

SATISFACTORY ACADEMIC PROGRESS for Traditional Undergraduate Students

A Guide to Satisfactory Academic Progress

Federal regulations require California Baptist University to establish, publish, and apply standards of Satisfactory Academic Progress for financial aid eligibility. The purpose of measuring and enforcing these standards is to ensure financial aid recipients' progress towards graduation. Students who fail to meet the satisfactory academic progress requirements become ineligible to receive financial aid until they are in compliance with these requirements. These policies are based on Federal requirements effective as of July 1, 2011. To be eligible for financial aid, a student must be in good academic standing, making satisfactory progress toward the completion of a certificate or degree, within a maximum time frame. Students are evaluated annually after the summer semester for Online and Professional Students, and end of the Spring term for Traditional Undergraduate students, to insure the minimum standards are met. Students failing to meet the minimum standards will progress through the aid statuses defined as follows:

Financial Aid Suspension – status assigned to a student who fails to make Satisfactory Academic Progress once checked annually. The student is no longer eligible to receive financial aid. The student has the right to appeal the suspension. Aid is terminated until student has submitted written appeal.

Financial Aid Probation – status assigned to a student who received a Financial Aid Suspension but successfully appealed the suspension and regains financial aid eligibility for an additional term. They must complete their probationary term successfully or they will be placed on financial aid suspension and subsequent aid will be terminated.

Withdrawals -Withdrawal from the semester after the last day to drop during a semester counts as a semester attended when determining overall maximum unit completion and minimum unit completion, unless the student does not attend any classes for the given semester and receives a 100% refund of all fees. Cancellation of registration on or before the first day of classes does not count as a semester attended when determining maximum unit completion and minimum unit completion.

MEASURES OF PROGRESS

Qualitative Measure: Students must maintain a minimum cumulative grade-point average (GPA) of 2.0.

GPA's are reviewed at the end of the fall semester. Students failing to achieve a minimum 2.0 GPA are given a Financial Aid Suspension status. The student is eligible to appeal the suspension.

If the appeal is approved, the student must continue to earn a minimum 2.0 term GPA to continue making satisfactory progress toward a cumulative 2.0 GPA. 2.0 term GPA is the minimum standard measurement for continuing progress. The student will need to earn higher than 2.0 term GPA(s) to correct deficiency.

Students on Financial Aid Probation failing to earn the minimum 2.0 term GPA will be returned to a Financial Aid Suspension status. The student will not be eligible to receive financial aid until the cumulative GPA is raised to a 2.0

Quantitative Measure: Student must successfully complete a minimum of 67 percent of units in which they enroll.

Unit completion is reviewed at the end of the fall term annually.

F, Withdrawal, Satisfactory Progress, and Incomplete grades do not demonstrate satisfactory course completion. Challenge exams and audited courses are not considered. Transfer credit that has been officially accepted to complete program requirements will demonstrate satisfactory course completion for quantitative measure (unit requirement) of Satisfactory Academic Progress, but will not figure into the 2.0 GPA qualitative measure requirement of Satisfactory Academic Progress.

Students initially failing to complete 67 percent of their enrolled cumulative units will be given a Financial Suspension. The student is eligible to appeal the suspension.

If the appeal is approved, the student is placed on Financial Aid Probation and must continue making satisfactory progress in each subsequent term according to a specific plan of action determined for the student to reach the minimum qualitative requirement of 67 percent. The student must complete all units attempted within the subsequent term with a minimum GPA of 2.0.

Students on Financial Aid Probation failing to achieve prescribed unit requirement plan in a subsequent term will be given a Financial Aid Suspension. The student will not be eligible to receive financial aid until the successful completion of 67 percent of enrolled unit requirement is achieved.

Maximum Time Frame Measure: Students are expected to complete their degree within a reasonable time frame. Programs of study, must be no longer than 150 percent of published length of educational program. The measurement begins from the date of the initial enrollment in the student's program.

APPEALS

A student placed on Financial Aid Suspension may appeal the status within 30 days of receiving notification of aid termination. The appeal must be in writing and directed to the Financial Aid Office. Students must cite reason for deficient qualitative (GPA) or quantitative (unit completion) requirements. Acceptable reasons to appeal Financial Aid Suspension usually include extraordinary circumstances that prevented successful completion of the minimum standards and current changes that will now allow the student to meet SAP requirements at the next evaluation. Such circumstances should be exceptional and nonrecurring in nature. The appeal will be reviewed. Final decisions regarding aid eligibility rest with the SAP Coordinator's Committee. Appeals of Academic Suspension are a separate situation and handled in a different office.

SATISFACTORY ACADEMIC PROGRESS for Graduate Students

To be eligible for financial aid, a student must be in good academic standing, making satisfactory progress toward the completion of a certificate or degree, within a maximum time frame. Students are evaluated annually after the fall semester to insure the minimum standards are met. Students failing to meet the minimum standards will progress through the aid statuses defined as follows:

Financial Aid Suspension – status assigned to a student who fails to make Satisfactory Academic Progress once checked annually. The student is no longer eligible to receive financial aid. The student has the right to appeal the suspension. Aid is terminated until student has submitted written appeal.

Financial Aid Probation – status assigned to a student who received a Financial Aid Suspension but successfully appealed the suspension and regains financial aid eligibility for an additional term. They must complete their probationary term successfully or they will be placed on financial aid suspension and subsequent aid will be terminated.

MEASURES OF PROGRESS

Qualitative Measure: Students must maintain a minimum cumulative grade-point average (GPA) of 3.0.

GPA's are reviewed at the end fall semester. Students failing to achieve a minimum 3.0 GPA are given a Financial Aid Suspension status. The student is eligible to appeal the suspension.

If the student fails to earn the minimum 3.0 cumulative GPA after one additional term, the student is placed on Financial Aid Suspension. The student is eligible to appeal the suspension.

If the appeal is approved, the student must continue to earn a minimum 3.0 term GPA to continue making satisfactory progress toward a cumulative 3.0 GPA. 3.0 term GPA is the minimum standard measurement for continuing progress. The student will need to earn higher than 3.0 term GPA(s) to correct deficiency.)

Students on Financial Aid Probation failing to earn the minimum 3.0 term GPA will be returned to a Financial Aid Suspension status. The student will not be eligible to receive financial aid until the cumulative GPA is raised to a 3.0

Quantitative Measure: Student must successfully complete a minimum of 67 percent of units in which they enroll.

Unit completion is reviewed at the end of the fall term annually.

C, D, F, Withdrawal, Satisfactory Progress, and Incomplete grades do not demonstrate satisfactory course completion. Challenge exams and audited courses are not considered. Transfer credit that has been officially accepted to complete program requirements will demonstrate satisfactory course completion for quantitative measure (unit requirement) of Satisfactory Academic Progress, but will not figure into the 3.0 GPA qualitative measure requirement of Satisfactory Academic Progress.

Students initially failing to complete 67 percent of their enrolled cumulative units will be given a Suspension. The student is eligible to appeal the suspension.

If the appeal is approved, the student is placed on Financial Aid Probation and must continue making satisfactory progress in each subsequent term according to a specific plan of action determined for the student to reach the minimum qualitative requirement of 67 percent.

Students on Financial Aid Probation failing to achieve prescribed unit requirement plan in a subsequent term will be given a Financial Aid Suspension. The student will not be eligible to receive financial aid until the successful completion of 67 percent of enrolled unit requirement is achieved.

Maximum Time Frame Measure: Students are expected to complete their degree within a reasonable time frame no longer than 150 percent. For graduate students, the maximum period is based upon length of educational program. The measurement begins from the date of the initial enrollment in the student's program.

APPEALS

A student placed on Financial Aid Suspension may appeal the status within 30 days of receiving notification of aid ineligibility. The appeal must be in writing and directed to the Financial Aid Office. Students must cite reason for deficient qualitative (GPA) or quantitative (unit completion) requirements. Acceptable reasons to appeal Financial Aid Suspension usually include extraordinary circumstances that prevented successful completion of the minimum standards and current changes that will now allow the student to meet SAP requirements at the next evaluation. Such circumstances should be exceptional and nonrecurring in nature. The appeal will be reviewed. Final decisions regarding aid eligibility rest with the SAP Coordinator's Committee. Appeals of Academic Suspension are a separate situation and handled in a different office.

Appeal Process

At the time of termination, the Financial Aid Office will provide the student with instructions on how to appeal. A copy of the appeal form can be obtained from the Financial Aid Office. When filing an appeal, make sure that a full explanation is provided, along with documentation, verifying the circumstances that led to the inability to meet the minimum progress requirements. It is important that a definite plan towards graduation is established. Students will need to seek assistance from an Academic Advisor in order to explore ways of eliminating unit deficiencies and to establish a realistic plan towards graduation. The Academic Success Plan needs to be as realistic as the plan will be closely monitored. Failure to follow the courses and units outlined may be used as a basis for future denial of financial aid. Completion of one Life Skills course is required. The SAP appeal must be submitted in its entirety.

To appeal for a probationary term of financial aid when a student is not meeting the Satisfactory Academic Progress (SAP) Standards a student will need to do the following:

- Write a letter detailing the extenuating circumstance that prevented them from meeting the SAP Standards.
- Include in the letter your plan of action to be academically successful moving forward.
- Supporting documentation of the extenuating Circumstance.
- The Academic Plan that you have completed with the Academic Advising Office.
- Documentation of completion of one of the approved Life Skills Assessments as detailed on the SAP Appeal form.

If the Appeal is Denied

Students that do not have their appeals approved will receive information regarding other alternatives available to them. Some options include:

1. **Continuing enrollment at CBU without any financial assistance**
2. **Continuing enrollment at CBU with the assistance of private loans.** The Financial Aid Office can provide the student with information on these loans.

📞 951.343.4236

📠 951.343.4518

✉️ finaid@calbaptist.edu

3. Taking a leave of absence from CBU to make up a portion or all of the deficient units at a Community College. In this case a student will have to file an additional appeal to have aid reinstated one s/he has completed the required units and demonstrated the ability to continue at CBU without incurring any additional deficiencies. The Financial Aid Office recommends that the student speak with Enrollment Advising to ensure that any classes taken elsewhere will count towards the student's area of study.

Program Integrity Update Regarding SAP References: 34 CFR 668.16, 668.34,

Program Integrity Regulatory update 2011. Implementation July 1, 2011. Final Regulations Published in Federal Register 10-29-10.