



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS ADMINISTRATIVE POLICY MANUAL

Student Affairs

Approved By: Richard R. Rush
President

Policy Number: SA.10.003

Effective Date: 10/21/04

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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 have not made satisfactory academic progress and are not 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 requirements contained in Sec. 668.32(f), the student must be making satisfactory under the provisions of paragraphs (b), (c) and (d) of this section.

(b) 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 institution's requirements for graduation.



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(c) 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 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.

(d) 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.

(e) 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:

Office of Financial Aid

Applicability:

All registered students at California State University Channel Islands.

Text:

This policy has four parts. All four conditions 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.

Part One: Acceptable Passing Rate (Quantitative Standards). To assess quantitative standards the overall ratio of cumulative units passed to cumulative units taken is reviewed. As a student progresses, this 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 Academically Disqualified by the University are ineligible for financial aid based on qualitative standards.

Part Three: Unit and Time Limits. Students exceeding the unit and time limits listed below are ineligible for financial aid. Students working toward their first undergraduate degree are limited to 150 earned units (including transfer units). 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 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 CR/NC units while receiving 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).
- A student who completes no units in any term of enrollment is not considered to be making reasonable progress toward a degree. 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 Office of Financial Aid.

Reinstatement of Eligibility:

Students may appeal the satisfactory progress determination by submitting a written petition to the Office of Financial Aid citing mitigating circumstances as provided for in regulation. 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 approving a petition will be a reasonable expectation that the student can reestablish progress toward a degree objective and regain standing consistent with the requirements for graduation. If a decision is made to restore aid eligibility, conditions may be imposed and eligibility may be restricted to a limited time frame.

EXHIBIT(S):

Federal Student Financial Aid Handbook:

Volume 1 Student Eligibility Chapter 1 School Determined Requirements

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