



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.10.006

Effective Date: 12/6/07

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Policy on Financial Aid Satisfactory Academic Progress

PURPOSE:

An annual review of Satisfactory Academic Progress is required as one of the conditions of student financial aid eligibility. Students who fail to meet these standards are considered to have not made satisfactory academic progress and are no longer eligible for financial aid.

BACKGROUND:

This policy is required by federal regulation.

[Code of Federal Regulations]

[Title 34, Volume 3]

[Revised as of July 1, 2003]

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TITLE 34--EDUCATION

DEPARTMENT OF EDUCATION

PART 668--STUDENT ASSISTANCE GENERAL PROVISIONS--Table of Contents

Subpart C--Student Eligibility

Sec. 668.34 Satisfactory progress.

- a) If a student is enrolled in a program of study of more than two academic years, to be eligible to receive title IV, HEA program assistance after the second year, in addition to satisfying the
- b) requirements contained in Sec. 668.32(f), the student must be making satisfactory progress under the provisions of paragraphs (b), (c) and (d) of this section.
- c) A student is making satisfactory progress if, at the end of the second year, the student has a grade point average of at least a "C" or its equivalent, or has academic standing consistent with the
- d) institution's requirements for graduation.



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- e) An institution may find that a student is making satisfactory progress even though the student does not satisfy the requirements in paragraph (b) of this section, if the institution determines that the
- f) student's failure to meet those requirements is based upon--
 - (1) The death of a relative of the student;
 - (2) An injury or illness of the student; or
 - (3) Other special circumstances.
- g) If a student is not making satisfactory progress at the end of the second year, but at the end of a subsequent grading period comes into compliance with the institution's requirements for graduation, the institution may consider the student as making satisfactory progress beginning with the next grading period.
- h) At a minimum, an institution must review a student's academic progress at the end of each year.

(Authority: 20 U.S.C. 1091(d))

POLICY:

Accountability:

Financial Aid office

Applicability:

All registered students at CSUCI receiving financial aid assistance.

Text:

This policy has four conditions which must be met to be eligible for financial aid. Students who have been awarded financial aid and do not meet these conditions will have their aid canceled for the subsequent semester.

Part One: Acceptable Passing Rate (Quantitative Standards)

Quantitative standards are assessed by dividing the overall ratio of a student's cumulative units (of classes passed) by the cumulative CSUCI units taken. As students progress in their academic career, the expected ratio or percentage increases. The required ratios are represented in the chart below.



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| | Class level | Percentage of cumulative units taken which must be passed. |
|-------------------------------|---------------------------|--|
| Undergraduate degree | Freshman | 75% |
| | Sophomore | 80% |
| | Junior | 85% |
| | Senior/2 nd BA | 90% |
| Post-baccalaureate/Credential | | 90% |
| Graduate degree | | 90% |

Part Two: Acceptable Grade Point Average (Qualitative Standards)

Students disqualified by the University are ineligible for financial aid based on qualitative standards.

Part Three: Unit and Time Limits

Students working toward their first undergraduate degree are limited to 150 earned units (including accepted transfer units towards the degree program). Students who have earned their first undergraduate degree and are enrolled in a second baccalaureate program are limited to 48 earned units. Students in a credential program are limited to 48 earned units including prerequisite courses. Students in a master's program are limited to 48 earned units including prerequisite courses.

Part Four: Other Provisions

- Any student whose academic history shows a pattern of enrollment indicating an inability or unwillingness to progress, such as numerous withdrawals or enrollment inconsistent with the student's educational objective, may be regarded as ineligible for future financial aid.
- Students who exceed the university limit of credit/no credit units while receiving financial aid funds are subject to review of continued eligibility.
- Students who have completed all undergraduate degree course requirements but have not graduated for any reason are not eligible for funding.



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- Any financial aid award is tentative until the academic record is reviewed. For entering transfer students, the review is based on the academic record on file at the time of first consideration (or when information becomes available).
- Failure to complete units in any term is evidence of failure to make reasonable academic progress. Students in this category will be disqualified from receiving aid the following term and may be subject to repayment of previous term aid received.
- Academic progress can be reevaluated at other times identified by the Financial Aid office.

EXHIBIT(S):

Exhibit A

Federal Student Financial Aid Handbook:

Volume 1 Student Eligibility Chapter 1 School Determined Requirements

<http://www.ifap.ed.gov/sfahandbooks/0304FSAHBVOL1StuElig.html>

Exhibit B

Procedure:

Reinstatement of Eligibility

Students may appeal his/her satisfactory academic progress determination by submitting a written petition to the Financial Aid office, citing mitigating circumstances as provided for in federal regulations. This petition may be supported by additional documentation and may include the recommendation(s) of faculty who are familiar with the student's academic history.

The criteria for which an approved petition will be based is a reasonable expectation that the student can reestablish progress toward a degree objective and regain an academic standing consistent with the requirements for graduation. If financial aid is restored, conditions may be imposed and/or eligibility may be restricted to a limited time frame.