

CHAPTER TWO
ACADEMIC AFFAIRS

233 STUDENT FINANCIAL AID

Student Financial Aid is responsible for the administration and resource coordination of the University's student financial aid programs. All scholarships, loans, grants, fellowships, assistantships, student stipends, work-study, and similar student award programs shall be coordinated through Student Financial Aid.

The mission of Student Financial Aid is to ensure access to educational opportunities for all students who demonstrate the desire and ability to benefit from such, through the delivery of financial assistance and support services. Student Financial Aid shall ensure compliance with federal, state, and institutional statutory and/or regulatory requirements associated with the delivery of student financial assistance funds.

233.1 Campus Coordination of Student Aid and Resources

The director of Student Financial Aid coordinates student resources for the campus regarding mandated requirements of the student financial assistance provisions. All Title IV programs, and other federal and non-federal programs, must be monitored with all available information on student resources to preclude awarding funds over need as established according to the Federal Methodology Need Analysis.

233.2 Nondiscrimination in the Administration of Federal, State, Institutional, and Private Aid Resources

Student Financial Aid shall provide equal educational opportunities to all students without regard to protected classes as defined in U.S. anti-discrimination law. Within the policy, and under federal and state law, the office will not accept, nor will it participate in the administration of any student scholarship, grant, loan, work, internship, or fellowship program which would provide preferential treatment toward any individual or group on the basis of their protected class.

233.3 Determination of Standardized Cost of Attendance

Standard cost of attendance budgets used in determining student eligibility for need-based financial aid programs are established annually by the director of Student Financial Aid. There are three standard budgets: on-campus, off-campus,

and commuter. Components included in each of these budgets are fees, room, board, books and supplies, transportation, and miscellaneous expenses.

233.4 Methodology for Determination of Expected Family Contribution

The methodology used in determining expected family contribution to determine eligibility for need-based student aid programs is the U. S. Department of Education's Federal Methodology for need determination. This national standardized formula is updated annually.

233.5 Priority for Initial Awarding and Revision of Award Packages

A standard application called the Free Application for Federal Student Aid (FAFSA) is required for most financial aid programs. An institutional application for scholarship assistance consideration is also required. The priority filing period is January 1 through March 2 for the following academic year.

233.6 Determination of Satisfactory Academic Progress and Aid Eligibility

Federal student aid regulations require institutions to establish and apply, to all federal aid recipients, specific standards for measuring their academic progress. The standard must contain a qualitative measure, a quantitative measure, and a maximum timeframe in which a degree must be completed. These are defined as: (1) the qualitative measure shall be a minimum 2.0 grade point average (GPA); (2) the quantitative measure for undergraduates and post-baccalaureate students is the annual completion of a minimum of 75% of the units attempted during the previous academic year (summer, fall, winter, and spring); and (3) for graduate students, full-time status shall be defined as eight or more units, three-fourths time status as six to seven units, and half-time status as four to five units.

The maximum timeframe for financial aid consideration shall be defined as 150% of the normal number of terms required to complete an undergraduate or post-baccalaureate degree program. The academic progress review is completed annually at the end of the spring term for financial aid applicants. The review shall evaluate the student's cumulative GPA, units attempted versus completed for the preceding year, and the number of cumulative terms the student has been enrolled (including terms at other institutions).

Student aid recipients failing to meet these standards may file an appeal for reconsideration.

233.7 Return of Federal, State, Institutional, and Private Funds because of Student Withdrawal

Cal Poly must calculate the percentage of financial aid earned by a student prior to withdrawal from a term as part of the Standards of Participation in the Title IV, Higher Education Act programs. The student financial aid return of Title IV funds requirements apply to students who withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence, are expelled, disenrolled, or otherwise fail to complete the period of enrollment for which they were funded and charged.

233.8 Scholarships

Cal Poly scholarships are awarded to both new and continuing students based upon criteria which may include financial need, academic merit, talent, field of study, extra-curricular activities, and/or other donor established criteria. Selections are made by the University Scholarship Committee, colleges, academic units within colleges, and some program units.

233.8.1 Disposition of Undisbursed Earnings from Institutional Scholarship Funds

Cal Poly Foundation endowment interest income is distributed twice a year, once in September for scholarship disbursements, and once in March for spring award disbursements. Attrition and enrollment fluctuations result in balances. Interest on the unused balances is credited to the Cal Poly General Scholarship account. This policy facilitates the maintenance of scholarship accounts by allowing one interest entry rather than multiple entries of minor amounts.

233.8.2 Distribution Rates and Investment Policy on Cal Poly Trust Funds

See Chapter Three, Fiscal Services Section 341.3 for the referenced policy.

233.9 Minimum and Maximum Wage Rates

The minimum hourly wage rate for student employees shall be the published Federal minimum hourly rate, unless a higher rate is required by State law. The maximum hourly wage rate for student employees is established by the CSU Trustees.

References for CAP 233:

1. Date approved by the President: September 3, 2013
2. Effective Date: September 3, 2013
3. Responsible Department/Office: Student Financial Aid
4. Revision History: May 5, 2004, June 10, 2005
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. CAP Chapter Three, Fiscal Services Section 341.3.

- b. CSU Salary Schedule for Student Assistants,
<http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>.
- 6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. Title VI of the Civil Rights Act of 1964; 29 Code of Federal Regulations (CFR) Part 31.
 - b. Article 1 of the California Constitution.
 - c. Higher Education Act of 1965 as Amended.