

Chicago State University – Financial Aid

Satisfactory Academic Progress

Policy Statement

This policy serves as written guidance on the Satisfactory Academic Progress policy (SAP).

Applicability

This policy applies to staff of the Office of Student Financial Aid and students being reviewed for SAP.

Definitions

Policy Language

In accordance with U.S. Department of Education regulations, Chicago State University (CSU) is required to establish Satisfactory Academic Progress (SAP) standards for Federal and State financial aid recipients. These minimum standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial assistance.

This policy is effective with the Fall 2019 semester and replaces all prior Satisfactory Academic Progress policies at CSU. However, if a student was determined ineligible under any SAP policy prior to the Fall 2019 semester, that student remains ineligible.

The SAP procedure will be documented separately.

Policy Standards

The following are "minimum standards" required for a student to be eligible for financial assistance:

Minimum Cumulative Grade Point Average (GPA) Requirement

Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0, or better, on a 4.0 scale, as determined by the University.

Teacher Certification and 2nd Bachelor students must maintain a minimum cumulative grade point average (GPA) of 2.5, or better, on a 4.0 scale.

Master's and Doctorate students must maintain a minimum cumulative grade point average (GPA) of 3.0, or better, on a 4.0 scale.

Professional/Pharmacy students must maintain a minimum cumulative grade point average (GPA) of 2.0, or better, on a 4.0 scale.

Minimum Completion Rate Requirement (credit hours earned vs. attempted)

All students must successfully complete at least 67% of cumulative attempted hours by the end of each term.

Maximum Time Frame Requirement

Students may receive financial aid for a maximum of 150% of the credit hours required to receive an undergraduate and/or graduate degree. Additional Information on Minimum Completion Rate Standards

All students must comply with the minimum standards for Satisfactory Academic Progress Completion Rate. Satisfactory Academic Progress Completion Rate refers to the percentage of cumulative hours earned in relation to cumulative hours attempted. Attempted hours include all transfer credits, exam (CLEP) credits, hours with A, B, C, D, F, W, WP, WF, I (incomplete), X (missing grade), repeated hours, and developmental hours. Earned hours are those classes for which there is a letter grade of A, B, C, D, F, P, P1, I/F, and accept transfer credits and exam (CLEP) credits.

Example: A student who has attempted 28 hours at the end of spring semester must have earned a minimum of 19 hours to reach the 67% completion rate.

Transfer credits accepted will not be included in the calculation of the student's GPA. However, all attempted courses, withdrawals, transfer credits accepted from other colleges, or credits earned at CSU, will be counted toward the Minimum Completion Rate Requirement and the Maximum Time Frame Requirement components as herein defined.

Undergraduate students may receive financial aid for up to an additional maximum of 30 credit hours of attempted course work, if they have up to an equivalent number of credit hours which can be classified as developmental.

Students who are required to take the qualifying examinations, but do not pass the examination in Reading, will be required to enroll in Reading 1500. For those students, Reading 1500 (Reading 150 prior to the Fall 2008 semester) will be considered as a developmental course, and will be deducted from an undergraduate student's 180 credit hours limit, as those developmental courses numbered 090 through 0990 may so be deducted.

Students who have changed majors can request to have their credits and grades reevaluated. Credits and grades that do not count towards the new major will not be included in the Satisfactory Academic Progress determination.

Students who receive a grade of I (Incomplete) are ineligible for financial aid disbursement. Students with an incomplete or missing grade are placed on an H9 hold and are considered as not meeting Satisfactory Academic Progress because the cumulative gpa cannot be properly calculated. The incomplete grade must be resolved before aid can be disbursed. If the grade is not resolved prior to the end of the next semester of enrollment, the student is not eligible for aid within that semester. For example, if a student receives an incomplete grade for Spring 2024, the student is not eligible for aid for Summer 2024 if the grade is not changed prior to the last day of the summer semester. The Office of Student Financial Aid is NOT notified when a student finishes an incomplete class or receives a grade change. Therefore, it is the student's responsibility to notify the Office of Student Financial Aid when Incompletes are finished and/or grade changes are made. Developmental hours earned and attempted, though they do not count toward graduation requirements, shall be included in "credit hours earned vs. attempted" when computing the Minimum Completion Rate Requirement.

Transfer hours from other institutions accepted by the University will count toward the maximum attempted credit hour limit. If a student is nearing the maximum attempted hours a warning letter will be sent.

Typical Maximum Time Frames

- Undergraduate - 180 hours for a 120 hour degree (degree requirements may vary)
- Graduate – 45 hours for a 30 hour degree (degree requirements may vary)

Review Period

At the end of each semester, the record of every student will be reviewed to determine if the student has made progress according to the minimum standards set by this policy. All periods of enrollment (fall, spring, and summer) count toward the Minimum Cumulative Grade Point Average Requirement, the Minimum Completion Rate Requirement and the Maximum Time Frame Requirement components, even if a student is not receiving financial aid funding for a period(s) of enrollment.

Students not meeting SAP at the end of a semester and who have an existing academic plan must have their academic progress reviewed by their academic advisor.

Financial Aid Warning

If a student, for the first time, is not making progress according to the minimum standards as set forth under this policy, he/she will be placed on Financial Aid Warning and allowed an additional semester of financial aid eligibility to achieve the aforementioned minimum standards. The student will be eligible to receive financial aid funds during this semester. If at the end of that Financial Aid Warning semester the student has not achieved Satisfactory Academic Progress, the student will be placed on Financial Aid Probation.

In the event that a student had once been placed on Financial Aid Warning, but subsequently met compliance guidelines within the SAP policy, and then, in a future semester violates the SAP Policy, the student would once again be placed on Financial Aid Warning.

Students who are in violation of the Maximum Time Frame Requirement will not be placed on Financial Aid Warning, but rather will be Denied Reinstatement for further financial aid funding. However, first time Bachelor candidates who have sufficient developmental hours to bring the ratio below 150% may appeal their Denial of Reinstatement by following the Appeals process discussed below.

Financial Aid Probation

Any student who has not maintained Satisfactory Academic Progress as defined by this policy after one semester on Financial Aid Warning will be required to complete the SAP Appeal Process in order to continue to be eligible for financial aid funds. Upon approval of the SAP Appeal, students on Financial Aid Probation may continue to receive financial aid at Chicago State University for one additional payment period. Students will be evaluated for SAP at the end of each payment period. Students whose SAP Appeal is not approved may continue to attend Chicago State University at their own expense or until they once again meet SAP criteria or submit an Appeal for Reinstatement of Financial Aid Eligibility that is approved.

Reinstatement

There are two ways a student's eligibility can be reinstated:

- Meet minimum standards as set forth in this policy by the end of next enrollment period
- File a successful SAP Appeal, which must include an approved Academic Plan and Satisfactory Academic Progress Review Form

Appeals Process

A student who fails to meet the CSU Satisfactory Academic Progress requirements may submit a written Appeal to the Office of Student Financial Aid. The Appeal for Reinstatement of Financial Aid Eligibility form is available from an Academic Advisor, on the Office of Student Financial Aid website, or in the Office of Student Financial Aid. Appeals must clearly explain and provide proof (if warranted) of why Satisfactory Academic Progress standards were not met. Proof can include injury, illness, death of a relative, or other mitigating circumstances.

As a part of the SAP Appeal process students must meet with their academic advisor, and graduate students must meet with advisors in their major department, to develop an academic plan that successfully meets the requirements of both their academic program and the Satisfactory Academic Progress policy. If after completing an academic plan, a student wishes to modify the plan, any change must be approved and dated by the student's advisor.

As a part of the SAP Appeal process students must explain what changes have occurred in regard to the situation that caused the student to not meet SAP that will now allow the student to meet SAP requirements by the next evaluation point.

Completed appeals will be submitted to the Office of Student Financial Aid and must include an Academic Plan, a Satisfactory Academic Progress Review Form, and an Appeal for Reinstatement of Financial Aid Eligibility form. Appeals are reviewed each semester on an individual basis. Students are notified by the Office of Student Financial Aid of the decision as to whether or not a student is reinstated for financial aid/loan eligibility. The decision of the Office of Student Financial Aid is final.

Please Note

- Hours earned/attempted under a financial aid Consortium Agreement, with another school, are subject to CSU's SAP Policy.
- Students, who have changed majors and have provided a reevaluation of their degree audit from the academic advisor in the new major, will have their financial aid reset, so that only credits and grades which apply toward the new major are included in SAP evaluation/review.
- GPA and completion rate may be affected by incomplete grades, withdrawals from courses, repeat courses and transfer credits.

Policy Procedure

Policies are often supported by documented procedures or guidelines. Procedures state what steps need to be taken, and in what order, to meet the policy requirement. Procedures include information as to the who, what, when, and where of the policy. The more detailed information found in procedures or guidelines supports the more broadly stated information found in the policy. Therefore, documents containing procedures which support the implementation of the policy should be identified in this Section with links to the actual document included. As procedural content may evolve over time as new tools emerge and new processes are designed, it is recommended that the Responsible Office create and maintain procedures in a separate document.

Enforcement

In compliance with federal regulations, the Office of Student Financial Aid will participate in an annual external audit. Repeat audit findings may result in disciplinary action up to and including termination. Disciplinary action will occur based on the decision of the Director of Financial Aid in consultation with the Vice President of Enrollment Management when deemed necessary.

Policy Management

Responsible Officer or Policy Drafter	<i>Rhonda Smith, Director of Financial Aid</i>
Responsible Executive / VP	<i>Oscar Rodriguez, Vice President of Enrollment Management</i>
Responsible Office	<i>Office of Student Financial Aid</i>

Exclusions

None.

Effective Date

April 29, 2021

Adoption

This policy is hereby adopted on this __29__ day of _April_, 2021.

Appendices, References and Related Materials

Revision History

Revision Date	Section Revised	Description
11/02/2023	Appeals Process	Include that a student must provide explanation as to what has changed in the student's circumstances that will now allow student to meet SAP at the next evaluation period.
	Financial Aid Probation	Clarify language to show that student will be placed upon Probation only after the SAP Appeal is reviewed and approved
07/01/2023		Reviewed policy and accepted.