

Satisfactory Academic Financial Aid Policy (SAFAP)

Federal and state regulations require monitoring of credits for all students and will apply the following minimum cumulative standards of progress at the end of each semester, Fall, Spring and Summer. Students will be evaluated for SAFAO according to federal guidelines; including possible retroactive fund disbursements should disqualification be impending based on the standards indicated below:

Qualitative:

All students are expected to meet or exceed a cumulative earned grade point average (GPA) of 2.00.

Quantitative:

Students must complete a minimum cumulative of 67% of all attempted course work at CSP. Any course with a grade of withdraw (W), (F), incomplete (I), progress (PR), audit (AU) or No Credit (NC) shall be considered not completed. A course is counted as completed only once, regardless of how many times attempted or the grade earned. Transfer credit(s) will be counted as attempted and completed, thus affecting a student's cumulative completion rate.

Maximum Timeframe [150% Rule]

Students must complete their program within 150 percent of the credit hours required by their program of study. Students who have reached their maximum allowable credit hours will be suspended from receiving financial aid. Further if/when determined mathematically impossible for a learner to complete a program within the maximum timeframe, the student shall be immediately suspended from all Title IV and State Financial Aid eligibility. Developmental or remedial hours are excluded from this calculation. The MTF calculation counts all attempted hours including repeated courses, program of study ineligible courses and courses transferred from other colleges, and grade(s) of withdraw (W), (F), incomplete (I), progress (PR), audit (AU) or No Credit (NC). MTF also includes hours taken under a previous major(s) and hours for which a student did not receive financial aid.

Failure to meet standards for financial aid purposes at CSP is defined as:

Financial Aid Warning

A student failing to meet the minimum cumulative qualitative or quantitative standards or is close to violating the Maximum-Time Frame Standard of academic progress shall be placed on financial aid warning. A student on warning-status will remain eligible for financial aid for one term, but must remedy all SAP standards, or full financial aid suspension will be fully implemented.

Financial Aid Termination

A student on warning failing to meet the minimum cumulative qualitative, quantitative, or maximum-time frame standard of academic progress during his/her next term of enrollment being immediately placed on warning. A student on suspension is ineligible to receive Title IV and State Financial Aid funding. A student who is placed on Financial Aid Termination may appeal for reinstatement based on extenuating circumstances. Learners with approved appeals may be placed on Academic Probation for the duration of one semester as determined by the SAP Academic Performance Committee.

IMMEDIATE Financial Aid Suspension

A student may be immediately suspended in the event of extraordinary circumstances, including (but not limited to) a student who was previously suspended, then reinstated and whose academic progress falls below minimum standards of progress, or a student whose higher education attendance pattern demonstrates the abuse of receiving financial aid.

Satisfactory Academic Financial Aid Policy: Additional Information

Second Degree

Students may attempt up to 150% of the credits required for a subsequent program of study if a first Bachelor Degree was previously earned. For example, 120 credits for a baccalaureate degree, plus an additional 120 credits for a second baccalaureate degree. Students who already have a first baccalaureate degree are eligible for loans (not grants) if they are pursuing teacher licensure or a second degree (e.g., a student has a B.A. and is now seeking a B.S.).

Multiple Majors and/or Dual Degree(s)

Students who choose to earn more than one major, or more than one degree, at the same time are subject to the maximum time limits of one degree (e.g., 30 per grad level (x) 4 years (x) 150% = 180 credits max) for a baccalaureate degree-double major).

Course Incompletes, Withdrawals, Repeats, and Remedial Coursework:

CSP does not offer non-credit remedial courses. Incompletes is not included in the calculation of the student's GPA. Students withdrawing from the University will receive credit for all work successfully completed up to the point of withdrawal. Students withdrawing from the University with passing grades will receive credit for all work successfully completed up to the point of withdrawal and the time frame used will count in the quantitative requirement. Students with a withdrawal-failing, the time frame will count in the quantitative requirement; however, the GPA will not count as the courses will be incomplete.

Student's SAP requirements are updated once new grades are available, and will be evaluated for quantitative and qualitative requirements.

When a student fails one or more courses and wants to repeat the failed course(s), the first repeat will be allowed for consideration of financial aid [Title IV]. However, repeated failed course(s) is/are failed are not eligible for Title IV.

Courses must be repeated within 150% time frame from the start date of the program. For example, bachelor degree completion is 120 credits x 150% = 180 credits to finish all repeated coursework. Repeat courses are included in the GPA calculation.

Changing Program(s) of Study

A student transferring from one program to another will be required to withdraw from one program first and then enroll in the second program, if all admissions requirements are met.

A student may be awarded transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. However, all attempted courses, including grades of withdraw and transfer-in hours, except Incompletes, at the University are counted toward the 150% eligibility. SAP-status of a student will be applied in continuation from one program to another.

Student Right to Appeal

Appeal Policy

Students suspended from financial aid may appeal their suspension if there were extenuating or unforeseen circumstances affecting their progress. All appeals must explain and document all terms in which progress was not met. Each appeal must also address how the circumstances that caused the suspension have/will be resolved. Students interested in appealing must submit an appeal form with all required documentation. Appeals will be thoroughly reviewed, and reinstatement of financial aid will depend on the qualifying extenuating circumstances as outlined by CSP (see below) that directly contributed to deficient academic performance, as well as other probable factors. Appeals are evaluated on a term-by-term basis.

Qualifying Extenuating Circumstances

Students have the right to appeal Financial Aid Warning and/or Suspension in the case of extenuating circumstance(s) including, but not limited to:

- Death of an immediate family member: Immediate shall be defined as: spouse, children, parents, brother, sister, father-in-law or mother-in-law, brother-in-law or sister-in-law, son-in-law or daughter-in-law, grandchildren and grandparents.
- Serious Illness. Serious illness shall be defined as lasting longer than 20% of the term in duration or one that required hospitalization.
- Other extenuating circumstances of relevant nature.

How to Appeal

Students suspended from the University may submit an appeal electronically. To complete this process using the following steps:

1. Log into CSP Connect
2. Find the Financial Aid Card and click on “Satisfactory Academic Progress”
3. Under Disqualification, click link for Undergraduate and Graduate Disqualification Appeal Form”

Notification

Students in violation of will be notified via CSP email (CSP Email)