

Satisfactory Academic Progress (SAP) Policy & Procedures

A review of a student's 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 after grades are finalized. Students who do not meet SAP standards are not eligible to receive financial aid funding. There are opportunities to appeal. Appeal procedures and deadline information are posted annually on the Financial Aid website.

GENERAL REQUIREMENTS

Students who do not meet SAP can only receive financial aid once they submit an appeal and the Financial Aid Office approves it. The appeal must include supporting documentation as applicable if the circumstance warrants it. The Financial Aid and Scholarships Office reviews appeals, which reserves the right to deny them. Appeals can be submitted through fresnostate.studentforms.com.

Satisfactory completion of coursework is 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 for financial aid eligibility.

ACADEMIC STANDING

Students must 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 academically disqualified by the University are also ineligible for financial aid and subject to automatic cancellation of financial aid awards. Students are not eligible for financial aid official re-admittance to Fresno State. Re-admitted students who failed to meet SAP must follow the appeal process described in the satisfactory academic progress appeal instructions found at fresnostate.studentforms.com.

WARNING STATUS

The first term a student fails to meet the GPA or Pace 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. A student must meet SAP standards by the end of the warning term to be eligible. If the student does not meet the requirements for each area after the next semester, they will be placed in a fail status and ineligible for financial aid without an approved appeal. **A student not meeting the maximum unit standard does NOT receive a warning semester and is disqualified from receiving financial aid without an approved appeal.** However, we send a courtesy email letting you know if/when you are close to meeting the Maximum Unit Limit.

MAINTAINING ELIGIBILITY: FOUR SAP COMPONENTS

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

- GPA
- Pace
- Maximum Unit Limitation
- Other Provisions

Part 1: GPA

Students must meet the minimum cumulative GPA requirement to meet the GPA component. The cumulative GPA

listed on the academic transcript is the GPA used to determine continued financial aid eligibility.

Students who fail to meet the required GPA for the first time will be placed on Warning. If a student fails to meet the minimum GPA or any other SAP requirement for a second consecutive term, they will be disqualified from receiving financial aid and must go through the appeal process to be considered for financial aid.

Academic Career	Minimum Cumulative GPA
Undergraduate	2.00
Credential/2nd Bachelor's	2.00
Master's/Doctorate	3.00

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

Fresno State's Financial Aid Office assesses the acceptable pace of progression as a ratio of all attempted and earned units. Transfer units accepted toward a degree count as both attempted and earned units. Both undergraduate and post-baccalaureate students must complete a minimum of 67% 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, AU, or WU will count toward attempted units but not earned units. Pace is calculated by adding the student's Fresno State and transfer earned units, then dividing them by Fresno State attempted units and earned transfer units. Since attempted units include grade substitutions and courses with grades of F, NC, I, W, RD, RP, AU, or WU, the total units attempted and earned may not match the units reported on the student's 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 or any other SAP requirement for a second consecutive term, they will be disqualified from receiving financial aid and must go through the appeal process to be considered for financial aid.

Part 3: Maximum Units

Per Federal regulations, students are expected to complete their program/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.

Credential, master's, and doctoral programs are within the post-baccalaureate 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 - 44	66
Master's Degree - 30	45

For purposes of financial aid, students are limited to 150% of the published required units attempted for their program. **Once students reach the maximum units allowed, they become disqualified from financial aid; there is no warning semester.** Students are expected to complete all their majors and minors within the allotted time frames. Completing a second major or minor is not a sufficient reason to not complete a program within the allotted time frame. A student who changes majors multiple times or pursues a second program may find themselves reaching their unit and time limit maximums. A student in this situation will need to submit an appeal, and their case will be reviewed on an individual basis for continued funding consideration. The student must include a graduation plan signed by their academic advisor on department letterhead.

Part 4: Other Provisions

- Students with an academic history showing patterns of enrollment inability or unwillingness to progress, such as several 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, and Maximum Unit Limit for SAP.
- Students who complete 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, and wanting to complete a minor or a second major (double majors).

- Academic progress can be reevaluated at any time throughout the year, as identified by a member of the Financial Aid office.

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 extenuating circumstances beyond their control warrant special consideration. SAP Appeal examples are not limited to the reasons listed below.

Examples of conditions that could justify an appeal
Injury or illness of the student, relative, or other significant person
Death of a relative or other significant person
Pregnancy or birth of a child
Homelessness
Loss of childcare
Loss or change in employment
Extreme change in financial or legal circumstances
Loss of access to personal or public transportation
Being a victim of a serious crime
Natural disaster
Change of major*

Examples of conditions that DO NOT justify an appeal
A situation that could have been anticipated
Dissatisfaction with course material, instructor, instructional method, or course difficulty
Lack of motivation, change in academic interests, or academic overload
Participation in extracurricular activities (i.e., clubs, sororities, fraternities, sports, band)

**A student cannot change their major more than 2 times as an extenuating circumstance for attempted excess units for a SAP appeal*

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 allows the student to demonstrate satisfactory academic progress at the next evaluation, and any supporting documentation. The student will be placed on Probation or a Plan if the appeal is approved.

Note: Under Federal Regulations, for an appeal to be approved, a student must mathematically calculate to the minimum GPA requirements per their Graduation Plan, regardless of their special circumstance.

SAP APPEAL REQUIREMENTS

SAP appeals are submitted through fresnostate.studentforms.com and must include ALL of the following:

1. **A completed Satisfactory Academic Progress Appeal** on your Student Forms Portal.
2. **A one-page statement that addresses each of the following:**
 - What circumstances beyond your control resulted in not meeting SAP standards in previous semesters?
 - How has your situation changed?

- What specific steps have you taken to ensure that you can meet SAP standards and make progress toward your degree in future semesters? Include any on- campus or community support services you use.
 - **2nd SAP Appeals:** If the circumstances were similar to your previous appeal, address why your circumstances remain unchanged, and you were unable to follow your SAP Plan.
 - **MAXIMUM UNIT SAP Appeals:** What extenuating circumstances resulted in you attempting more than 150% of the units required for your degree?
3. **Written documentation or evidence that supports the reason(s)** given in your statement.
 4. **For Maximum Unit/2nd SAP Appeals**, a copy of your graduation plan signed by your academic advisor on department letterhead.

If your SAP Appeal is approved, it will be approved for only one term, per federal regulations. At the end of this term, you must regain and meet all SAP requirements to continue to receive financial aid funding or have been placed on a SAP plan by the Financial Aid and Scholarships Office.

APPEAL OUTCOMES

- If the SAP appeal is approved, the student is eligible for financial aid. Financial aid awards will depend on the 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 the SAP appeal deadline(s) AND was already awarded financial aid, all awards may be canceled.
- If the student's 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.
- The student is not protected from the Drop for Non-Payment Process unless they have an approved SAP appeal or they have submitted a SAP appeal and a decision is pending.
- If the SAP appeal is denied, the student is not eligible to receive financial aid funding.
 - The student has the right to request a second review by the Director of Financial Aid and Scholarships. The student should contact our office at 559.278.2182 or visit the North Lobby in Joyal Administration to request a second review; the student will receive an email with additional instructions within 3-5 business days. **All second review decisions are FINAL.**
- There are currently no limitations on the number of appeals a student can submit. However, a student who has consistently not followed their SAP plan, has not made progress towards a degree, or whose circumstances have not changed will not be approved.

Please be advised that 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 <https://studentaffairs.fresnostate.edu/survivoradvocate/index.html>.

PROBATION AND SAP PLAN

PROBATION

If a SAP appeal is approved for one term, the student will be placed on probation. Probation status means the student can meet all SAP requirements within one semester following the conditions listed in the approval letter. If the student does not meet all SAP requirements at the end of the probation period, they will fail SAP and be ineligible for financial aid the following term. If a student will be their degree/credential in the term, they are placed on probation.

SAP PLAN

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 SAP plan. SAP plans will have specific stipulations for successful SAP

progress during subsequent semester/term(s) within a specific time frame. SAP plans may require the student to complete specific coursework, certain GPA/grade standards, and/or successful completion of a specific number of units.

Students with SAP plans must not deviate from their SAP plans unless they have prior approval from the Financial Aid Office. Deviation without prior approval may result in immediate cancellation of financial aid awards. All SAP plans must be monitored until the student meets all SAP requirements, and the plan must include the student completing the program within the maximum unit limit for their program/degree. Failure to meet the SAP plan requirements may 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 was denied or a student was not eligible to file an appeal during the current term, a student may have their financial aid reinstated in a future term. Students who successfully complete future sufficient units and meet GPA requirements in coursework relevant to their degree objective without the benefit of receiving financial aid may re-establish their eligibility for financial aid. SAP is reviewed at the end of each term after grades are finalized, and students' SAP statuses are calculated before each term.