

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

**Purpose:** This policy establishes the minimum qualitative and quantitative standards students must meet to maintain Satisfactory Academic Progress in order to continue receiving federal student aid, California State aid, and Cal Maritime Institutional aid.

**Scope:** This policy applies to all undergraduate and graduate student enrolled fulltime, parttime, ¾time or ¼time at The California Maritime Academy (CMA)

**Policy:** The Director of Financial Aid is responsible for administering this policy and ensuring compliance.

Federal regulations require students maintain Satisfactory Academic Progress (SAP) to remain eligible to receive financial assistance. The SAP policy governs eligibility for all federal and state financial aid programs. **The Note:** SAP Policy for financial aid is separate and different but not any stricter from the CMA Academic Standing Policy, which pertains to eligibility to remain enrolled in courses at CMA).

There are two components required to maintain SAP: a qualitative measure, demonstrated by grade point average (GPA), and quantitative measure which include both a measurement of pace of progression towards a degree and a maximum timeframe for completion of a program of study.

### SAP Standards Information

Degree	Minimum Cumulative GPA	Minimum Cumulative Pace of Progress	Maximum Time Frame of Aid Eligibility for Degree Completion
Undergraduate (1 <sup>st</sup> Bachelors)	2.0	66.67%	150% of published degree length
Graduate Degree (Master'S)	3.0	66.67%	150% of published degree length

transfer credits.

## Transfer Credits

Credit hours transferred from other schools that are accepted toward completion of the Cal Maritime program count as hours attempted and hours completed. These are also factored into the Maximum Time Frame.

A maximum of 70 units of transferable credit from a 4-year institution will be counted based on CSU and Cal Maritime Policy.

Units from a 4 year institution are not limited to 70; however, transfer credit may be excluded by request if it cannot be used to meet any Cal Maritime Degree requirements (including general electives).

## SAP Evaluation Period

Financial Aid SAP will be evaluated at the end of the Spring semester once grades have been finalized and posted. Your SAP status is calculated using your entire academic record from all schools attended, *even if you did not receive financial aid.* Courses taken in the Summer, Fall, and Spring will be evaluated at the end of the next Spring semester. Students will be notified via email to the @csum.edu email account the outcome of their SAP status, this includes "meets" and "not meets" statuses.

SAP Status	Description	Action Options	Impact on Aid Eligibility
Meets SAP	You meet all SAP Standards	No Action Required	Eligible for Aid
Not Meets SAP	You did not meet one or more of the SAP Standards (GPA, Pace) after a Warning Semester OR you have exceeded the Maximum Time Frame	Submit an Appeal OR Continue to enroll without aid & work to improve SAP Status through academic work	Not Eligible for Aid
Warning	Only schools that review satisfactory progress at the end of each payment period may place students on financial aid warning as a consequence of not making satisfactory progress	Status does not apply at CMA	Status does not apply at CMA

- An explanation why the student failed to meet the academic standards
- What has changed to ensure success in future coursework;
- An academic plan (signed by an academic or major adviser) that demonstrates the student will be able to meet SAP standards within one year or by a specific point as defined by the plan.

Students who regain eligibility as a result of an appeal will be considered to be on Financial Aid Probation for the period of the appeal.