

Satisfactory Academic Progress Policy (SAP) FAQ's

Federal law requires students maintain SAP as a requirement for financial aid. Students are measured by three criteria; all three criteria must be met to maintain financial aid.

- 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 for the academic year.

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 receive financial aid. You may file an appeal and if your appeal is approved, you will be considered for financial aid.

How do I file a 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?

SAP Over Unit Disqualification

You did not pass SAP based 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 Appeal documentation and an Official Academic Plan

SAP GPA (Grade Point Average)

You did not pass SAP based on cumulative GPA:

- UGRD = 2.0 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 Appeal documentation

SAP Unit (Current Earned = 75%)

You did not pass SAP based on not successfully completing 75% of units attempted, in the previous academic year attended

A complete Unit SAP Appeal must include: The SAP Appeal and SAP Appeal documentation

How is the minimum GPA calculated?

For the annual SAP review, the Financial Aid & Scholarships Office uses the cumulative GPA as determined by the University.

What is considered a complete SAP Appeal?

A complete SAP Appeal includes the Appeal and SAP Supporting documentation. If you are filing an Over Unit SAP Appeal, an Official Academic Plan is also required.

Do I need to supporting documentation?

Yes, you must submit documentation to support your extenuating circumstance and appeal reason(s). Documentation should be relevant to situation(s) mentioned in your appeal.

What happens if I don't have supporting documentation?

Most extenuating circumstances should be documented. If you are unable to provide documentation, submit an additional signed statement to thoroughly address your situation and clarify that no supporting documents can be provided. Your statement will be reviewed. We may offer alternative options for documenting extenuating circumstances

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.

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.

If enrolled in the Fall semester, you must meet SAP Standards from courses attempted in Fall for consideration of your Spring Appeal.

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 probation term. You will still be awarded aid for the academic year (if eligible). However, to receive your Spring financial aid awards, you must meet SAP Probation standards from coursework attempted in the Fall.

What happens if I failed the Fall semester probation grade check?

Students who did not meet SAP probation standards at the end of their Fall probation, will have their spring aid canceled and a financial aid hold will be placed. Appeals are not considered for Spring.

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

Processing timelines are approximately five to six weeks and may increase during peak periods. You will receive a status of your appeal through your My Sac State messages.

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

You may regain eligibility once you have met all SAP Standards or you may consider the following options:

- Pay your tuition fees in full or sign-up for the Installment Payment Plan and make the required payments on time to keep your classes
- 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 term/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.