

## 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. SAP is reviewed at the end of each term.

Students that are not meeting the standards for SAP are not eligible to receive financial aid funding. There are limited opportunities to appeal. Appeal procedures and deadline information are posted every year on the Financial Aid website. All appeal decisions are final.

### GENERAL REQUIREMENTS

Students who do not meet SAP cannot receive financial aid until an appeal (Form 82) is submitted, AND, the appeal is approved by the Financial Aid Office. The appeal must 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 are a grade of A, B, C, D or CR in a class. Course grades of F, NC, I, W, RD, RP, 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 meet 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.

### WARNING STATUS

The first term that a student fails to meet the GPA, Pace and/or Maximum Unit standards they will be placed on a Warning status. For the term that they are on a Warning status they are not required to appeal to receive financial aid. Students not meeting SAP standards by the end of the warning term, will be disqualified. To be considered for aid eligibility for a following semester/term, a SAP appeal would be required.

### FOUR SAP COMPONENTS TO MEET

To maintain financial aid eligibility students must meet the requirements of ALL four SAP components.

- GPA
- Pace
- Maximum Units
- Other Provisions

## Part I: GPA

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Based on career type, students must meet the minimum GPA required in order to successfully meet the GPA component.

A cumulative GPA is used for Undergraduate students to determine continued financial aid eligibility. Both term and cumulative GPA's are used for Post-Baccalaureate students.

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

Students who fail to meet the required GPA for the first time will be placed on Warning. If a student fails to meet the SAP GPA requirement 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.

Please note: under Federal Regulations, for an appeal to be approved a student must mathematically calculate to the minimum GPA requirement per their Graduation Plan, regardless of their special circumstance.

## Part 2: PACE

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The acceptable Pace of progression is assessed as a ratio of all Fresno State attempted units and all Fresno State earned units. **Undergraduates** must complete **70% of all attempted units** and **Post-Baccalaureates** must complete **80% of all attempted units**. Grades of A, B, C, D or CR are counted toward earned units and grades of F, NC, I, W, RD, RP, WU or AU, 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, RP, WU or AU 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 a student fails to meet the SAP Pace requirement 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.

Please note: under Federal Regulations, for an appeal to be approved a student must mathematically calculate to the minimum PACE requirement per their Graduation Plan, regardless of their special circumstance.

## Part 3: MAXIMUM UNITS

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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 may need to go through the SAP appeal process.

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

Undergraduate and Post-Baccalaureate students are limited to 150% of the published required units attempted for their program. 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 changed majors may find themselves reaching their unit and time limit.

Students that fail SAP due to Maximum Units will need to submit an SAP appeal, to include a graduation plan.

All students who reach the Maximum Units for their program/degree will be placed on Warning for one semester/term. For the term that they are on a Warning status they are not required to appeal to receive aid and are able to receive financial aid. At the end of the warning term, they will be disqualified. To be considered for aid eligibility for a following semester/term, a

SAP appeal would be required.

- Taking units after the program/degree is completed to raise a GPA to meet graduation requirements, needing to pass the Writing Proficiency Exam, or wanting to complete a minor, a second major, or a double major are also not acceptable for further funding.

**Part 4: OTHER PROVISIONS**

- Students with an academic history showing patterns of enrollment inability or unwillingness to progress, such as numerous SAP 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 and Maximum Unit Limit for SAP. Only Fresno State units are used in the calculation for Pace.

**SAP APPEALS**

Students disqualified for failing to meet any of the four SAP components will be notified by campus email. Exceptions to the SAP policy may be requested on a case-by-case basis when a student feels there are **special circumstances beyond their control** which warrant special consideration. **NOTE:** A student cannot use the same reason for multiple appeals.

Examples of conditions that could justify 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	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	Multiple changes 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)

Along with the SAP Appeal, the student must submit an explanation of why the student failed to meet SAP, what has changed in the student’s situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation, and any supporting documentation. If the appeal is approved, the student will be placed on Probation or a Plan.

Please note: under Federal Regulations, for an appeal to be approved a student must mathematically calculate to the minimum PACE and/or GPA requirements per their Graduation Plan, regardless of their special circumstance.

## REQUIREMENTS TO SUBMIT AN APPEAL REQUEST

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### 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?
  - d. For MAXIMUM UNIT SAP Status Appeals, also include the circumstances that contributed to your excess units.
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.
  - 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.

**Appeal Deadlines**  
Fall Semester: November 1  
Spring Semester: April 10

### In addition to the above, include the following for MAXIMUM UNIT SAP Status AND/OR 2<sup>ND</sup> SAP Appeals:

- 1) Copy of a graduation plan (or graduation evaluation form), signed by your academic advisor on department letterhead.

## APPEAL OUTCOMES

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- If the SAP appeal is approved, student is eligible for financial aid.
  - ⇒ Financial aid awards will depend on availability of funding.
- If the SAP appeal is submitted **AFTER** the deadline, processing may not be possible.
- If a student does not appeal by the listed SAP appeal deadline(s) **AND** was already awarded financial aid, all awards may be canceled.
- If the SAP appeal is approved **AFTER** the financial aid awards were canceled, reinstatement of the awards will depend on the availability of funding. Financial aid awards will be processed in date and/or priority order.
- If a student has a pending SAP appeal, they are responsible for paying their fees due to the University. Enrollment is not protected by financial aid until the SAP appeal has been reviewed, processed and approved by the Financial Aid Office.
- If the SAP appeal is denied, student is not eligible to receive financial aid funding.

## PROBATION AND SAP PLAN

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### PROBATION

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If a SAP appeal is approved, a student may be placed on probation. 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, they will fail SAP and their financial aid will not be extended. Students who are approved for a final term SAP appeal, will be placed on probation status.

### SAP PLAN

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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 a SAP plan. A SAP plan will have specific stipulations for successful SAP progress during subsequent semester/term(s) within a specific timeframe and may be based upon the student's Graduation Plan. SAP plans

may require students to complete specific coursework, certain GPA/grade standards, and/or successful completion of a specific number of units.

Students with a plan, must not deviate from the plan unless they have prior approval from the Financial Aid Office. Deviation without prior approval may result in immediate cancellation of financial aid awards.

All plans for GPA and PACE are outlined in a current SAP Plan. Plan must include the student completing their program within the maximum unit limit for their program/degree. If a student does not complete the program/degree within the specified timeframe, a set of completion standards will also be included in the SAP plan. Failure to meet the SAP plan standards will result in loss of financial aid eligibility, until the student is able to re-establish SAP eligibility on their own.

## RE-ESTABLISHING ELIGIBILITY

If an appeal is denied or a student did not submit an appeal, they may reinstate their financial aid eligibility by successfully completing sufficient units to meet the minimum Pace of Progression percentage, and raising the cumulative GPA to the minimum requirement.

Any award of financial aid following the reinstatement will be subject to the availability of funds.

## SAP REVISIONS AND RECALCULATIONS

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A student is required to submit a *Satisfactory Academic Progress (SAP) Revision (Form #86)* to report any late changes during the term, which 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.