



## **FEDERAL SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

***Federal Policy:*** HEA Sec. 484 (c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and *Federal Register*.

The United States Department of Education requires every postsecondary institution receiving federal funds (Title IV) to have a Satisfactory Academic Progress (SAP) Policy that is used to determine eligibility for continued receipt of federal funds. The SAP policy applies to all federal Title IV financial assistance programs including Federal Work-Study, Federal PELL, Federal Supplement Education Opportunity Grant (SEOG), Federal TEACH Grant, Federal Perkins Loans, Federal Direct Stafford Loans, and Federal Direct PLUS loans. The school's policies for SAP are designed to review a student's academic performance in terms of quantitative and qualitative measures to ensure the student is making progress towards the completion of the academic program. The SAP policy must be at least as strict as that for students who are not receiving FSA funds at your school, and it must apply consistently to all educational programs and to all students within categories, e.g., full-time, part-time, undergraduate, and graduate students. The policy must require an academic progress evaluation at the end of each payment period (term).

### **California University of PA Federal Satisfactory Academic Progress Policy**

The SAP policy for California University of PA students receiving Federal Title IV aid is the same as or stricter than the university's standards for students enrolled in the same educational program who are not receiving Federal Title IV financial aid. Federal Satisfactory Academic Progress is run at the end of each term shortly after final grades are due typically in January, June and September. Once the review is complete and your status is calculated, your student VIP account will be updated accordingly. The Financial Aid Office will send you an email reminder to your Cal U email address informing you this process is complete and instructing you to sign into VIP to obtain your status and further instruction.

#### **1. Qualitative (GPA):**

***Undergraduate students*** must maintain at least a 2.00 cumulative grade point (QPA) average to remain in good academic standing.

***Graduate students*** must maintain at least a 3.0 cumulative grade point (QPA) average to remain in good academic standing.

Grading scales/system can be found on the Academic Policies section for Academic Affairs on the Cal U website: <https://www.calu.edu/inside/policies/index.aspx>

*We do not round up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if you are an undergraduate student with QPA of 1.9999 or graduate student with 2.9999, you do not meet the minimum QPA requirement.*

2. **Quantitative (Credit Hours Earned)**

- a. All students must complete 67% of credits attempted to maintain good standing and be considered making Satisfactory Academic Progress. The completed percentage is determined by dividing credits earned by the number of credits attempted.

*We do not round up. Anything below the exact minimum requirement is not rounded up in order to meet the minimum standards. For example, if your number of credits earned divided by the number of credits attempted equates to .666667, your percentage is 66% and you do not meet the minimum credits attempted requirement.*

b. **Maximum Time Frame (MAXTF, MAXTFA, MAXTFR, MAXTSP)**

Maximum Time Frame is defined as the required length of time it will take a student to complete his/her degree. A student will remain eligible for federal aid for up to 150% total attempted credits. All credits transferred to the university and attempted credits will count towards the Maximum Time Frame requirement for Satisfactory Academic Progress.

Unless your program is approved for additional credits or a Maximum Time Frame appeal has been approved by your Academic Advisor, Dean or the Executive Director of Graduate Enrollment Management, you are not eligible for federal financial aid. The Max Time Frame Appeal Form can be found on the Forms section of the Financial Aid website [www.calu.edu/finaid](http://www.calu.edu/finaid).

***Most Undergraduate degrees require a minimum of 120 credits which means 150% equates to 180 maximum credits including transfer credits.***

***Undergraduate Programs approved below or beyond 120 credits are listed below.***

Level	College	Degree	Code	Concentration	Name	# credits	Effective Date	MaxTime Frame
UG	ST	LOC	7751		Industrial Safety	12	Fall 2013	18
UG	LA	LOC	5826		Sex Crimes Inv: Online Pred	24	Fall 2013	36
UG	ST	AAS	7051		Industrial Technology	60	Fall 2013	90
UG	COE	AS	1100		Early Childhood	61	Fall 2013	91
UG	ST	AS	7700		Accounting	61	Fall 2013	91
UG	ST	AS	7725	7726	Technical Studies- Robotics Engineering Technology	61	Fall 2013	91
UG	ST	AS	7701	7705	Computer Science Technology-Computer Information Systems	60-61		91
UG	ST	AS	7410		Graphics & Multimedia	62	Spring 2013	93
UG	ST	AS	7702		Computer Engineering Technology	63	Spring 2013	94

UG	LA	AA	5001		Liberal Studies -AA	64	Fall 2013	96
UG	COE	AAS	9601		Pre-Physical Therapist Assistant	66		99
UG	COE	AAS	9602		Pre-Physical Therapist Assistant	66		99
UG	COE	AAS	9602		Physical Therapy Assistant	66	Fall 2013	99
UG	ST	AS	7742		Electrical Engineering Technology	69	Spring 2013	103
UG	COE	BS	1187		Early Childhood Education Svcs	121	Fall 2013	181
UG	COE	BSED	1600	1601	Elem Grades 4-8-Language Arts/Reading	121	Fall 2013	181
UG	COE	BSED	1600	1605	Elem Grades 4-8-Math & Lang Arts/Reading	121	Fall 2013	181
UG	COE	BSED	1600	1606	Elem Grades 4-8-Math & Science	121	Fall 2013	181
UG	COE	BSED	1600	1607	Elem Grades 4-8-Math & Social Studies	121	Fall 2013	181
UG	COE	BSED	1600	1602	Elem Grades 4-8-Mathematics	121	Fall 2013	181
UG	COE	BSED	1600	1603	Elem Grades 4-8-Science	121	Fall 2013	181
UG	COE	BSED	1600	1608	Elem Grades 4-8-Science & Lang Arts/Reading	121	Fall 2013	181
UG	COE	BSED	1600	1609	Elem Grades 4-8-Science & Social Studies	121	Fall 2013	181
UG	COE	BSED	1600	1604	Elem Grades 4-8-Social Studies	121	Fall 2013	181
UG	COE	BSED	1500		Elem PreK-4	121	Fall 2013	181
UG	COE	BS	1188		Middle Level Services	121	Fall 2013	181
UG	COE	BSED	2021	2000	Secondary Education-Art	121	Fall 2013	181
UG	COE	BSED	2325	2000	Secondary Education-Communications	121	Fall 2013	181
UG	COE	BSED	2363	2000	Secondary Education-Earth and Space Science	121	Fall 2013	181
UG	COE	BSED	2300	2000	Secondary Education-English	121	Fall 2013	181
UG	COE	BSED	2480	2000	Secondary Education-Mathematics	121	Fall 2013	181
UG	COE	BSED	2781	2000	Secondary Education-Social Studies	121	Fall 2013	181
UG	COE	BSED	2840	2000	Secondary Education-Spanish	121	Fall 2013	181
UG	COE	BSED	2060	2000	Secondary Education-Biology	122	Fall 2013	183
UG	COE	BSED	2090	2000	Secondary Education-Chemistry	122	Fall 2013	183

UG	COE	BSED	2630	2000	Secondary Education-Physics	122	Fall 2013	183
UG	COE	BSED	1620	1621	Elem Grades 4-8/Spec Ed-Language Arts/Reading	130	Fall 2013	195
UG	COE	BSED	1620	1622	Elem Grades 4-8/Spec Ed-Mathematics	130	Fall 2013	195
UG	COE	BSED	1620	1623	Elem Grades 4-8/Spec Ed-Science	130	Fall 2013	195
UG	COE	BSED	1620	1624	Elem Grades 4-8/Spec Ed-Social Studies	130	Fall 2013	195
UG	COE	BSED	1520		Elem PreK-4/Spec Ed	130	Fall 2013	195
UG	COE	BSED	1001		Elementary & Early Childhood Ed	135	Spring 2013	202
UG	COE	BSED	1186		Mentally and/or Physically Handicapped & Early Child	141-142	Spring 2013	213
UG	COE	BSED	1002		Mentally and/or Physically Handicapped & Elementary Ed	141-142	Spring 2013	213

**Graduate degrees require a minimum of 30 credits which means 150% equates to 45 maximum credits including transfer credits.**

**All Graduate and Global Online Program Maximum Required Credits and 150% Maximum Timeframe Credits are listed below.**

Award	Major	Major Code	Concentration	Concentration Code	GO	Closed to New Admit	Maximum Required Credits	150% Maximum TimeFrame Credits
Certificate PM	Rehabilitation Sciences	0996			X	X	12	18
Certificate PM	Sport Psychology	0998			X	X	12	18
Certificate PM	Wellness & Fitness	0992			X	X	12	18
Certificate PB	Sports Counseling	0935			X		12	18
Certification PB	Early Childhood Certification-only	0911			X		33	49
Certification PB	English as a Second Language Certification-only	0924			X		18	27

Certification PB	Teacher Education	0907	Early Childhood Education certification-only	0909	X	X	33	49
Certification PM	Administrative Program for Principals Certification-only	0977			X		24	36
Certification PM	Superintendent Letter of Eligibility	0455			X	X	27	40
LCPB	Intercollegiate Athletic Administration	0881			X		12	18
LCPM	Performance Enhancement & Injury Prevention	0995			X		12	18
LCPM	Rehabilitation Sciences	0997			X		12	18
LCPM	Sport Psychology	0999			X		12	18
LCPM	Superintendent Letter of Eligibility	0855			X		27	40
LCPM	Wellness & Fitness	0993			X		12	18
LCPM	Wellness Coaching	0982			X		12	18
LCPB	Sports Counseling	0835			X	X	27	40
LCPB	Intercollegiate Athletic Administration	0981			X	X	12	18
MA	Social Science	0945	Applied Criminology	0946	X		36	54
MAT	Advanced Studies in Secondary Ed	0500	Master of Arts Teaching	0975	X	X	30	45
MED	Admin Program for Principals	0976			X	X	24	36
MED	Educational Leadership	0970	Administrative Program for Principals	0971	X		30	45
MED	Educational Leadership	0970	Advanced Studies in Secondary Education & Teacher Leadership	0972	X		30	45

MED	Elementary Ed	0901	National Board Teacher Certification	0902	X	X	39	58
MED	Elementary Ed	0901	STEM Education	0905	X	X	30	45
MED	Teacher Education	0902	STEM	0905	X		30	45
MED	Technology Education	0915			X		31	46
MED	Teacher Education	0902	Early Childhood Education MED only	0913	X		33	49
MED	Teacher Education	0902	English as a Second Language MED only	0914	X		33	49
MED w/Certification	Teacher Education	0902	Early Childhood Education with Certification	0903	X		39	58
MED w/Certification	Teacher Education	0901	Early Childhood Education with Certification	0903	X	X	39	58
MED w/Certification	Teacher Education	0902	English as a Second Language with Certification	0904	X		39	58
MED w/Certification	Teacher Education	0901	English as a Second Language with Certification	0904	X	X	39	58
MS	Exercise Science & Health Promotion	0950	Performance Enhancement & Injury Prevention	0954	X		36	54
MS	Exercise Science & Health Promotion	0950	Rehabilitation Sciences	0956	X		36	54
MS	Exercise Science & Health Promotion	0950	Sport Psychology	0958	X		36	54
MS	Exercise Science & Health Promotion	0950	Wellness & Fitness	0952	X		36	54

MS	Exercise Science & Health Promotion	0950	Wellness Coaching	0959	X		36	54
MS	Legal Studies	0951	Criminal Justice	0957	X		36	54
MS	Legal Studies	0951	Homeland Security	0953	X		36	54
MS	Legal Studies	0951	Law & Public Policy	0955	X		37	55
MS	Sport Management Studies	0960	Intercollegiate Athletic Administration	0962	X		36	54
MS	Sport Management Studies	0960	Sports Counseling	0964	X		36	54
MS	Sport Management Studies	0960	Sports Management	0963	X		36	54
MSN	Nursing Administration & Leadership	0930			X		30	45
Certificate PM	Performance Enhancement & Injury Prevention	0994			X	X	12	18
Certification PB	Mentally/Physically Handicapped	0907	K-6 certification-only	0415		X	33	49
Certification PB	Mentally/Physically Handicapped	0442	N-12 certification-only	0443		X	33	49
Certification PB	Mentally/Physically Handicapped	0443				X	33	49
Certification PB	PreK-4 Teaching Certification	0415				X	33	49
Certification PB	Mentally/Physically Handicapped 7-12 Certification-only	0442		0447			27	40
Certification PB	Mentally/Physically Handicapped K-8 Certification-only	0442		0446			27	40
Certification PB	Reading Specialist Certification-only	0910					33	49

Certification PB	Teacher Education PK-4 Certification-only	0907		0912			42	63
Certification PM	Counselor Education	0701					N/A	45 (must apply minimum)
Certification PM	School Counseling	0157					48	72
Certification PM	School Psychology	0410					33	49
LCPB	Autism Spectrum Disorder	0449					12	18
MAT	Art - Secondary Education with initial Certification	0500	Master of Arts Teaching	0521			45	67
MAT	Biology - Secondary Education with initial Certification	0500	Master of Arts Teaching	0560			45	67
MAT	Chemistry - Secondary Education with initial Certification	0500	Master of Arts Teaching	0590			45	67
MAT	Communication - Secondary Education with initial Certification	0500	Master of Arts Teaching	0525			45	67
MAT	Earth Science - Secondary Education with initial Certification	0500	Master of Arts Teaching	0563			45	67
MAT	English - Secondary Education with initial Certification	0500	Master of Arts Teaching	0501			45	67
MAT	Math - Secondary Education with initial Certification	0500	Master of Arts Teaching	0548			45	67
MAT	Physics - Secondary Education with initial Certification	0500	Master of Arts Teaching	0530			45	67



MAT	Social Studies - Secondary Education with initial Certification	0500	Master of Arts Teaching	0580			45	67
MAT	Spanish - Secondary Education with initial Certification	0500	Master of Arts Teaching	0540			45	67
MED w/Certification	Elementary Ed w/ PreK-4 Teaching Certification	0115				X	42	63
MED w/Certification	Elementary Education	0901	K-6 w/certification	0115		X	54	81
MED	Elementary Education	0901	K-6 without certification	0118		X	45	67
MED	Elementary Education w/o Certification	0118				X	45	67
MED w/Certification	Elementary/Special end w/ Certification	0119				X	54	81
MED	Mentally/Physically Handicapped	0142	7-12 Certification	0147			33	49
MED	Mentally/Physically Handicapped	0142	Autism Spectrum Disorder	0149			33	49
MED w/Certification	Mentally/Physically Handicapped	0142	Dual K-6/N-12 certification	0119		X	63	94
MED w/Certification	Mentally/Physically Handicapped	0142	Dual PK-4/K-8 Certification	0148			63	94
MED w/Certification	Mentally/Physically Handicapped	0142	K-8 Certification	0146			33	49
MED w/Certification	Mentally/Physically Handicapped	0142	N-12 certification	0143		X	33	49
MED	Mentally/Physically Handicapped	0143				X	33	49
MED	Reading Specialist	0150					36	54
MED	School Counseling	0151					48	72
MED w/Certification	Teacher Education	0902	PK-4 with Certification	0906			54	81
MED	Teacher Education	0902	PK-4 without Certification	0908			45	67

MS	Athletic Training	0330					35	52
MS	Business Administration	0325					36	54
MS	Clinical Mental Health Counseling	0720					60	90
MS	Communication Disorders	0303					59	88
MS	School Psychology	0310					33	49
MSW	Social Work	0350					60	90

### 3. Additional Factors

The following factors are considered when evaluating a student's Federal Satisfactory Academic Progress:

- **Audited Courses:** Audited classes are not considered credits attempted or earned. A student may audit a course with the understanding that he or she will receive neither a grade nor credit for the course.
- **Change of Major:** If a student changes majors, the hours attempted under all courses of study are included in the calculation of attempted and earned hours.
- **I (Incomplete) Courses:** An incomplete grade does not earn credit or influence the grade point average in the semester in which the course work was taken. However, an incomplete grade will count towards your total credits attempted. Once the incomplete grade has been resolved and a passing grade has been earned, the credits and the grade will then be counted towards satisfying the minimum credit hours and the grade point average requirements.
- **I-F (Incomplete-Failure) Courses:** An incomplete failure grade counts the same as a failure grade towards both the grade point average and the total credits attempted. The student must arrange to complete the work necessary to remove the grade of incomplete within one calendar year of receiving it. If it is not removed within that period, the grade of incomplete automatically becomes a grade of incomplete failure, which cannot be removed from the student's transcript unless the course is repeated for credit.
- **Military Courses:** In most cases, military training and/or service school experience credits can be counted towards the total credit hours earned by a student for satisfying the minimum credit hours requirement for SAP. However, these credits will only be used during the student's first year of attendance at California University of Pennsylvania.
- **Pass/Fail Courses:** Passing credits for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- **Remedial Courses:** These courses are treated like any other course with the exception that the credits do not count towards graduation. However, each time a student registers

for a course, those credits are counted towards the student's Maximum Time Frame requirements.

- **Repeated Courses:** The last grade earned will be used in calculating the student's grade point average with the credits being counted only for the semester in which it was repeated. However, each time a student registers for a course, those credits are counted towards the student's Maximum Time Frame. These courses will also be counted towards satisfying the minimum earned credit hours standard. A student is allowed to repeat a course only once. Any additional repeats of the credits will not count towards financial aid eligibility.
- **Transfer Courses:** All credits transferred to the University will be counted towards the Maximum Time Frame requirement for SAP. These courses will also be counted towards satisfying the minimum earned credit hours standard.
- **UW (Unofficial Withdrawal) Courses:** A grade awarded to students who did not officially withdraw from the course. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. All withdrawal categories do not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.
- **W (Withdrawal) Courses:** A grade assigned when a course is removed from a student's schedule after the current term's Add/Drop period. All withdrawal categories do not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.
- **WX (Administrative Withdrawal) Courses:** A grade assigned when university administration withdraws a student from the university as defined by the Administrative Withdrawal Policy. All withdrawal categories do not earn credit towards graduation or towards satisfying the minimum credit hours requirement of the federal SAP policy. However, these credits will count towards your total attempted credits and could possibly affect the Maximum Time Frame requirement.

***IMPORTANT NOTE:*** Please be aware that withdrawing from courses can affect your Financial Aid eligibility in future terms. Remember, Federal Title IV financial aid is measured both quantitatively & qualitatively. So even if your GPA is not negatively impacted by withdrawing from courses your credits attempted/completed will be affected. It's important to consult the Financial Aid Office before dropping classes after the term's Add/Drop period.

### **California University of PA Satisfactory Academic Progress Procedures**

Once the SAP calculation is complete, students are assigned a SAP status that requires action when they do not meet the minimum SAP requirements. A sequential status assignment order is followed to determine your financial aid eligibility for the present and future terms. Students can view their status with instructions online via the financial aid section of the student Vulcan Information Portal.

## Satisfactory Academic Progress Status Sequence and Explanation:

- **Financial Aid Warning (WARN, WARNFA, WARNR, and WARNSR):**  
*(You are eligible for federal financial aid.)* Financial Aid Warning is a status assigned to a student who fails to make Satisfactory Academic Progress at a school that evaluates progress at the end of each payment period (term), and chooses to allow students who fail its progress standards to continue to receive aid. While on the Warning status you will be eligible for federal financial aid. However, if at the end of the semester you are not meeting the minimum (2.0 undergraduate, 3.0 graduate QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension.
- **Financial Aid Suspension (SUSP, SUSPFA, SUSPSP, and SUSPSR):**  
*(You are not eligible for federal financial aid unless you complete the academic plan appeal.)* Financial Aid Suspension is a status assigned to a student who fails to achieve Satisfactory Academic Progress (SAP) while on the “Financial Aid Warning” status. Since after your warning period you are not meeting the minimum (2.0 undergraduate/3.0 graduate QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you are not eligible for federal financial aid. In order to gain federal financial aid eligibility, you must complete the SAP Financial Aid Academic Plan Appeal Form. This form can be found on the Forms section on the Financial Aid website at [www.calu.edu/finaid](http://www.calu.edu/finaid). The appeal process is defined on page 13 of this policy.
- **Financial Aid Probation (PROB, PROBFA, PROBR and PROBSP):**  
*(You are eligible for federal financial aid.)* Financial Aid Probation is a status assigned after you complete the SAP Academic Plan appeal process. You are eligible for federal financial aid for the current term. If at the end of the term you are meeting your SAP Academic Plan but not meeting the cumulative minimum (2.0 undergraduate/3.0 graduate QPA and 67% cumulative attempted credits) Satisfactory Academic Progress (SAP) requirements, you will be put on Financial Aid Suspension and will have to appeal each semester until you meet the cumulative minimum requirements. If at the end of the term you do not meet the SAP Academic Plan or the minimum cumulative SAP requirements, you will be put on Permanent Financial Aid Suspension status. You will then not be eligible for federal financial aid nor an appeal until you meet the minimum overall cumulative SAP requirements minimum (2.0 undergraduate/3.0 graduate QPA and 67% cumulative attempted credits).
- **Permanent Financial Aid Suspension (PLSUSP, PLSUSF, PLSUSR & PLSUSS):**  
*(You are not eligible for federal financial aid.)*  
If the student fails their Academic Plan for the approved term & does not meet the overall qualitative or quantitative measures mentioned above then the student will not be eligible for another SAP Appeal or Academic Plan. The student is placed on Permanent Financial Aid Suspension. The appeal process is no longer permissible when assigned this status. In order to regain financial aid eligibility, a student must successfully meet all requirements for Satisfactory Academic Progress. Students may use any term(s) of the academic year to eliminate his/her deficiency. However, he/she is financially responsible for all expenses incurred during the time it takes to regain eligibility. Course work taken at another college or university may be used to resolve the minimum credit hours earned requirement. The only possible exception to the strict guideline would be if the student was impacted due to health reasons or hospitalization. Such an exception requires extensive documentation proving the medical emergency impacted the current semester

academic achievements. Students can apply for Private Alternative Loans but they are not eligible for Federal Title IV financial aid until they achieve the minimum SAP requirements and are considered to be in good standing. We will consider Financial Aid Suspension for previous non-borrowers only if the previous term the student earned a minimum of 2.0 GPA and 100% attempted credits.

***IMPORTANT NOTE:*** *Students that exited the university not in “good academic standing” are potentially subjected to bypassing the Financial Aid Warning status and immediately progressing to the Financial Aid Suspension status. The Financial Aid Office reserves the right (at any time for all students: newly admitted, readmitted and continuing) to progress the status sequence as deemed necessary (including but not limited to) as per academic performance, inconsistent enrollment, excessive unofficial and official withdrawal grading assignments and signs or concerns of fraudulent activity.*

***Satisfactory Academic Progress Financial Aid Academic Plan Appeal Process:***

Students are strongly encouraged to complete the SAP Academic Plan Appeal Process. Even if you submitted a previous Academic Plan and passed, you must complete this process each semester in order to retain federal financial aid. Students will not be eligible for federal financial aid until all document requirements for Satisfactory Academic Progress have been achieved and submitted accordingly.

If you are on Financial Aid Suspension, you are eligible to complete the SAP Financial Aid Academic Plan Appeal Process in order to be eligible for federal financial aid for the current term.

**The following information is required before financial aid processing can occur:**

- **Appeal Form:**  
The Federal Satisfactory Academic Progress Academic Plan Appeal Form can be found on the Forms section on the Financial Aid website [www.calu.edu/finaid](http://www.calu.edu/finaid). Students are required to complete all sections of the form. This form explains all requirements and collects informational data and your required signature.
- **SAP Explanation:**  
A student may file an appeal if there is an unusual and/or mitigating circumstance that affected their academic progress. Such circumstances may include a severe illness or injury to the student or immediate family member; the death of a student’s relative; activation into military service or other circumstances. Please be specific and provide any supporting documentation that would substantiate your appeal. All information will be strictly confidential. All SAP explanations must also outline the steps you are planning to take to ensure future success at California University of Pennsylvania in addition to your Academic Plan. If you passed your plan and are resubmitting the SAP explanation for continued federal financial aid eligibility, you are only required to explain the steps you plan to continue to achieve academic success.
- **Academic Plan:**  
An Academic Plan must be completed with Office of Academic Success. This plan will help you work to maintain the overall cumulative SAP requirements and assist you with your graduation plan. **Contact Information: All Students (Undergraduate and Graduate) must contact the Office of Academic Success, Noss Hall Room 103, and Phone: 724-938-1523/Fax: 724-938-4186, e-mail: [academicplan@calu.edu](mailto:academicplan@calu.edu)**

**Readmitted Students:**

*Undergraduate students* who are readmitted as a probationary student will be enrolled in the mandatory PASS (Probationary Assistance) Program through the Office of Academic Success.

*Graduate students* must be approved for Readmission by the Dean of the School of Graduate Studies and Research.

Readmission to the University does not reinstate your funding or automatically mean you are eligible for federal financial aid. If you are readmitted to the University you should contact the Financial Aid Office regarding your financial aid eligibility. You must meet the SAP Requirements stated in this policy in order to receive federal financial aid.

**Office of Academic Success:**

The Office of Academic Success offers many services that ensure academic success and assists undergraduate students to graduate in four years. Services are available to graduate students as well. There are staff members tasked to assist you who are dedicated to your success. Services such as Tutoring, Math Lab, Reading Clinic, Writing Center and Academic Assistance Programs to name a few are available to assist you and can help you to permanently achieve the minimum Federal Satisfactory Academic Progress requirements. The Financial Aid Office partners with the Office of Academic Success on a regular basis and encourages all students, especially those not meeting the minimum SAP requirements to fully engage and participate with their services and programs. More information can be found online: <https://www.calu.edu/inside/student-resources/academic-success/index.aspx>

**Academic University Policies that impact the Federal Satisfactory Academic Policy**

It is important that you understand and reference all university policies before making a decision on change in your enrollment. All policies that involve grading and adjustments to your schedule after the Add/Drop period will ultimately have an impact on Satisfactory Academic Progress. Below are examples of Academic Policies that can impact your ability to successfully maintain the minimum requirements of the SAP policy.

*All academic policies including those listed below can be found on the Academic Affairs section on the Cal U website: <https://www.calu.edu/inside/policies/index.aspx>*

- Administrative Withdrawal Policy
- Schedule Adjustment Policies
- Unofficial Withdrawal Policy
- Withdrawal Policy