

Students may receive financial aid for a maximum of 150% of the credit hours required to receive an undergraduate and/or graduate degree. Additional Information on Minimum Completion Rate Standards

All students must comply with the minimum standards for Satisfactory Academic Progress Completion Rate. Satisfactory Academic Progress Completion Rate refers to the percentage of cumulative hours earned in relation to cumulative hours attempted. Attempted hours include all transfer credits, exam (CLEP) credits, hours with A, B, C, D, F, W, WP, WF, I (incomplete), X (missing grade), repeated hours, and developmental hours. Earned hours are those classes for which there is a letter grade of A, B, C, D, F, P, P1, I/F, and accept transfer credits and exam (CLEP) credits.

Example: A student who has attempted 28 hours at the end of spring semester must have earned a minimum of 19 hours to reach the 67% completion rate.

Transfer credits accepted will not be included in the calculation of the student's GPA. However, all attempted courses, withdrawals, transfer credits accepted from other colleges, or credits earned at CSU, will be counted toward the Minimum Completion Rate Requirement and the Maximum Time Frame Requirement components as herein defined.

Undergraduate students may receive financial aid for up to an additional maximum of 30 credit hours of attempted course work, if they have up to an equivalent number of credit hours which can be classified as developmental.

Students who are required to take the qualifying examinations, but do not pass the examination in Reading, will be required to enroll in Reading 1500. For those students, Reading 1500 (Reading 150 prior to the Fall 2008 semester) will be considered as a developmental course, and will be deducted from an undergraduate student's 180 credit hours limit, as those developmental courses numbered 090 through 0990 may so be deducted.

Students who have changed majors can request to have their credits and grades reevaluated. Credits and grades that do not count towards the new major will not be included in the Satisfactory Academic Progress determination.

Students who receive a grade of I (Incomplete) are ineligible for financial aid disbursement. Students with an incomplete or missing grade are placed on an H9 hold and are considered as not meeting Satisfactory Academic Progress because the cumulative gpa cannot be properly calculated. The incomplete grade must be resolved before aid can be disbursed. If the grade is not resolved prior to the end of the next semester of enrollment, the student is not eligible for aid within that semester. For example, if a student receives an incomplete grade for Spring 2024, the student is not eligible for aid for Summer 2024 if the grade is not changed prior to the last day of the summer semester. The Office of Student Financial Aid is NOT notified when a student finishes an incomplete class or receives a grade change. Therefore, it is the student's responsibility to notify the Office of Student Financial Aid when Incompletes are finished and/or grade changes are made. Developmental hours earned and attempted, though they do not count toward graduation requirements, shall be included in "credit hours earned vs. attempted" when computing the Minimum Completion Rate Requirement.

Transfer hours from other institutions accepted by the University will count toward the maximum attempted credit hour limit. If a student is nearing the maximum attempted hours a warning letter will be sent.

Typical Maximum Time Frames

Undergraduate - 180 hours for a 120 hour degree (degree requirements may vary)

☐ Graduate – 45 hours for a 30 hour degree (degree requirements may vary)

Review Period

At the end of each semester, the record of every student will be reviewed to determine if the student has made progress according to the minimum standards set by this policy. All periods of enrollment (fall, spring, and

As a part of the SAP Appeal process students must meet with their academic advisor, and graduate students must meet with advisors in their major department, to develop an academic plan that successfully meets the requirements of both their academic program and the Satisfactory Academic Progress policy. If after completing an academic plan, a student wishes to modify the plan, any change must be approved and dated by the student's advisor.

As a part of the SAP Appeal process students must explain what changes have occurred in regard to the situation that caused the student to not meet SAP that will now allow the student to meet SAP requirements by the next evaluation point.

Completed appeals will be submitted to the Office of Student Financial Aid and must include an Academic Plan, a Satisfactory Academic Progress Review Form, and an Appeal for Reinstatement of Financial Aid Eligibility form. Appeals are reviewed each semester on an individual basis. Students are notified by the Office of Student Financial Aid of the decision as to whether or not a student is reinstated for financial aid/loan eligibility. The decision of the Office of Student Financial Aid is final.

Please Note

Hours earned/attempted under a financial aid Consortium Agreement, with another school, are subject to CSU's SAP Policy.

Students, who have changed majors and have provided a reevaluation of their degree audit from the academic advisor in the new major, will have their financial aid q0.000001T(\$)-6(ter(t)-1,)auo9-50(th)-6(e)47(e)450(o)-2

Policy Management

Responsible Officer or Policy Drafter	
Responsible Executive / VP	
Responsible Office	

Exclusions

Effective Date

Adoption

This policy is hereby adopted on this __29__ day of _April_, 2021.

Appendices, References and Related Materials

Revision History

Revision Date	Section Revised	Description
11/02/2023	Appeals Process	Include that a student must provide explanation as to what has changed in the student's circumstances that will now allow student to meet SAP at the next evaluation period.
	Financial Aid Probation	Clarify language to show that student will be placed upon Probation only after the SAP Appeal is reviewed and approved
07/01/2023		Reviewed policy and accepted.