

# Satisfactory Academic Progress for PROS Students

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Financial aid recipients are expected to make reasonable academic progress towards obtaining a degree as a condition to receive federal, state or institutional financial aid. At California Lutheran University (CLU), Satisfactory Academic Progress (SAP)\* is evaluated once per year by the Office of Financial Aid following the conclusion of the Spring term for PROS Undergraduate Students. A student's entire academic history is considered and reviewed, even if the student has not received financial aid in the past, to ensure timely progression toward graduation.

**For purposes of financial aid eligibility, a student's enrollment status is considered\*\***

- Full-time = 6 or more eligible term units
- Three-quarter time = 5 eligible term units
- Half-time = 3 eligible term units
- Less than half-time = less than 3 eligible term units

**Students must be enrolled in a minimum number of units to receive certain types of aid:**

- For most federal and state financial aid = 3 eligible term units
- For institutional aid = 6 eligible term units

**Term units attempted include:**

- Completed (passing) grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and P
- Incomplete grades: IN, IP and NR
- Non-passing grades: F, W, UW, WF, NC and AU (even if the same class is repeated at a later time)

**A review of a student's entire academic history includes the evaluation of:**

- Transfer credits (see below)
- Remedial classes (see below)
- Repeated classes (see below)
- Consortium agreement credits
- College classes taken while in high school

**Transfer Courses**

All units transferred from another institution (including units earned from foreign institutions) and accepted toward the student's educational program at CLU will be used:

- in the calculation of Pace as both attempted and completed units
- in the calculation of Maximum Timeframe

**Repeated Courses**

Any courses that are repeated (along with the original attempt) will be used:

- in the calculation of Pace as attempted units
- in the calculation of Maximum Timeframe

For more information, see the Repeated Coursework information on the Financial Aid website.

**Remedial Courses**

Students may take remedial courses Math 110 and English 101. These units will be used:

- in the calculation of Maximum Timeframe

\*These policies and annual evaluation are separate from the Cal Lutheran Academic Progress Policies monitored by the Division of Academic Affairs.

\*\*Eligible term units are those that are not considered repeated coursework. See information on Repeated Coursework on the Financial Aid website for more information.

In accordance with Federal Financial Aid Regulations, financial aid recipients are required to make Satisfactory Academic Progress (SAP) toward graduation in order to continue to receive financial aid.

For the purpose of the SAP policy, financial aid is defined as:

- Cal Lutheran Scholarships
- Cal Lutheran Grants/Match Programs
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Cal Grants
- Federal Work-Study (FWS)
- Perkins Loans
- Federal Stafford Loans
- PLUS Loans
- Alternative Loans certified by Cal Lutheran

In order to receive financial aid, a student must be enrolled in an eligible program of study that leads to a Bachelor's Degree. In addition, there are three requirements that students must meet to be eligible to receive financial aid.

### **1. Qualitative Requirement - Grade Point Average (GPA)**

To remain eligible to receive financial aid, students must maintain a minimum cumulative GPA of 2.0. Students whose cumulative GPA is below 2.0 at the time of evaluation will be placed on Financial Aid Suspension. For more information, see section entitled Financial Aid Suspension.

### **2. Quantitative Requirement - Percentage of Completion (Pace)**

Students must complete a minimum percentage of attempted units in order to maintain SAP. The measurement of Pace is calculated using the total number of units successfully completed (passed) divided by the total number of units attempted:

$$\text{Total units successfully completed} \div \text{Total units attempted} = \text{Pace (\%)}$$

A student's Pace must be at least 67% in order to remain eligible to receive financial aid. Students with a Pace below 67% at the time of evaluation will be placed on Financial Aid Suspension. For more information, see section entitled Financial Aid Suspension.

### **3. Maximum Timeframe**

The Maximum Timeframe in which a student must complete his/her educational program is 150% of the published length of the educational program at CLU. Full-time students are expected to complete their Cal Lutheran studies upon reaching 124 units (the minimum number of units required to earn a degree). This means that the Maximum Timeframe to complete the educational program is 186 attempted units.

Students who reach the Maximum Timeframe at the time of evaluation or who are determined at the time of evaluation to be not able to complete their studies before reaching the Maximum Timeframe will be placed on Financial Aid Suspension. For more information, see section entitled Financial Aid Suspension.

### **Financial Aid Suspension**

Students who fail to maintain any of the three SAP requirements (Qualitative, Quantitative, and/or Maximum Timeframe) at the time of evaluation, will be placed on Financial Aid Suspension. A student on Financial Aid Suspension is not eligible to receive any financial aid. Following the evaluation period, any student placed on Financial Aid Suspension will be notified (via a letter to the home address on record) of the Suspension status, the reason(s) for the suspension, and the appeal process. For more information, see the section entitled Financial Aid Suspension Appeal Process.

### **Financial Aid Suspension Appeal Process**

Students may not submit an appeal prior to receiving notification of Financial Aid Suspension status and the appeal must be submitted using the appropriate Appeal Form. A student placed on Financial Aid Suspension may submit an appeal to the Financial Aid Appeals Committee if the student believes there are extenuating circumstances for his/her failure to maintain SAP.

If appealing Financial Aid Suspension, students must submit the following to the Office of Financial Aid within thirty (30) calendar days from the date of the letter stating the Financial Aid Suspension status:

1. If suspension is due to GPA or PACE - the Cal Lutheran SAP Appeal Form OR  
If suspension is due to Maximum Timeframe - the Cal Lutheran SAP/IAE Maximum Timeframe Appeal Form
2. Any appropriate documentation to support the appeal
3. A Student Educational Plan or "Program Evaluation", developed in consultation with a Cal Lutheran Faculty Advisor or Registrar Evaluator via WebAdvisor (which details course requirements and a timeline for achieving the student's educational objective)

On the appeal form, the student must state why he/she was unable to maintain SAP and what has changed in the student's situation that will allow him/her to demonstrate SAP in the next evaluation period and until graduation. After reviewing the appeal, the Financial Aid Appeals Committee will render a FINAL decision and the student will be officially notified of the decision via an email to their callutheran.edu email address from his/her Financial Aid Counselor. A student may appeal a Financial Aid Suspension a maximum of two times for different reasons while enrolled at Cal Lutheran.

NOTE: Submission of an appeal does NOT guarantee a student will regain financial aid eligibility. If the student remains enrolled for the following term, the student will need to pay any charges for the term out-of-pocket or enroll in the Monthly Payment Plan while waiting for a decision on an appeal in order to meet Financial Clearance requirements.

### **Return to Good Standing**

If the appeal is approved and the student has improved academically so that he/she meets the SAP standards, the student will be removed from Financial Aid Suspension and returned to good standing. At that time, the student's financial aid will be available to credit to the student's account as long as all appropriate documents are submitted.

### **Financial Aid Probation**

If the appeal is conditionally approved, the student will be placed on Financial Aid Probation. The terms of the appeal approval will be outlined in the email sent by the Financial Aid Counselor. At that time, the student's financial aid will be available to credit to the student's account as long as all appropriate documents are submitted. While on Financial Aid Probation, the student must adhere to the conditions outlined in the appeal approval email sent by the Financial Aid Counselor. Should the student fail to

meet any of the conditions, he/she will be terminated from receiving future financial aid at CLU. For more information, see section entitled Financial Aid Termination.

**Financial Aid Termination**

If the appeal is not approved or if the student was on Financial Aid Probation and did not meet the conditions of his/her appeal approval, the student will be terminated from receiving future financial aid at Cal Lutheran. If the student is able to increase his/her GPA and Pace so both are above the minimum standards, he/she will be removed from Financial Aid Termination and returned to good standing.