



**SATISFACTORY ACADEMIC PROGRESS (SAP)
POLICY – GRADUATES, UNDERGRADUATES
IN THE SCHOOL OF NURSING, & STUDENTS
IN THE POST-BACCALAUREATE, PRE-
MEDICAL PROGRAM**

Financial Aid Office

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 these measures are not being met, the student is not making SAP. SAP is measured and reviewed at the end of each payment period, specifically the end of fall semester, the end of spring semester, and the end of summer - combining all summer term courses.

The following satisfactory academic progress policy applies to students receiving Title IV financial aid who are enrolled in the Simon School, Warner School, School of Nursing, Hajim School of Engineering, and the School of Arts & Sciences.

- Qualitative (grades):
 - **Simon, Warner, School of Nursing:** Students (full- or part-time) are required to maintain a cumulative GPA of 2.0.
 - **School of Arts & Sciences (SAS), Hajim:** A student who receives a grade of C or E in one or more courses will be considered to have an unsatisfactory record and will automatically be placed on academic probation and considered not meeting the SAP qualitative requirement. To be removed from academic probation, the student must complete a full-time course load of graduate credits with no grade lower than a B-. If a student receives any grade lower than B-, the student is not making satisfactory progress and is subject to removal from the program.
- Pace (course completion): Students must maintain a minimum pace of 67% (no rounding is allowed). For example, a student who completes 6 of their 9 credits attempted is at 66.667% pace and is not meeting the standard. A student who completes 9 of their 12 credits attempted is a 75% pace.
- 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. Years are measured in actual enrollment, excluding time on leave of absence. Part-time students have their program time to degree and maximum time limit adjusted accordingly. 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.

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 may be on academic probation as well. These students are strongly advised to work closely with their academic/probation advisors 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 financial aid. Students who fail to meet the GPA and/or Pace satisfactory progress after the warning period will lose their federal 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's 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 faonline.rochester.edu and then click on the Important Messages screen. 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 and audited courses are excluded from Satisfactory Academic Progress (SAP) calculations. All other registered coursework, including withdrawn courses, incomplete courses, and repeated coursework (including successfully repeated previously passed courses), is counted as attempted credits for purposes of pace of completion and maximum time frame.
- Successfully repeated previously passed courses do not count as earned credits and are not eligible for Title IV financial aid. Such coursework may be included in GPA calculations in accordance with institutional academic policy.
- 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 into the institution for any student who was originally admitted as a first-year graduate 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 degree program within the same College.
- Students pursuing a subsequent graduate degree after completing a prior graduate program will have only coursework applicable to the new degree included in SAP calculations.

Extenuating Circumstances

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

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, they can appeal for a Probationary Period. Students are eligible for only one Financial Aid Warning period during their enrollment in the program. Once a Financial Aid Warning period has been used, a student who subsequently fails to meet SAP standards in a later term will not be eligible for an additional warning period, even if SAP standards were met in an intervening term.
- **Appeal/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.

Appeal/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 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.

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 program. Meeting with the program 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.

Students may not be placed on Financial Aid Probation with an academic plan for more than three consecutive semesters and may appeal to receive no more than two Financial Aid Probation periods during their enrollment.

Appeals will be reviewed by the student's Financial Aid counselor, the Financial Aid Academic Standing Coordinator and, where necessary, the appeals committee. Students will be notified via email as to the outcome of their appeal once the coordinator 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 may not be placed on Financial Aid Probation for more than three consecutive semesters and may receive no more than two Financial Aid Probation periods during their enrollment.

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.