

ACADEMY POLICY MANUAL

Policy Title: Financial Aid- Satisfactory Academic Progress

Policy Number: TBD

Policy Administrator: Provost and Vice President for Academic Affairs

Policy Initiator: Director of Financial Aid

Authority: Federal Regulations 34 CFR 668.34

Effective Date: November, 2011 **Revised Date:** May 17, 2012

Approved: President William Eisenhardt

Approval Signature:

Purpose: This policy establishes the minimum qualitative and quantitative standards students must meet to maintain Satisfactory Academic Progress for Financial Aid.

Scope: This policy applies to all enrolled students at The California Maritime Academy (CMA).

Accountability: 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 Federal financial assistance. (Note: The SAP Policy for Financial Aid is separate and different 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.

Qualitative Standard

To retain eligibility for financial aid, a student must maintain an academic year, cumulative GPA of at least a 2.0 (C average). The academic year for financial aid purposes runs from fall term to the end of spring term.

Courses with F and NC grades are included in the GPA calculation as "zero" earned grade points. Students academically disqualified by the Academy are ineligible for financial assistance until official re-admittance to the Academy.

Quantitative Standard

The Quantitative Standard has two components: Pace of Progression and Maximum Timeframe.

<u>Pace of Progression:</u> Cal Maritime has seven, undergraduate majors each with their own separate unit requirement for graduation. Full time students are expected to complete their degree within 8 terms (4 years). However, because some students need additional time, financial aid is available for up to 6 years for students without transfer credits.

To ensure students are making progress towards their degree, CMA requires that they complete 67% of all attempted units in their program. To graduate within the maximum timeframe for financial aid, each student in their individual major has an average number of units required to complete for each year. Effective Fall 2011 the calculation will be based on cumulative units. Courses with F, NC, W, I and WU grades taken at CMA will be included in the cumulative units attempted.

| Major | Average Units Needed for Degree | Units Needed Per Year to Graduate in 4 years | Minimum Unit Expectation to Graduate within the Maximum Timeframe |
|--|---------------------------------------|---|---|
| Business Administration | 120 | 30 | 20 |
| Facilities Engineering Technology | 153 | 38 | 26 |
| Global Studies and Maritime Affairs | 120 | 30 | 20 |
| Marine Engineering Technology | 161 | 40 | 27 |
| Marine Transportation | 159 | 40 | 27 |
| Mechanical Engineering ME option | 154 | 39 | 26 |
| Mechanical Engineering - 3rd Assistance Eng. License | 183 | 46 | 31 |

<u>Maximum Timeframe</u>: Students cannot receive financial aid for an indefinite period of time. Federal regulations stipulate the maximum timeframe for completion of a degree is 150% of the published length of time required to complete the program. Transfer credits applied to outstanding degree requirements will be counted as both attempted and completed units when determining both pace of progression and maximum timeframe. Remedial coursework is NOT included in the maximum attempted and completed unit calculation.

SAP Evaluation Period

Financial Aid SAP will be reviewed at the end of the academic year (Spring Term). Grades received for Co-ops and Internships will be counted in the term the student receives the grade for the course.

Incomplete and Withdrawals

Letter grades of W, WU, NC, I, IC and RD are all considered towards units attempted for pace of measure but because no credits are earned these grades will not improve a student's paced towards graduation.

SAP Disqualification

Students who fail to meet the SAP standards will be SAP disqualified and deemed ineligible for Federal and State financial assistance. If during the SAP review process it is determined a student will not be able to meet the quantitative measure (maximum timeframe) by graduation, the student will be ineligible for future financial

assistance.

Appealing and Reinstatement of Financial Aid Eligibility

To regain eligibility for financial aid, students may submit an appeal in cases where there have been extenuating circumstances beyond the student's control which prevented him/her from meeting SAP requirements. Examples include the death of a close relative, a serious injury, or an illness. There are three critical elements to filing a successful appeal:

- An explanation WHY the student failed to meet the academic the academic standards
- WHAT HAS CHANGED to ensure success in future coursework and;
- An academic plan (signed by an academic or major adviser) that demonstrates that, if followed, the student will be able to meet SAP progress 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 plan. **IF** the student fails to meet Financial Aid SAP standards (as defined by the academic plan) or if the student does not follow the academic plan, the student's aid eligibility will be suspended. No further appeals will be granted unless the student can demonstrate there were extenuating circumstances beyond the student's control which prevented meeting the requirements of the academic plan. These circumstances must be different circumstances than those for which a prior appeal was granted.

Continued Enrollment without Financial Aid

If a student is denied aid as a result of Financial Aid SAP rules, the student may continue coursework at Cal Maritime without the benefit of federal or state or campus financial aid. It may be possible for students to receive loans and scholarships from private sources.