

SATISFACTORY PROGRESS POLICY

In accordance with state and federal regulations, California State University, Fresno has established standards of satisfactory academic progress (SAP) for all financial aid applicants. 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.

When accepting disbursement of 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 units⁶ (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 successfully complete a minimum percentage of the total units they have taken. (Refer to Table A)

Table A

| Total Units Taken ² | Target % ³ | Undergraduate Minimum% ⁴ | Post-Bacc Minimum% ⁴ |
|--------------------------------|-----------------------|-------------------------------------|---------------------------------|
| 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

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 taken².

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 taken².

Total units taken² includes all units taken at California State University, Fresno and transfer units accepted, whether or not degree applicable.

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.

See [Program Unit Extension Request](#).

ACADEMIC STANDING

Students who are not meeting academic requirements are assigned an Academic Standing of "Disqualified" by the Records Office and are not eligible for financial aid. If you have questions concerning your academic disqualification status, you must contact Student Success Services, Joyal Administration Building, Room 224 or (559) 278-1787

FINANCIAL AID SAP STATUS

Probation: Students who pass less than the target percentage³, but more than the minimum percentage⁴ for their total units taken² are considered to be in financial aid probation status. Students in probation may continue to receive funds.

FINANCIAL AID SAP STATUS (CONT)

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 will be placed in financial aid SAP disqualification status. Students in disqualification are no longer eligible to receive financial aid. Students disqualified from financial aid may file a 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 Limit Petitions: If you have exceeded or will exceed your maximum unit funding limit, you may be eligible to submit a [Program Unit Extension Request](#). If you are not eligible to submit a [Program Unit Extension Request](#), you may submit a [Maximum Unit Petition](#) to the Director of Financial Aid. Petitions must be made in writing and should include **all** of the following:

- A signed personal statement explaining why you have exceeded your maximum funding units limit
- A detailed outline of all courses and units you must take to complete your degree or credential
- Your expected graduation or completion date
- A signed 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 have the right to 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 load⁵
- Withdrawing from California State University, Fresno

DROPPING UNITS OR WITHDRAWING (CONT)

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. If you drop units or withdraw after a term's census date you may be placed in a financial aid probation or disqualification status.

DEFINITIONS

⁵Academic Load:

Fulltime = 12+ units (8 units of 200 series)
 $\frac{3}{4}$ -Time = 9 -11.99 units (6 units of 200 series)
 $\frac{1}{2}$ -Time = 6 - 8.99 units (4 units of 200 series)
< $\frac{1}{2}$ -Time = 1 - 5.99 units

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

Completion Percentage: Completion percentage = total units passed divided by total units taken

⁴**Minimum Percentage:** The minimum percentage of total units taken students must pass to remain eligible for financial aid.

³**Target Percentage:** Successful completion of all enrolled courses (100%)

²**Total Units Taken:** All units taken at California State University, Fresno plus all accepted transfer units whether or not degree applicable. (Repeated units are included, audited units and units dropped before census date are excluded.)

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

⁶**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

OR

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

OR

Visit our office, Joyal Administration Building, Room 296