

Academic Standing – Satisfactory Academic Progress

University of Rochester Financial Aid Office

University Policy (Graduates, undergraduates in the School of Nursing, students in the Post-Baccalaureate, Pre-Medical program)

The following satisfactory academic progress policy applies to students receiving Title IV/VII financial aid who are enrolled in the Simon School, Warner School, School of Nursing, and the graduate or post-baccalaureate programs in the College of Arts & Science or the Hajim School.

- **Qualitative (grades):** Each school regularly monitors grades for students enrolled in the school's programs, addressing issues that individual students may have in achieving the required grade expectations for graduation. The Financial Aid Office utilizes the expertise of the academic structures in the individual schools to ensure that students achieve the qualitative measure necessary to proceed toward graduation.
- **Pace (course completion):** Each school also monitors students enrolled in the school's programs to address situations where courses are not being completed at a pace that will allow for planned graduation. The Financial Aid Office again utilizes the expertise of the academic structures in the individual schools to ensure that students complete the appropriate number of courses to proceed toward graduation.
- **Maximum time Limit:** Federal financial aid eligibility is limited to five years from the point of first enrollment for master's level students, and seven years from the point of first enrollment for doctoral level students. A student who completes the academic requirements for a program, but does not yet have the degree or certificate is not eligible for additional federal financial aid funds for that program.

Individual coursework affects the GPA and course completion standards in different ways based on how the course is registered on the student's academic record:

- Courses which are dropped, previously passed courses which are successfully repeated, audited courses, and incomplete courses will not count toward the number of credits successfully completed nor toward the GPA requirement.
- Advising Services' academic re-evaluation process cannot be considered in determining Satisfactory Academic Progress. Therefore, coursework that is being ignored as part of academic re-evaluation are included in the GPA and course completion calculations.
- Satisfactory/Fail and Pass/Fail coursework that is satisfactorily completed will count toward the number of credits successfully completed but will not count toward the GPA requirement.
- Students are not eligible to receive Title IV funding for remedial or ESL coursework.
- Coursework earned through a consortium agreement (or otherwise transferred in to the institution for any student who was originally admitted as a first-year, first-time student) is not considered in the calculation of the GPA standard, though it is considered in the course completion standard.
- No special treatment is made for coursework completed due to a change of major, a second major, a second degree, enrichment courses, or other courses for which a student registers to achieve individual academic goals. Students enrolled in an approved Dual Degree program with Eastman or the School of Nursing are provided with a maximum time frame standard of ten semesters of financial aid eligibility, if necessary to complete the coursework for both programs.

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Extenuating Circumstances

The Financial Aid Office works with the individual schools and students to address extenuating circumstances that may prevent a student from achieving the satisfactory academic progress standards, while still acknowledging a student's ultimate ability to succeed in the program.

- **Academic Probation/Warning – First Occurrence:** If a school places a student on academic probation/warning for any reason, the Financial Aid Office is notified. The student is not considered to be meeting the financial aid satisfactory academic progress standards, and is placed on a “Financial Aid Warning” status for the semester. The Financial Aid Warning allows a student to continue to receive federal financial aid during this first semester of academic probation/warning.
- **Academic Probation/Warning – Second Occurrence:** If the school determines that a student continues to not make appropriate academic progress after the first semester of probation/warning, the Financial Aid Office is again notified that the student's probation/warning has been renewed due to the student failing to make the necessary progress.
 - In some cases, students remain on probation/warning, in order to provide the school with a mechanism to track students to ensure that appropriate progress is occurring. (For example, a Nursing student will remain on probation until a class that was failed has been retaken, which may not occur right away due to scheduling.) If the probation/warning has been continued solely for the purpose of tracking, rather than due to the academic performance in the most recent semester, then the individual schools do not need to notify the Financial Aid Office of the student's continued probation. No notification is needed if the probation/warning is continued during a semester when the student is not enrolled in classes.
 - When the student's probation/warning is continued by the individual school due to a continuing failure to meet the academic standards, the student is not considered to be meeting financial aid satisfactory academic progress standards. At this point, the student is no longer eligible to receive federal financial aid. A student may appeal for a Financial Aid Probationary semester. If the appeal is approved, the student is eligible to receive federal financial aid during this second semester of academic probation.
- **Academic Probation/Warning – Third Occurrence:** At the end of a Financial Aid Probationary semester, the individual school is contacted to determine if the student has made the necessary progress in their academic performance. If the student has not made the necessary progress, then the student is no longer eligible for financial aid and may not receive federal funding until the individual school determines that the student has met the required standards to be removed from probation.

Students who receive financial aid based on a Warning, Probation, or Academic Plan approval are subject to on-going SAP reviews.

- **Warning Period** - If a student has not met SAP standards at the end of a Warning Period, he/she has the opportunity to appeal for a Probationary Period.
- **Probationary Period** – If a student has not met SAP standards at the end of a Probationary Period, the student is no longer eligible for federal, state, or institutional financial aid. Students may regain eligibility by completing coursework without financial assistance to bring themselves back to SAP standards.
- **Academic Plan** – Students on Academic Plans are reviewed at the end of each semester, to ensure the requirements of the individual semester's plan are met, as well as at the end of the entire Plan. If a student has not met the requirements of an individual semester, the student's record is reviewed to see if sufficient improvement has occurred to support future success. If so, the student may remain on the Academic Plan. If not, or if the student has not met SAP standards by the end of the Academic Plan, then the student is no longer eligible for federal, state, or institutional financial aid. Students may regain eligibility by completing coursework without financial assistance to bring themselves back to SAP standards.

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Appeal Process

Every appeal is unique, so it is critical that students first meet with their Financial Aid counselor to review their specific situation and identify the necessary steps required to submit an appeal. Students should provide as much detailed information regarding their personal situation as possible. Students are required to complete the following activities prior to the submission of an appeal requesting a financial aid Probationary semester:

- Develop an achievable course of study: During the financial aid Probationary semester, the student will be expected to complete all coursework attempted and achieve the GPA outlined in the appeal. Therefore, it is important that the student develop a plan that he/she believes will allow for achieving this standard and that the student review this plan with their department. Meeting with the department helps ensure that the student is pursuing an appropriate course of study that will allow for the necessary improvement in academic progress (GPA, course completion, or degree completion).
- Submit a written appeal to Financial Aid: The written appeal must include:
 - A detailed explanation of the extenuating circumstances that led to the student not meeting the Satisfactory Academic Progress standards.
 - The steps the student will take to ensure that these extenuating circumstances do not prevent the student from making satisfactory academic progress in the future.
 - A detailed plan of study outlining the specific coursework that will be taken, as well as the GPA that will be attained.
 - An indication of the advisors, faculty members, or other University staff with whom the student met to develop the plan of study.
 - If the student is appealing for an Academic Plan (a multi-semester financial aid Probationary period), then the complete academic plan for all semesters must be submitted at the same time. Academic Plans may not be submitted one semester at a time.
 - Supporting documentation from advisers, counselors, or other administrators familiar with the student's situation may also be included, if the student feels it will strengthen the appeal.

Appeals will be reviewed by the student's Financial Aid counselor, the Director, and where necessary, the appeals committee. Students will be notified via email as to the outcome of their appeal once the Director has consulted with the student's school, where appropriate, and has reviewed all aspects of the written appeal.

Appeals containing significant unnecessary coursework, extenuating circumstances which lack significant merit, and personal plans which fail to address the original cause of the Satisfactory Academic Progress problem are subject to denial. Appeals are generally not approved in situations where the student simply failed to focus on their coursework appropriately.

Students who do not successfully complete the appeal process will not be eligible to receive financial aid until they have achieved the necessary GPA and course completion requirements, either through enrollment at the University without financial assistance, or through approved transfer credit.

Students who are having trouble meeting the Satisfactory Academic Progress standards due to a learning disability are encouraged to work closely with their department to determine whether alternate guidelines for measuring academic progress are appropriate.