

Undergraduate Student Satisfactory Academic Progress Policy (SAP)

Federal & University Aid – The College

Federal regulations require that schools monitor the academic progress of every student who is eligible for federal Title IV financial aid, which includes the Pell Grant, TEACH Grant, SEOG, Direct loan (subsidized and unsubsidized), Parent PLUS loan, and Work Study. Federal standards of satisfactory academic progress (SAP) include a qualitative (GPA) measurement, a quantitative (Pace) measurement (credits completed vs. credits attempted), and a maximum time frame measurement. If one or more of the measures is not being met, the student is not making SAP. SAP is measured and reviewed at the end of *each* payment period, specifically end of fall semester, end of spring semester, and end of summer - combining all summer term courses. (Students receiving New York State aid are subject to additional Satisfactory Academic Progress Requirements. Please refer <https://enrollment.rochester.edu/wp-content/media/2017/05/SAP-NYS-Undergraduates-May-2017.pdf> for details.)

(Note: University of Rochester scholarships and grants are subject to the same SAP standards as federal financial aid, with the exception noted below for Maximum Time Frame.)

Students who fail to meet either the GPA or Pace satisfactory academic progress requirements will be placed on financial aid warning; no action is required by the student for financial aid purposes. Students who have been placed on financial aid warning, are often on academic probation as well. These students are strongly advised to work closely with their academic/probation advisors in order to address their academic progress difficulties. Financial aid warning lasts for one payment period/semester only, during which the student may continue to receive federal and University funded financial aid. Students who fail to meet the GPA and/or Pace satisfactory progress after the warning period will lose their federal and University aid eligibility unless they successfully appeal and are placed on financial aid probation, with an academic plan. (See details below). Students who have reached the maximum time frame are no longer eligible for federal or University aid; they are not eligible for financial aid warning or financial aid probation.

Students will be notified, via email as well as through **FAOnline**, by the University of Rochester Financial Aid Office if they are not meeting SAP guidelines and have been placed on financial aid warning or financial aid probation. To review this information in **FAOnline**, log into your account at <https://faonline.rochester.edu> and then click on the Important Messages tab.

Qualitative Standard (GPA):

Students (full or part-time) are required to maintain the following cumulative GPA

Cumulative Credits Earned	Grade Level	Cumulative GPA
0–32	First Year	2.0
33–64	Sophomore	2.0
65–96	Junior	2.0
96–Graduation	Senior	2.0

Students who have advanced class standing due to college-level credits earned in high school are evaluated as first year in college. Transfer students are evaluated based on total credits earned at the University and transferred in toward their degree requirements.

Quantitative (Pace) Standard:

Undergraduate students must complete a minimum percentage of cumulative attempted credits, or PACE. PACE is calculated by dividing the cumulative credit hours *earned* by the cumulative credit hours *attempted*.

Students must maintain a minimum pace of 67% (no rounding is allowed). **For example, a student who completes 12 of their 16 credits attempted is at 75% pace. A student who completes 10 of 16 credits is at 62% pace.**

Maximum Time Frame:

Undergraduate students are limited to a total of 192 attempted credits for federal financial aid eligibility and 8 semesters of University aid eligibility (10 semesters of University aid for HEOP students and Dual Degree Eastman students). Students will not be eligible for financial aid warning or financial aid probation once they have reached their maximum time frame.

Program Completion:

Once the student completes all the academic requirements for their program (major(s) and Rochester Curriculum requirements), the student is considered to have completed the degree program and is no longer eligible for further federal or University aid for that program. Note that while the [College's Enrollment Policy](#) requires 7 semesters of full time enrollment for entering freshmen and a prorated number of full time semesters for transfer students, federal financial aid may only be used for courses required to complete the degree program.

Academic Amnesty (Re-evaluation after academic separation):

All academic coursework taken by a student in attendance at University of Rochester must be included in determining SAP for financial aid purposes. This federal SAP policy is exclusive of any University of Rochester academic policy related to re-admission and GPA recalculation. Federal SAP regulations do not recognize any provision for academic amnesty or renewal.

Transfer Coursework:

Transfer credits accepted toward the student's current program (including consortium agreements and Study Abroad courses) are counted in both cumulative credits attempted and cumulative credits earned. Grades earned in transfer credits are not included in cumulative GPA.

Incomplete Coursework (I):

Incomplete coursework at the time of SAP evaluation is counted in the cumulative credits attempted but zero credits earned. The (I) grade will not be counted in the cumulative GPA. When an incomplete grade is finalized, it is factored into the cumulative GPA and reviewed as part of the SAP calculation at the time of the next formal evaluation.

Incomplete coursework that is not resolved by the specified date on the student's incomplete contract will result in an (E) grade, unless the professor has indicated another grade will be awarded or the student has arranged for an extension. The credits will be counted in the cumulative credits attempted but zero credits earned. The (E) grade will be counted in the cumulative GPA.

Students who receive a grade of "N" from their professor ("no grade") are encouraged to consult with their professor to see if an incomplete contract may be arranged.

Withdrawn Coursework (W):

Courses that were dropped during Add/Drop period will neither be counted as credits attempted nor earned and will not be counted in the cumulative GPA. Withdrawn coursework that results in a (W) grade will be counted in the cumulative credits attempted but zero credits earned. (W) Grades are not included in the cumulative GPA calculation. A Leave of Absence or Withdraw taken after the fourth week of the semester (up through the end of the semester) will result in (W) grades.

Satisfactory/Fail (S/F), Audit (AU), Failed (E) Coursework:

Courses with a Satisfactory (S) grade are counted as credits attempted and credits earned; no grade will be counted in the cumulative GPA.

Courses taken under the S/F option with a Failed (F) grade are counted as credits attempted and zero credits earned; no grade will be counted in the cumulative GPA.

Courses with an Audit (AU) grade are not counted as credits attempted nor credits earned; no grade will be counted in the cumulative GPA.

Courses with a Failed (E) grade are counted as credits attempted and zero credits earned; grade will be counted in the cumulative GPA.

Repeated Coursework (R):

The criteria for aid eligibility for courses that are taken more than once are:

- Unlimited repeated courses can be funded with federal/University aid if the student has not passed the course previously while attending University of Rochester.
- Only one repeated course can be funded with federal/University aid if the student has previously passed the course. Both attempts are counted toward attempted, however only one passed course is counted toward total credits earned.

Financial Aid Warning:

As stated earlier, a student failing to meet SAP standards, at the time of review, will be placed on financial aid warning for one payment period (i.e., semester). The student will be eligible for federal and University aid during the financial aid warning period and no further action is required by the student.

A student that meets SAP standards at the end of the financial aid warning term is eligible for continued federal and University aid.

A student that does not meet SAP standards at the end of the financial aid warning term will not be eligible for federal or University aid in subsequent semesters until SAP standards are met or the student successfully appeals and is placed on financial aid probation with an academic plan.

Financial Aid Appeal Process/Financial Aid Probation:

If, at the end of the financial aid warning term, a student is still not meeting SAP requirements, the student may submit an appeal based on extenuating circumstances only. Extenuating circumstances would be considered personal illness or injury, a death of a close relative, or other special circumstances. Students who believe their extenuating circumstances may qualify for an appeal should meet with their Financial Aid Counselor to review their situation and the appeal process. The completed SAP Appeal Form must be sent to the Financial Aid Office by August 15th for the fall term and January 15th for the Spring term and it must explain why satisfactory progress was not met **and** what has changed that will allow the minimum standards to be met **and** include an academic plan approved by an academic advisor in the College Center for Advising Services (Lattimore 312). Students who have formally declared their major, are also expected to consult with their major advisor. Academic plans should include a list of courses to be completed as well as specific information concerning academic and College resources that will be utilized. Late appeals may not be considered. Appeals will be reviewed by the student's Financial Aid Counselor, Sr. Associate Director, and where necessary, the appeals committee.

Appeals containing significant coursework outside of the major, minor and/or cluster, extenuating circumstances which lack significant merit, and personal plans which fail to address the original cause of the

SAP problem are subject to denial. Appeals are not approved for the sole purpose of pursuing an additional major, minor, cluster or elective.

If the appeal is denied, the student will not be eligible for federal or University financial aid in subsequent semesters until SAP standards are met.

If the appeal is approved by the financial aid office, the student will be placed on *Financial Aid Probation*, with an academic plan, and will be eligible for federal and University financial aid during the probationary period. While it is possible to remain on *Financial Aid Probation* for consecutive semesters, you may not be on this status for more than three consecutive semesters. Additionally, understand that a student who has been on *Financial Aid Probation*, regained SAP, who then later fails to meet SAP may only be granted one additional *Financial Aid Probation* while attending UR as an undergraduate. This also applies to a student who while on *Financial Aid Probation*, fails to meet the SAP academic plan outlined, appeals and is granted an additional *Financial Aid Probation* status. In other words, you may be granted *Financial Aid Probation* twice, with each *Financial Aid Probation* lasting a maximum of three semesters.

Note: The College's policies regarding academic probation differ from Financial Aid Probation.

Regaining Eligibility:

Students whose federal and University aid has been suspended due to not meeting SAP requirements will regain federal and University aid eligibility for future semesters upon meeting SAP requirements.