



SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This Satisfactory Academic Progress Policy went into effect starting with the Fall 2011 semester. Students are reviewed for progress at the end of each semester of enrollment (including Summer).

OVERVIEW

Federal regulations require California University of Pennsylvania to establish Satisfactory Academic Progress (SAP) standards for students applying for or receiving financial aid assistance.

The school's policies for SAP are designed to review a student's academic performance in terms of quantitative and qualitative measures to ensure the student is making progress towards the completion of the academic program.

The SAP policies apply to all Title IV financial assistance programs including Federal Work-Study, SEOG, Federal Perkins Loans, Federal Stafford Loans, and Federal Direct PLUS loans.

Students at California University of Pennsylvania must meet all of the requirements stated in the Satisfactory Academic Progress Policy regardless of whether or not they previously received financial aid.

Cal U is responsible for ensuring that all students who receive Title IV assistance are meeting these standards.

POLICIES

The SAP policy for CAL U for Title IV students is the same as or stricter than the university's standards for students enrolled in the same educational program who are not receiving Title IV aid.

Satisfactory Academic Progress standards include:

- 1) Qualitative (QPA)
- 2) Quantitative (credit hours earned)
- 3) Maximum Time Frame

For all degree-seeking students, SAP will be calculated at the end of each semester of enrollment, typically in January, June, and August.

QUALITATIVE

Undergraduate students must maintain at least a 2.00 cumulative grade point average to remain in good academic standing.

Graduate students must maintain at least a 3.0 cumulative grade point average to remain in good academic standing.

QUANTITATIVE

Students must earn 67% of credits attempted to maintain good standing and be considered making Satisfactory Academic Progress.

The completed percentage is determined by dividing credits earned by the number of credits attempted.

- Withdrawals, incompletes, and failures are considered attempted but not earned.
- Repeated courses are included in the calculation of both attempted and earned units.
- Audited courses are not considered units attempted or earned.

MAXIMUM TIME FRAME

Maximum Time Frame is defined as the required length of time it will take a student to complete his/her degree. A student will remain eligible for Federal Aid for up to 150% total **attempted credits**. For example, if you are pursuing a degree which requires 120 semester hours, you may not receive financial aid after you have attempted 180 hours. This includes transfer credits. Most majors require 120 credits for graduation.

Some exceptions: B.S in Education (certificate in Biology) requires 124 credits (193 credits max). A dual Major in Education is 144 credits (216 credits max). A Bachelor of Science in computer engineering technology, a B.S. in electrical engineering, and a B.S. in computer science require 124 credits (186 credits max). Most graduate degrees require 45 credits (68 credits max). Please contact your Academic Advisor to see how many credits are required to complete your degree. Then you will be able to determine your Maximum Time Frame.

SPECIAL GRADES

I (Incomplete): An incomplete grade does not earn credit or influence the grade point average in the semester in which the course work was taken. However, an incomplete grade will count toward your total credits attempted. Once the incomplete has been resolved and a passing grade has been earned, the credits and the grade will then be

counted toward satisfying the minimum credit hours and the grade point average requirements.

W (Withdrawal): All withdrawal categories do not earn credit toward graduation or toward satisfying the minimum credit hours requirement of the Satisfactory Academic Progress policy. However, these credits will count toward your total attempted credits and could possibly affect the Maximum Time Frame requirement.

P (Pass): If this grade is given, the credits will apply toward graduation and will also be counted toward satisfying the minimum earned credit hours standard but it will not affect the student's grade point average.

Repeated Courses: For a course that has been repeated, the last grade earned will be used in calculating the student's grade point average with the credits being counted only for the semester in which it was repeated. However, each time a student registers for a course, those credits are counted toward the student's Maximum Time Frame.

MILITARY/TRANSFER CREDITS

In most cases, military training and/or service school experience credits can be counted toward the total credit hours earned by a student for satisfying the minimum credit hours requirement for academic progress. However, these credits will only be used during the student's first year of attendance at California University of Pennsylvania.

All credits transferred to the University will be counted toward the Maximum Time Frame requirement for academic progress.

REVIEW PERIOD

Each student is reviewed at the end of each pay period (semester) to ensure that Satisfactory Academic Progress has been achieved. A student who does not meet SAP requirements will be placed on **Financial Aid Warning** status.

FINANCIAL AID WARNING

Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at a school that evaluates progress at the end of each payment period (semester), and chooses to allow students who fail its progress standards to continue to receive aid.

FINANCIAL AID SUSPENSION

If a student fails to achieve Satisfactory Academic Progress while on “Financial Aid Warning” status, he/she will be placed on **Financial Aid Suspension** for the following semester. These students **will not** be eligible for financial aid until all requirements for Satisfactory Academic Progress have been achieved.

FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to a student who fails to make Satisfactory Academic Progress and who has appealed and has had eligibility for aid reinstated.

During the probationary period, students are given one semester to satisfactorily raise either their GPA or percentage of earned units. If raising the GPA or percentage of units completed is successful, the probation is removed. **Financial Aid denial and suspension will result if the student’s GPA or units completed is not successfully raised.**

All **Undergraduate Students** on Financial Aid Probation are placed on an Academic Plan through the Office of Student Retention and Success. If the student does not meet the overall progress requirements but meets the requirements of the Academic Plan, they may continue on Probation and will need to contact The Office of Student Retention and Success for a revised Academic Plan.

Graduate Students on Financial Aid Probation will need to contact the School of Graduate Studies and Research to be placed on an Academic Plan. If the student does not meet the overall progress requirements but meets the requirements of the Academic Plan, they may continue on Probation and will need to contact the School of Graduate Studies and Research for a revised Academic Plan.

ELIGIBILITY FOR REINSTATEMENT

In order to regain financial aid eligibility, a student must successfully meet all requirements for Satisfactory Academic Progress. Students may use any semester(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Course work taken at another college or university may be used to resolve the Minimum Credit Hours Earned requirement. However, credits taken elsewhere will not resolve the Qualitative (QPA) component of the Satisfactory Academic Progress Policy.

PROGRESS APPEAL PROCEDURES

All Title IV aid recipients have the right to appeal a Financial Aid Suspension decision by submitting a [Satisfactory Academic Progress Appeal Form](#) to the Financial Aid Office.

In addition to the SAP Appeal Form, the student must submit the following information:

- A **TYPED EXPLANATION** of why you have failed to meet the Satisfactory Academic Progress requirements. Please be specific with your explanation. Please outline the steps you are planning to take to ensure future success at California University of Pennsylvania.

- **SUPPORTING DOCUMENTATION** that would substantiate your appeal, i.e. doctor's excuses, medical records or any other relevant material. All information will be strictly confidential.

- An **ACADEMIC PLAN**
Undergraduate Students must contact the Office of Student Retention and Success located in Noss Hall room 103/phone 724-938-1523. Graduate Students must contact the School of Graduate Studies and Research located in Dixon Hall Room 314/Phone 724-938-5712. A copy of the plan must be submitted to the Financial Aid Office in order for your Appeal to be considered.

A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student or immediate family member; the death of a student's relative; activation into military service or other circumstances as deemed appropriate for consideration by the SAP Appeals Committee.

Appeal forms with all supporting documentation should be submitted by the deadline noted on the SAP Appeal Form. Students will be notified in writing if they were approved or denied shortly after filing the appeal.

Students who have their Financial Aid reinstated through an Appeal will be placed on **Financial Aid Probation.**

If the appeal is denied, a final appeal may be made to Financial Aid within 10 days of the date on the denial letter.

PHEAA ACADEMIC PROGRESS

Even though the PHEAA State Grant is a not a Title IV aid program, Satisfactory Academic Progress requirements must also be met in order to remain eligible. A student must successfully complete a minimum number of credits during each academic year that a State Grant is awarded in order to maintain eligibility for the upcoming year. PHEAA progress is reviewed at the end of each Academic year.

<u>Enrollment Status</u>	<u>Semesters Received</u>	<u>Credits Earned Per Year</u>
Full-Time (12 or more credits)	2	24
Part-Time (6 – 11 credits)	2	12

For PHEAA Grant purposes, repeated courses can only be counted once in meeting the credit hours standard requirement.

A student is only eligible to receive a maximum of 8 full-time semesters or 16 part-time semesters of PHEAA Grant eligibility.

Students who make up their credit hour deficiency must complete a **Satisfactory Academic Progress Deficiency Form** and submit it to the Financial Aid Office with all supporting documentation in order to have their aid reinstated.