

## Financial Aid

### SATISFACTORY ACADEMIC PROGRESS POLICY

In accordance with state and federal regulations, California State University, Fresno has established standards of Satisfactory Academic Progress (SAP) that all students must meet in order to be eligible for financial aid. These standards apply to all grant, loan and work-study programs administered by the Financial Aid Office.

The purpose of these regulations is to encourage the timely and successful completion of a degree or credential objective. All prior academic activity at the college level is considered in determining SAP whether or not financial aid was received.

SAP is calculated every Fall semester based on all prior work completed/attempted. Spring term SAP is calculated only for students that did not attend or withdrew from the previous fall term or had SAP contingencies to meet. When a spring calculation is required it is based on all work completed/attempted prior to that spring term.

When accepting a financial aid award you are entering into a contract with the Financial Aid Office agreeing to maintain Satisfactory Academic Progress. It is important that you read and understand the following financial aid standards for maintaining SAP.

#### ELIGIBLE ACADEMIC PROGRAMS

Financial aid funds are available only to students who are admitted and enrolled in an eligible degree or credential granting program.

#### MINIMUM ENROLLMENT REQUIREMENTS

Most financial aid programs require a minimum enrollment of 6 units for undergraduate or 4 weighted units<sup>6</sup> (200 series) for graduate students. Limited Federal Pell Grant funding is available for eligible undergraduate students enrolled in less than 6 units.

#### MINIMUM UNIT COMPLETION REQUIREMENTS

To maintain Satisfactory Progress, students must have a good academic standing<sup>1</sup> and successfully complete a minimum percentage of the total units they have taken. (Refer to Table A)

**Table A**

Total Units Taken <sup>2</sup>	Target % <sup>3</sup>	Undergraduate Minimum% <sup>4</sup>	Post-Bacc Minimum% <sup>4</sup>
0 – 14.99	100%	50%	70%
15 – 29.99	100%	60%	73%
30 – 44.99	100%	70%	76%
45 – 59.99	100%	73%	77%
60 – 74.99	100%	75%	78%
75 – 89.99	100%	80%	82%
90 – 104.99	100%	83%	85%
105 – 119.99	100%	85%	87%
120 – 134.99	100%	87%	89%
135 – 149.99	100%	88%	90%
150 – 164.99	100%	89%	91%
165 +	100%	90%	95%

#### MAXIMUM UNIT FUNDING LIMITS

All prior academic activity at the college level is considered in determining total units taken. Total Units Taken includes all units taken at California State University, Fresno and transfer units accepted, whether or not degree applicable.

**Undergraduate:** Undergraduate students' funding is limited to 138% of the units required for their degree program. Funding will be suspended once a student exceeds 171 total units taken.

**Post Baccalaureate:** Post baccalaureate students' funding is limited to 138% of the units required for their degree or credential program. Funding will be suspended once a student exceeds 41 total units taken.

**Adjustments:** Maximum Funding Limits may be increased for Undergraduate students who prove to be enrolled in a program that requires more than 124 units and Post Baccalaureate students who prove to be enrolled in a program that requires more than 30 units. See Adjust Max Units Request.

#### FINANCIAL AID SAP STATUS

**Probation:** Students who pass less than the Target Percentage, but more than the Minimum Percentage for their Total Units Taken are considered to be in Financial Aid SAP Probation Status. Students in probation may continue to receive funds.

**Disqualification:** Students who 1) do not pass the Minimum Percentage of their Total Units Taken or 2) exceed Maximum Unit Funding Limits or 3) become Academically Disqualified<sup>1</sup> will be placed in Financial Aid SAP Disqualification Status. Students in disqualification are no longer eligible to receive financial aid.

Students disqualified for financial aid may file a SAP petition with the Financial Aid Office. Please refer to the following Disqualification Appeal Process for additional information.

## DISQUALIFICATION APPEAL PROCESS

You may petition to have your financial aid eligibility reinstated if extenuating circumstances contributed to your disqualification status.

**Minimum Unit Completion Petition:** If you failed to meet your minimum unit completion requirement, see [Satisfactory Progress Petition](#) for forms and instructions, or come to the Financial Aid Office. Completed petitions submitted with supporting documentation will be approved or denied based on review by a financial aid counselor or petition committee.

**Maximum Unit Funding Limits Petitions:** If you have exceeded or will exceed your maximum unit funding limit you may qualify for an [Extends Units Request](#), or you may appeal to the Director of Financial Aid with a [MAX Unit Petition](#). Petitions must be made in writing and should include **all** of the the following:

- A personal statement explaining why you have exceeded your maximum units funding limit
- A detailed outline of all courses you must take to complete your degree or credential
- Your expected graduation or completion date
- A letter from your academic advisor verifying that your proposed course plan will complete your degree requirements.

## LEVELS OF APPEAL

Students not meeting the satisfactory progress standards outlined in this policy may pursue several levels of appeal. Petitions are typically handled in the following order. If not satisfied with the outcome of an appeal, the student may progress to the next level of appeal.

1. Financial Aid Counselor, who may refer the appeal to the next level
  2. Financial Aid Committee
  3. Financial Aid Director
  4. External Financial Aid Appeals Committee
- Note: This is the final level of appeal.**

## DROPPING UNITS OR WITHDRAWING

Financial Aid applicants must notify the Financial Aid Office before:

- Reducing their academic load<sup>5</sup>
- Withdrawing from California State University, Fresno

**Dropping units or withdrawing from the university may result in a financial aid billing. The University may withhold registration, official transcripts, and future financial aid until full payment has been received.**

If you withdraw, some or all of the aid you received may have to be repaid. The amount to be repaid will depend on the date of the withdrawal and the funds you received. Also, all units you are enrolled in as of a term's census date<sup>7</sup> count as units taken. **If you drop units or withdraw after a term's census date<sup>7</sup> you may be placed in a financial aid probation or disqualification status.**

## DEFINITIONS

<sup>5</sup>**Academic Load:** Fulltime = 12+ units  
¾-Time = 9 -11.99 units  
½-Time = 6 - 8.99 units  
< ½-Time = 1 - 5.99 units

<sup>1</sup>**Academic Standing:** Determined by the Records Office according to requirements for your major. If you are academically disqualified, please contact Student Success Services, Joyal Administration Building, Room 224 (559 278-1787).

<sup>7</sup>**Census Date:** The end of the 20<sup>th</sup> instructional day of the semester. (Refer to your Schedule of Courses.)

**Completion Percentage:** Completion Percentage = Total Units Passed divided by Total Units Taken

<sup>4</sup>**Minimum Percentage:** The minimum percentage of Total Units Taken students must pass to remain eligible for financial aid.

<sup>3</sup>**Target Percentage:** The percentage of Total Units Taken students are expected to pass based on total Units Taken.

<sup>2</sup>**Total Units Taken:** All units taken at California State University, Fresno plus all accepted transfer units whether or not degree applicable. (Extension units, Audited units and units dropped before census date are excluded.)

**Units Passed:** Units completed with grades of A, B, C, D, or CR. (Extension units and units with a grade of F, I, IC, W, WU, NC, RD, RP or AU are excluded.)

<sup>6</sup>**Weighted Units:** For graduate students, 200 series units count as 1.5 units each in determining units of enrollment and academic load.

### QUESTIONS ?

Check your status on the web at [my.csufresno.edu](http://my.csufresno.edu)

OR

Call the Financial Aid Office at (559) 278-2182

OR

Visit our office, Joyal Administration Building, Room 296