

Satisfactory Academic Progress (SAP) for Graduate/Credential Students

What is SAP?

California Lutheran University is required to ensure that students receiving federal financial assistance meet Satisfactory Academic Progress (SAP) requirements by maintaining a minimum Grade Point Average (GPA) and by making steady progress toward degree completion. Students who do not meet SAP requirements will lose their financial aid eligibility.

Students' annual progress will be reviewed at the end of the Spring/OM4 term once grades are posted. For SAP purposes, the annual review encompasses the summer term of the prior academic year and runs through the current spring term.

Each term for which a student enrolls in courses at CLU will be counted towards SAP, even those semesters in which financial aid may not be received. Transfer credits from other institutions accepted by CLU are also included in the total units attempted and completed.

SAP Requirements:

1. **Maximum Timeframe Allowance**: Students must complete their programs within the timeframe established in their Degree Requirements as outlined in the Graduate School catalog. To remain eligible for financial aid, graduate/credential students may not attempt more than 150% of the units required to receive a graduate degree /credential (for example, if 60 units are required to complete the degree, multiply that number by 1.5 in order to calculate the 150% maximum of 90 units that may be attempted).
2. **GPA**: Graduate/Credential students remain in good academic standing by maintaining a minimum cumulative GPA of 3.0. For courses that are repeated, the cumulative GPA includes both the original and repeated grade in the calculation, for SAP purposes.
3. **Percentage of Completion (PACE)**: Graduate/credential students must achieve a 67% completion rate of their cumulative coursework in order to remain eligible for financial aid. This is measured in terms of:

$$\frac{\text{Total units completed}}{\text{Total units attempted}} = \% \text{ PACE}$$

Attempted units include repeated courses and do not include cancelled classes or classes dropped within the add/drop periods.

Attempted units (whether or not paid for by financial aid) include:

1. Completed (passing) grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and P
2. Incomplete grades: IN, IP, NR
3. Non-passing grades: F, W, UW, WF, NC and AU

If a student fails to maintain any SAP requirement, he will be placed on Financial Aid Suspension. Students may continue to attend CLU, but must do so without the assistance of federal, state, and institutional financial aid. Students are responsible for payment of their bill by the due date for any current/outstanding charges and any late fees that may incur. Students may submit an appeal if there are extenuating circumstances that caused the inability to meet the SAP standards.

Appeals

A student placed on Financial Aid Suspension may submit an appeal to the CLU SAP Appeals Committee if the student believes there are extenuating circumstances for his failure to maintain SAP. Extenuating circumstances include, but are not limited to: personal illness/accident, serious illness or death within the immediate family, auto accident or other situation beyond the *reasonable control* of the student. As such, documentation/proof may include a letter from a doctor, hospital or social services agency; obituary notice; or a police report.

Students must submit the Graduate/Credential SAP Appeal Form to the Financial Aid Office within **sixty (60) calendar days** from the date listed on the student's letter of notification of Financial Aid Suspension with the appropriate documentation attached to support the appeal. On the appeal form, the student must state why he was unable to maintain SAP and what has changed in the student's situation that will allow him to demonstrate SAP in the next evaluation period and until graduation. ***Submission of a SAP Appeal does not guarantee that your appeal will be approved. SAP decisions rendered by the Office of Financial Aid are final.***

Students may continue to attend classes while appealing SAP suspension; however, financial aid will not be awarded unless the appeal has been approved. If approved, specific conditions to maintain eligibility will be outlined in an email notification to the student. If a student fails to meet the conditions of an approved appeal, the student may be ***permanently suspended*** from receiving any further financial aid funds and will be ineligible for any future SAP Appeal.

Students must adhere to the deadline date specified in the suspension notification letter. Students who do not meet this deadline are not guaranteed they will be evaluated for future assistance. Remember, students are responsible for payment of all bills by the due date for any charges owed, even if the appeal decision is pending.

Financial Aid Termination

Students who have been placed in a Financial Aid Suspension status and submit an appeal that is not approved will be *terminated* from receiving all future financial aid at CLU.

Regaining Financial Aid Eligibility

Students may regain financial aid eligibility beginning with the following term in which the student re-established SAP. Because SAP review is done on an annual basis, it is the student's responsibility to advise the Office of Financial Aid of a change their academic progress during the award year.