GOLDEN GATE UNIVERSITY

Title:	Academic Progress for Financial Aid
Date:	2012 University Catalog
Submitted by:	Financial Aid
Approved by (if relevant):	
Public or log-in required:	

Satisfactory Academic Progress (SAP) Policy

SAP Standards

To be eligible for Federal and State of California financial aid (loans and grants), students must be making Satisfactory Academic Progress (SAP) in accordance with U.S. Department of Education regulations. Students are evaluated for SAP at the end of each enrolled trimester. Students must continue to meet the university's SAP standards as they pursue their academic programs in order to remain eligible for financial aid. A student's SAP is measured in three ways:

1. Qualitatively — Cumulative Grade Point Average

> Undergraduate students must maintain a minimum cumulative GPA of 2.00.

> Graduate and doctoral students must maintain a minimum cumulative GPA of 3.00.

2. Quantitatively — Pace of Progress (Completion Rate)

Students must maintain a cumulative seventy-five percent (75%) completion rate for all units attempted toward their academic programs. This rate is equivalent to successfully completing three out of four courses attempted.

3. Maximum Attempted Units Allowed

Students must complete the requirements for their academic programs within 150 percent (150%) of the minimum units required to complete their academic programs. (For example, a student enrolled in a degree program that requires a minimum of 123 units may attempt up to 185 units to complete the program). Units attempted also include all units transferred into GGU from prior institutions that can be used to satisfy students' academic program requirements. Students who have reached their maximum attempted units allowed are ineligible for additional financial aid. Students may appeal for financial aid probation status if they feel their circumstances warrant an exception to this standard.

Repeating Courses

When students repeat courses that they failed to complete or in order to earn a better grade, all graded attempts will be included in the students' total units attempted toward their maximum units allowed in standard #3 above.

"I" (incomplete), "UW" (unofficial withdrawal), and "W" (withdrawal) grades award no academic credit and carry no grade point value and are not used in the calculation of the grade point average. They are, however, included in the calculation of the quantitative measure of progress (standard #2 above) and will affect a student's SAP status.

"AU" (audit), "CR" (credit) and "NC" (no credit) grades carry no grade point value and are not used in the calculation of the grade point average. They do not count in credits attempted and are not eligible for financial aid.

Refer to the GGU catalog section "Grading Practices and Academic Transcripts" for further information.

Warning Status

Students who fail to make satisfactory academic progress will be placed on financial aid warning status for one trimester following the trimester after which they did not meet the university's SAP standards. Students must meet the SAP standards at the end of the warning trimester or they will become ineligible for additional financial aid. Students on financial aid warning status are eligible for financial aid for only one trimester. If a student has already been awarded aid for two trimesters at the time of the SAP evaluation, the student's awards will be canceled and reprocessed for one trimester only.

Probation Status

Students who become ineligible for financial aid due to failure to achieve satisfactory academic progress at the end of a warning trimester or due to attempting the maximum units allowed for their academic programs may appeal for financial aid probation status. To be eligible for financial aid probation status, students must be able to achieve satisfactory academic progress by the end of the subsequent trimester.

Students should appeal in writing to the Financial Aid Appeals Committee and explain the reason for their failure to make SAP and what has changed that will allow them to make SAP at the end of the next enrolled trimester. Some acceptable reasons for appeal include: a death in the family, injury or illness, or other unusual or unexpected circumstances.

In support of the appeal, students should submit at least one professional reference letter on letterhead or other document (such as a death certificate) supporting their changed circumstances. Students may obtain professional references from doctors, counselors, clergy, lawyers, school officials, therapists, social workers, etc. Students who experienced illness or injury should submit copies of medical records in support of their appeals. The Financial Aid Appeals Committee will review each appeal on its own merits and will send a response to

each appeal via e-mail within 10-14 business days.

Students approved for financial aid probation status will be eligible for financial aid for one trimester only. At the end of the financial aid probationary trimester students will be evaluated against all three SAP standards. Students who fail to meet the SAP standards at the end of a probationary trimester become ineligible for additional aid. Students in this circumstance may see the section "How to Reestablish Financial Aid Eligibility" in this catalog for further information.

Financial Aid Probation Status with Academic Plan

Students who would require two or three trimesters in order to achieve satisfactory academic progress may be eligible for probation status with an academic plan. Students may appeal for probation status with an academic plan as described above. If approved, students may receive financial aid for up to three trimesters in order to achieve the university's SAP standards or graduate. All other financial aid program eligibility requirements, such as aggregate loan limits, continue to apply.

Students approved for probation with an academic plan must meet with their student services advisors and have their schedules approved prior to registration. Students will be allowed to register once the student services advisors notify the Financial Aid Office of their approved schedules. In addition to completing the approved courses, students must satisfy the following requirements each trimester:

1. Qualitatively — Grade Point Average

> Undergraduate students must earn a minimum trimester GPA of 2.30.

> Graduate and doctoral students must earn a minimum trimester GPA of 3.30.

2. Quantitatively — Pace of Progress (Completion Rate)

Students must achieve a one-hundred percent (100%) completion rate for all courses attempted each trimester.

Students are evaluated at the end of each probationary trimester to determine whether they have met the requirements of the academic plan. Students who meet the requirements of the academic plan may continue on financial aid probation status for the next trimester. Students who fail to meet the requirements of the academic plan after any probationary trimester become ineligible for additional aid. Students in this circumstance may see the section "How to Reestablish Financial Aid Eligibility" in this catalog for further information.

How to Reestablish Financial Aid Eligibility

Students may reestablish financial aid eligibility by enrolling at GGU and completing one or more trimesters of at least half-time status (usually six units per trimester for undergraduate students, and four units per trimester for graduate students) without federal or state financial aid and achieve the applicable cumulative GPA and completion rate standards.

Unsatisfactory Academic Progress Example

A student who fails to meet the qualitative (GPA) and/or quantitative (pace) standards at the end of the fall semester will be placed on financial aid warning status for the spring semester. If the student fails to meet either of these two standards at the end of the spring semester, the student becomes ineligible for financial aid. If the student submits an appeal for probation and the appeal is approved, the student will be allowed one trimester on probation status. At the end of the probation trimester, if the student fails to meet either of these standards the student is again ineligible for financial aid. In order for the student to reestablish eligibility after a probation semester, the student must complete at least one trimester at GGU without the use of financial aid. Once the student has achieved each of these standards, the student is again eligible to receive financial aid, provided the student has not exceeded the maximum attempted units allowed for program standard.