b.   Financial hardship must be documented by bank statements, layoff notices, foreclosure notices, court documents, or other relevant legal documents.
   c.   Please attach copies. Original documents will not be returned.

In addition to the above, include the following for MAXIMUM UNIT SAP Status AND/OR 2ND SAP Appeals:
   1)   Copy of an academic/graduation plan (or graduation evaluation form), signed by your academic advisor on department letterhead.

Please be advised the disclosure of discrimination, harassment, sexual misconduct, domestic or dating violence, stalking or abuse of a minor will be referred to the appropriate campus of legal authorities. Your statement will remain private to the extent possible but subject to disclosure by the Financial Aid Office as required by applicable executive orders and federal and state laws.

If you have been a victim of discrimination, harassment, sexual misconduct, domestic or dating violence or stalking, please find more information about your rights and options at: http://www.fresnostate.edu/studentaffairs/victimadvocate/

APPEAL OUTCOMES

- If your SAP appeal is approved, you will be awarded financial aid.
  - ⇨   Financial aid awards will depend on availability of funding.

- If your SAP appeal is approved **AFTER** the end of the semester/term, financial aid will be awarded for future semester/term(s) only.

- If you do not appeal by the listed SAP appeal deadline(s) **AND** you were already awarded financial aid, all of your awards will be canceled.

- If your SAP appeal is approved **AFTER** your financial aid awards were canceled, reinstatement of your awards will depend on the availability of funding.

- Reinstatement of canceled financial aid awards will be processed by the Financial Aid Office in date and/or priority order.

- If you have a pending SAP appeal, you are responsible for paying your fees due to the University. Enrollment is not protected by financial aid until your SAP appeal has been reviewed, processed and approved by the Financial Aid Office.

- If your SAP appeal is denied, you are not eligible to receive financial aid funding.

PROBATION

If a SAP appeal is approved, a student will be placed on probation during the following term. A student must show improvement in their academic performance during this probation period. If at the end of the probation period, the student does not meet all SAP requirements, financial aid will not be extended. Students who are approved for a final term SAP appeal, will be placed on probation status.

ACADEMIC PLANS

If it is determined that a student needs more than one probationary period to regain and meet all four SAP requirements, the student may be placed on an academic plan. Academic plans will have specific stipulations for successful SAP progress during subsequent semester/term(s) within a specific timeframe. Academic plans may require students to complete specific coursework, certain GPA/grade standards, and/or successful completion of a specific number of units.

Students with an academic plan, must not deviate from the academic plan unless they have prior approval of a Financial Aid Counselor. Deviation without prior approval will result in immediate cancellation of financial aid awards. (See SAP revisions-Form #86 for more information).

All academic plans must be monitored up to a specific point in time and the plan must include the student completing the program within the maximum unit limit for their program/degree. If a student is unable to complete the program/degree

within the specified timeframe, a set of completion standards will also be included in the academic plan. Failure to meet the academic plan standards will result in loss of financial aid eligibility, until the student is able to re-establish SAP eligibility on their own.

<div style="background-color:#002f9f;color:white;text-align:center;font-weight:bold">RE-ESTABLISHING ELIGIBILITY</div>

If an appeal is denied or a student was not eligible to file an appeal, they may still attempt to reinstate their financial aid eligibility. It can be done by successfully completing sufficient units to meet the minimum Pace of Progression percentage, and raising the cumulative GPA to the minimum requirement. It will be the student's responsibility to present documentation of completed units to the Financial Aid Office with a written request for their SAP to be recalculated.

Any award of financial aid following the reinstatement will be subject to the availability of funds as funding cannot be reserved for disqualified students.

SAP REVISIONS AND RECALCULATIONS

A student is required to submit a *Satisfactory Academic Progress (SAP) Revision (Form #86)* to report any late changes that may affect their SAP status, after the end-of-semester/term SAP has been calculated. Examples include: late grade change, a change in units earned, changing grades from an incomplete to complete, and/or completing units without receiving financial aid.

NOTE: Some grade changes and/or unit changes may not result in a change to a student's SAP status.