Satisfactory Academic Progress Policy FAQ's

Federal regulations require students maintain Satisfactory Academic Progress (SAP) for financial aid. Students are measured by three criteria; all three criteria must be met.

1. Overall Degree Progress
2. Minimum Cumulative GPA
3. Satisfactory Pace Standard

At Sacramento State, we measure SAP for all students on an annual basis. This is typically completed in early June after Spring grades are posted and all students' academic records are updated.

How will I be notified of my SAP status?

Students are notified through their Sac State email. Students can check their status by going to their Student Center and clicking on the *Satisfactory Acad Progress* link under *Financial Aid* and then selecting the most recent year.

What if I did not meet SAP?

If you do not meet SAP, you are ineligible to received financial aid.

You may file an appeal and if your appeal is approved, you will be considered for financial aid on a Probation status.

How do I file an SAP appeal?

A link to the SAP Appeal will appear on your Student Center > To Do List late-June (after your SAP status is determined). The appeal will be an electronic form with specific questions for you to address.

What should I include in my SAP Appeal?

Overall Degree Progress

You did not pass SAP due to attempting coursework that is more than 150% of the minimum units required for degree program. Your appeal should explain all coursework attempted that does not apply to your current degree program.

A complete Over Unit SAP Appeal must include: The SAP Appeal, SAP supporting documentation (if applicable) and an Official Academic Plan.

Minimum Cumulative GPA (Grade Point Average)

You did not pass SAP based on cumulative GPA:

- UGRD = 2.0 GPA
- 2nd Bachelor = 2.5 GPA
- PBAC = 3.0 GPA

Your appeal should explain coursework where earned grades affected the GPA – Per university catalog

- Affect GPA = A – D, F, WU
- Not Affect GPA: CR, NC, I, RP, W, RD

A complete GPA SAP Appeal must include: The SAP Appeal and SAP supporting documentation (if applicable).

Satisfactory Pace Standard

You did not pass SAP based on not successfully completing 67% of units attempted in the previous academic year attended.

A complete Unit SAP Appeal must include: The SAP Appeal and SAP supporting documentation (if applicable)

What is considered a complete SAP Appeal?

A complete SAP Appeal includes the Appeal and SAP supporting documentation (if applicable).

If you are filing an Over Unit SAP Appeal (Overall Degree Progress), an Official Academic Plan is also required.

Do I need to supporting documentation?

It depends, a review of your SAP appeal may result in the request of supporting documentation based on the extenuating circumstances outlined in your appeal.

What kind of supporting documentation can I submit?

Supporting documentation should address the timeline of the incident and your involvement. Third-party letters from other person(s) or professionals who can attest to your extenuating circumstance should be submitted.

> *Example:* documentation supporting auto accident, such as accident reports, insurance claims, medical bills. Be sure to black out sensitive information such as medical record numbers, social security numbers and date of birth.

Why are the semesters that I did not receive aid count against me?

To be eligible for student aid, a student must show that they have been making satisfactory academic progress at the time they apply for aid. Regulations require that all semesters, regardless if financial aid was received, must be counted when determining satisfactory academic progress in accordance with the University SAP Policy.

I did not file a Fall appeal; do I still need to file a Spring appeal?

Yes. You must file a spring appeal for consideration of aid. Your Spring appeal must still address the circumstances that led up to your disqualification.

My SAP appeal was approved for Fall but what about Spring?

If your appeal was approved in the Fall semester, you will be placed on SAP Probation for the Fall semester. You will still be awarded aid for the academic year (if eligible). However, to receive your Spring aid, you must meet SAP Probation standards from coursework attempted in the Fall.

What happens if I did not pass the Fall Probation Status review?

Students who did not meet SAP probation standards at the end of Fall, will have a hold placed on their account to prevent Spring aid from disbursing. They will have an opportunity to file a SAP Probation Appeal explaining the reason(s) they did not meet SAP probation standards. If the Appeal is approved, the student will continue on SAP Probation and remain eligible for Spring aid.

How long does it take for the appeal to be reviewed?

Processing timelines can vary depending on when the appeal is submitted for review. Monitor your Student Center for any updates regarding the status of your appeal.

What can I do if my SAP Appeal in not approved?

1. You may regain eligibility once you have met all SAP Standards; or
2. You may consider the following options:
   - Pay your tuition fees in full or sign-up for the Installment Payment Plan
   - Drop to part-time (6 or fewer units) to pay the reduced tuition fees
   - Withdraw before the University deadline to receive a refund of fees paid
   - Enroll at a Community College. You should discuss this option with an Academic Advisor
   - You may also apply for an Alternative Loan (based on creditworthiness)

What do I do if I had a recent grade change that may affect my SAP status?

Depending when your grade changed and for what semester/academic year, the Financial Aid Office may or may not be able re-evaluate your SAP Standing. Please contact our Student Service Center for advising.