

# CSN Financial Aid

## Satisfactory Academic Progress (SAP) Policy

### up to and including spring 2011

**Important Notice: The following SAP Policy applies to satisfactory progress evaluations up to and including the spring 2011 semester only.**

#### Maintaining Satisfactory Academic Progress

As mandated by law, Student Financial Services (SFS) reviews the academic progress of financial aid applicants as part of the Free Application for Federal Student Aid eligibility certification process. This review occurs annually at the end of the spring semester.

**NOTE:** This policy applies to both applicants and recipients of financial aid.

A financial aid applicant will be placed on ***financial aid probation*** or ***financial aid suspension*** (loss of federal, state, and institutional aid) by failing any one (or combination) of the following components of the Satisfactory Academic Progress Policy requirements:

- Maintaining a minimum 2.0 cumulative CSN Grade Point Average (GPA).
- Earning a minimum number of all attempted credits.
- Finishing a degree/certificate/program within a defined number of attempted credit hours (Maximum Attempted Credit Limitation).

Scholarships have separate and distinct Satisfactory Academic Progress requirements.

#### Grade Point Average

**All students must maintain a 2.0 (or greater) cumulative/overall GPA for all earned credits.**

- An applicant whose cumulative CSN GPA is below the 2.00 requirement is not eligible to receive financial aid.
- Only credits attempted at CSN can influence the GPA component of the Satisfactory Academic Progress Policy.
- See **Reinstatement of Financial Assistance Eligibility** below

## Academic Completion Rate

To be eligible for funds, **financial aid applicants must successfully complete a minimum number of the credits they attempted during their most recent enrollment period.**

- Grades of 'F', 'W', 'I', 'AU', or 'NR' do not count towards this requirement.
- By the end of the spring semester the applicants must have successfully earned credits according to the following chart:

Number of Credits Attempted Per Semester	Minimum Number of Credits Earned (successfully completed) per Semester
Full-Time (12 or more credits)	9
Three-Quarter Time (9-11 credits)	6
Half-Time (6-8 credits)	6
Less-Than Half-Time (5 or less credits)	All attempted credits (5 or less)

NOTE: If the recipient completely withdraws or stops attending classes, resulting in any combination of "F" and "W" grades, the student may have to return a portion, or all, of the financial aid funds received for that semester. **Be sure to seek advising before dropping courses.**

Please see [Withdrawing from CSN - Return to Title IV](#) (below) to see how this situation may affect you.

## Maximum Credit Limitations

**All attempted credits (including repeated classes) count towards the maximum credit limitation component of the Satisfactory Academic Progress Policy.** Attempted credits beyond the maximum are permitted by the College but are the financial responsibility of the student.

CSN declared major in a:	The maximum amount of credits allowed:
Certificate program	55
Associate degree	90
Bachelor degree	180

Exceptions to these credit limitations may be considered on an individual basis if extenuating circumstances exist. Please refer to the [Appeal Policy](#) listed below.

## Repeated Courses

- Courses may be repeated with financial assistance if taken for credit.
- All repeated courses will be counted as attempted credits when calculating the Maximum Credits Limitation.
- It is the student's responsibility to complete a degree or certificate within the maximum number of attempted credits allowed.

## Notification of Probation and Suspension

A financial aid applicant is automatically placed on probation if he/she begins an academic year under any of the following circumstances:

- a credit deficiency from their most recent enrollment period

A financial aid applicant is automatically placed on suspension if he/she begins an academic year under any of the following circumstances:

- below 2.0 cumulative GPA
- a second successive enrollment period where a credits deficiency exists
- over the maximum number of attempted credits allowed
- is attempting a subsequent undergraduate degree or certificate

At the end of the spring semester, those students who have not met the requirements will be notified by email of their Satisfactory Academic Progress standing.

Status notification is only a courtesy; financial aid applicants are responsible for knowing and maintaining compliance with these policy requirements.

## Reinstatement of Financial Assistance Eligibility

Ways of re-gaining financial aid eligibility:

- GPA problem:

Raise your CSN Grade Point Average to  $\geq 2.00$  by successfully completing additional CSN coursework without federal financial aid assistance.

- Academic Completion Rate problem:

Take courses at CSN without federal financial aid assistance and comply with the half-time (or greater) requirements listed above (see, **Academic Completion Rate**)

OR

Completing credit(s) at another institution after the suspension occurs that will transfer to your CSN degree program. Courses must first be approved by a CSN Academic Advisor/Counselor.

**Example:**

- Student was enrolled in 24 credits but only successfully completed 18. A 6 credit deficiency exists.
- Student leaves CSN and attends Nevada State College that summer.
- Student successfully completes two 3-credit classes that were recommended by the CSN Academic Advisor/Counselor.
- Once the transferred NSC credits are posted on the student's academic record by CSN's Registrar, SFS will reinstate the student provided the student notifies SFS of the successful transfer evaluation.

### Satisfactory Academic Progress Appeal

The student has a right to appeal if he/she cannot seek reinstatement by any of the means listed above, has reached the Maximum Attempted Credit Limitation, or is attempting an additional undergraduate degree/certificate.

Appeals process:

- Complete and submit the SFS Appeals Form.
- Provide proof of unusual or extenuating circumstances negatively affecting academic performance (i.e. illness, death, etc.) and a letter explaining how obstacles were overcome.
- Provide a tentative plan of study (developed and approved by a CSN Academic Counselor).
- The SFS Appeals Committee will review the packet and notify the student in writing of the appeal outcome.