



California State University San Marcos

Satisfactory Academic Progress for Post-Baccalaureate Students

Student Financial Aid Satisfactory Academic Progress Policy

Students at California State University, San Marcos must maintain satisfactory academic progress to receive federal student financial aid. Satisfactory academic progress will be reviewed at the end of each spring semester. For purposes of satisfactory academic progress (SAP) the academic year is defined as summer, fall, spring. Therefore, the summer performance prior to the fall and spring will be included in the review of satisfactory academic progress. Students receiving financial aid for the first time will be considered as being in good academic standing until they reach the defined annual evaluation time for satisfactory academic progress. Federal regulations require that all schools participating in Title IV federal student aid programs establish academic standards that measure a student's progress towards an educational objective. The Satisfactory Academic Progress requirements include the following elements:

- A maximum time frame during which the educational program must be completed.
- An evaluation of units completed.
- An evaluation of grades (G.P.A.)

Grade Point Average Requirement A Post-Baccalaureate student must have a minimum cumulative grade point average upon review of satisfactory academic progress. The required minimum cumulative grade point average is 2.0 to meet satisfactory academic progress.

Unit Completion (Attempted vs. Completed Units) Students must successfully complete a minimum number of units attempted during the academic year to meet satisfactory academic progress requirements. The tables below provide examples of the unit completion requirements and the resulting Satisfactory Academic Progress status based on the number of units attempted versus completed. On average, students are expected to complete at least 75% of units attempted. If a student does not complete the minimum units required but completes at least 50% of units attempted the student will be placed on Probation status for one academic year. Disqualification for financial aid will occur if the student completes less than 50% of attempted units. In addition, students who attempt 5 or less units during the year will be placed on Probation status if they do not complete all units attempted.

Table 1. Post-Baccalaureate Students
 Unit Completion Requirements & Satisfactory Academic Progress Status for
 (If not previously placed on Probation or Disqualified)

Units Attempted During the Academic Year	% Required	# of Units Completed for Satisfactory Progress	# of Units Completed & Placed on Probation Status	# of Units Completed & Placed on Disqualification for Financial Aid
15	75%	12 or more	11 – 8	7 - 0
12	75%	9 or more	8 – 6	5 - 0
9	75%	7 or more	6 – 5	4 - 0
6	75%	5 or more	4 - 3	2 - 0
5 or less	100%	All	Less than Attempted Units	0

Table 2. Post-Baccalaureate Students
 If Previously Placed on Probation Status or Disqualified –
 Unit Completion Requirements and Satisfactory Academic Progress Status

Units Attempted During the Academic Year	% Required	# of Units Completed for Satisfactory Progress	# of Units Completed & Placed on Probation Status	# of Units Completed & Placed on Disqualification for Financial Aid
15	75%	12 or more	Not Eligible	11 - 0
12	75%	9 or more	Not Eligible	8 - 0
9	75%	7 or more	Not Eligible	6 - 0
6	75%	5 or more	Not Eligible	4 - 0
5 or less	100%	All	Not Eligible	Less than Attempted Units

All attempted credits for the prior summer, fall, and spring semesters will be totaled. For students receiving financial aid, attempted credits will be defined as the number of credits enrolled in as of the census date used for financial aid, which is typically the University’s census date for each term. Students will earn unit credit for grades of A through D, and CR only. No credit is earned for classes in which a grade of F, NC, W or WU (Withdrawal), I or IC (Incomplete), RD, RP, AU or U is assigned and may result in satisfactory academic progress Probation or Disqualification. Students are permitted to repeat courses in accordance with University policies outlined in the catalogue.

Impacts on Financial Aid

- A. Probation Status – Post-Baccalaureate students will be granted only one probationary period. During the one academic year probationary period, a student will continue to receive financial assistance. Once students have been placed on probation, they must complete between 75% to 100% of their attempted units during their probationary period (according to Table 2 above) and each year thereafter. Failure to complete the minimum required units will result in financial aid Disqualification.

B. Disqualification Status – Students who have been disqualified for financial aid will not be eligible for financial aid until they can achieve reinstatement of eligibility. Students may reestablish eligibility by completing all of the following requirements:

- ◆ Enroll in at least six units in one term, without financial aid, at CSU San Marcos or at another institution as long as the units taken elsewhere are degree applicable.
- ◆ Complete 75 % to 100% of the units attempted as indicated in Table 2.
- ◆ Achieve a GPA of 2.0 in the units completed

Maximum Timeframe for Degree Completion & Financial Aid Eligibility

A student is allowed to have attempted up to 150% of the required number of units for a degree. Attempted credit hours is defined as the number of units attempted as reflected by Registration & Records and recorded on the student’s academic transcript. Typically a student pursuing a Post-Baccalaureate program 39 units to meet graduation requirements. Therefore, Post-Baccalaureate students will be allowed 150% of the 39 minimum units required, providing financial aid eligibility through such time that the student has attempted up to 57 units attempted. Once a student reaches 57 units attempted, they will no longer be making satisfactory academic progress.

All courses completed at Cal State San Marcos as well as courses completed at all previous colleges will be counted towards the maximum time frame, regardless of whether or not financial aid was received.

150% of Attempted Units for most programs:

39 units required for completion:	$39 \times 1.5 =$	57 Attempted Units
Exception: MBA program:	$64 \times 1.5 =$	96 Attempted Units

APPEALS for REINSTATEMENT of FINANCIAL AID

All students who have been disqualified by the Financial Aid Office will receive notification with instructions for completing the appeal process. Appeal forms can be downloaded at the Financial Aid & Scholarships web site (www.csusm.edu/finaid/forms) or can be obtained at the Financial Aid & Scholarships Office. Students who were disqualified due to failure to complete the minimum required units or due to low grade point average should complete the Satisfactory Academic Progress Academic Status Appeal form. Students who are disqualified due to exceeding maximum units attempted should complete the Satisfactory Academic Progress Appeal – Maximum Units Attempted Appeal form. All forms are available at <http://csusm.edu/finaid/forms>.

PREPARING THE APPEAL for REINSTATEMENT of FINANCIAL AID

The appeal requires a written statement explaining unique or unusual circumstances which prevented the student from making satisfactory academic progress. The appeal should include any supporting documentation (e.g. Doctor's note to verify illness) which will support the extenuating circumstances. Students who are appealing disqualification due to exceeding maximum units attempted and who need more than two additional semesters to complete their degree objective are required to submit a graduation plan signed by an academic advisor with the written appeal statement. Your appeal statement must include the number of units in which you will enroll each semester and your expected date of graduation. Extension of eligibility for the completion of a double major or minor will not be granted. Appeals are submitted to the Financial Aid Appeal Committee which is made up of representatives from various offices on campus. All information submitted to the Financial Aid Appeal Committee will be considered. The committee will review the student's overall academic record as well as any unique circumstances before making a decision. The decision of the committee is final. Students will be notified by e-mail of the committee's decision. The letter will include any comments or conditions for reinstatement of financial aid. The committee may approve students for one semester or for the entire academic year.