

# California Lutheran

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## UNIVERSITY

### Traditional Undergraduate Students Satisfactory Academic Progress and Institutional Aid Eligibility Policies

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#### Introduction

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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)\* and Institutional Aid Eligibility (IAE)\* are evaluated once per year by the Office of Financial Aid following the conclusion of the spring semester for Traditional 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 = 12 or more eligible semester units
- Three-quarter time = 9 – 11 eligible semester units
- Half-time = 6 – 8 eligible semester units
- Less than half-time = less than 6 eligible semester units

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

- For most federal and state financial aid = 6 eligible semester units
- For institutional aid = 12 eligible semester units

**Semester 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 & AU

**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**

For both SAP and IAE policies, 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**

For both SAP and IAE policies, 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. For both SAP and IAE policies, these units will be used:

- in the calculation of Maximum Timeframe

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

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

## **Satisfactory Academic Progress (SAP)**

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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:

- CLU Scholarships
- CLU 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 CLU

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 CLU 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 sixty (60) calendar days from the date of the letter stating the Financial Aid Suspension status:

1. If suspension is due to GPA or PACE - the CLU SAP Appeal Form OR  
If suspension is due to Maximum Timeframe - the CLU 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 CLU 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 CLU.

NOTE: Submission of an appeal does NOT guarantee a student will regain financial aid eligibility. If the student remains enrolled for the following semester, the student will need to pay any charges for the semester 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 CLU. 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.

# Institutional Aid Eligibility (IAE)

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In accordance with CLU Institutional Policies, students are required to meet Institutional Aid Eligibility (IAE) criteria in order to continue to receive Institutional Aid.

For the purpose of the IAE policy, Institutional Aid is defined as:

- CLU Scholarships
- CLU Grants/Match Programs

There are two requirements that students must meet to be eligible to receive Institutional Aid.

## 1. Quantitative Requirement - Percentage of Completion (Pace)

Students must complete a minimum percentage of attempted units in order to maintain IAE. 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 80% in order to remain eligible to receive Institutional Aid. Students with a Pace below 80% at the time of evaluation will be placed on IAE Suspension. For more information, see section entitled IAE Suspension.

## 2. Maximum Timeframe

The Maximum Timeframe a student is eligible to receive Institutional Aid for is no more than 140 attempted units. Students who reach the Maximum Timeframe at the time of evaluation will be placed on IAE Suspension. For more information, see section entitled Institutional Aid Eligibility Suspension.

## Institutional Aid Eligibility Suspension

Students who fail to maintain either of the IAE requirements (Quantitative and/or Maximum Timeframe) at the time of evaluation will be placed on IAE Suspension. Students on IAE Suspension are not eligible to receive Institutional Aid. IAE Suspension has no effect on the student's eligibility for Federal and State Aid. Following the evaluation period, any students placed on IAE Suspension will be notified (via a letter to the home address on record) of the Suspension status and the appeal process.

## Institutional Aid Eligibility Suspension Appeal Process

Students may not submit an appeal prior to receiving notification of IAE Suspension status and the appeal must be submitted using the CLU SAP/IAE Maximum Timeframe Appeal Form. If appealing IAE Suspension, students must submit the following to the Office of Financial Aid within sixty (60) calendar days from the date of the letter stating the IAE Suspension status:

1. The CLU 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 CLU Faculty Advisor or Registrar Evaluator via WebAdvisor (which details course requirements and a timeline for achieving the student's educational objective)

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 IAE Suspension a maximum of one time while the student is enrolled at CLU.

NOTE: Submission of an appeal does NOT guarantee a student will regain financial aid eligibility. If the student remains enrolled for the following semester, the student will need to pay any charges for the semester 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.

### **Institutional Aid Eligibility Probation**

If the appeal is conditionally approved, the student will be placed on Institutional Aid Eligibility Probation (IAE Probation). The terms of the appeal approval will be outlined in the email sent by the Financial Aid Counselor. While on IAE 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 placed on Institutional Aid Eligibility Termination (IAE Termination) and will no longer be able to receive any institutional aid CLU. For more information, see section entitled Institutional Aid Eligibility Termination.

### **Institutional Aid Eligibility Termination**

If the appeal is not approved OR if the student was on IAE Probation and did not meet the conditions of their appeal approval the student will be terminated from receiving institutional aid at CLU.

## **Academic Scholarship Eligibility (ASE)**

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Beginning with the 2013-14 academic year, students receiving a CLU Academic Scholarship\* are only required to maintain SAP and IAE criteria in order to renew their scholarships from year to year.

Any student enrolled in the 2013-14 academic year who was placed on Academic Scholarship Eligibility (ASE) Suspension, Probation, or Termination in a prior term will have their scholarship fully reinstated for 2013-14 (so long as they have met and continue to maintain SAP and IAE).

*\* Important Note: Swenson scholars are held to a separate GPA requirement and must continue to maintain a 3.0 cumulative GPA each semester.*