

SATISFACTORY ACADEMIC PROGRESS

The Higher Education Act of 1965, as amended, requires that students receiving federal student aid maintain a level of academic advancement which would enable them to complete their educational goals within a given period. Satisfactory Academic Progress (SAP) standards must be established by each school, and the standards for students receiving Title IV aid must be the same as or more strict than the school's standards for a student enrolled in the same educational program who is not receiving Title IV aid.

In compliance with Federal Regulations, Adelphi University has established these policies regarding Satisfactory Academic Progress for the purposes of awarding Federal Financial Aid:

Adelphi University's policy for monitoring Satisfactory Academic Progress (SAP) Pursuit of Program (POP) will be the same for students receiving Title IV (federal) financial aid as it is for students enrolled in the same educational program who are not receiving Title IV aid. It is the university's policy that an undergraduate student must have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale ("C" average) or higher by the beginning of the third year of attendance, and must continue at a minimum of 2.0 to graduate. Federal regulations require students to have a minimum GPA of 2.0 by the end of their fourth (4th) semester of attendance.

The policy of Adelphi University for compliance with federal regulations governing SAP will be reviewed annually by the staff member appointed by the Assistant Vice President of One-Stop Student Services Center. That staff member will review the policy and procedures which are followed in the One-Stop Student Services Center and will, in conjunction with the Associate Provost in the Office of Academic Services and Retention, initiate any changes to ensure compliance with federal regulations.

Adelphi University will evaluate the academic progress of all students once per year, after the spring semester.

Students who meet the qualitative and quantitative requirements outlined on the Academic Eligibility Chart (below) will be deemed eligible for Federal Financial Aid and institutional aid.

Students who fail to meet the qualitative and/or quantitative standards will be notified in writing that they are no longer eligible for Federal and institutional Financial Aid (federal grants, Federal Direct Student Loans, Federal Direct Parent Loans, Federal Work Study, merit scholarship, and institutional grants). Such students will also be notified that they may appeal this ineligibility in writing through the Office of Academic Services and Retention (OASR).

Appeals of SAP policy may be approved based on mitigating circumstances such as, but not limited to: the death of a family member, the student's illness or injury, or other special circumstances which, in the opinion of OASR warrant approval of such an appeal. During the Appeals Process the school must determine if a student will be able to meet SAP standards at the end of the probation period. If a student cannot meet SAP standards, the appeal cannot be approved unless the school and student jointly establish an academic plan.

Students whose appeals are approved will be placed on *Financial Aid Probation* and will be required to meet with a representative of OASR who will outline the contractual requirements (*Academic Plan* – see below) that will allow the student to receive Federal and institutional Financial Aid for one more semester (example attached). At the end of the probation period, the student must be meeting SAP. If the student is not meeting SAP, but has successfully followed the established Academic Plan, OASR may determine that the student may continue on a *subsequent* Academic Plan, which will make the student eligible to receive federal aid. The university will continue to monitor the student's progress toward SAP.

DEFINITIONS

Academic Plan: A representative of the Office of Academic Services and Retention will meet with the student appealing the SAP decision. Together they will develop an academic plan that will ensure that the student will meet SAP standards at a particular point in time, which will be indicated in the academic plan. Students who are successfully following their academic plan but who do not yet meet SAP may continue to receive federal aid. After the initial probationary period has passed, and the student has met the conditions of the academic plan, that student's progress will be monitored in accordance with the academic plan, but at least as often as all other federal financial aid recipients.

Academic Amnesty Courses: Undergraduate students who have left Adelphi University with a cumulative grade point average (GPA) of less than 2.0 and graduate students who have left Adelphi University with a cumulative GPA of less than 3.0, and do not attend Adelphi for three (3) academic years or more, and who upon their return successfully meet the requirements for their degree, may have their previous grades eliminated from the calculation of the GPA as recorded on the Adelphi transcript. *For the purposes of establishing eligibility for federal financial aid, federal regulations require that those courses will continue to be calculated as credits attempted, credits completed, and will be calculated into the GPA.*

Appeals of SAP policy: Students who fail to meet qualitative or quantitative standards may submit an appeal of SAP policy. Appeals of SAP policy may be approved based on mitigating circumstances such as, but not limited to: the death of a family member, the student's illness or injury, or other special circumstances which, in the opinion of OASR warrant approval of such an appeal. During the Appeals Process the school must determine if a student will be able to meet SAP standards at the end of the probation period. If a student cannot meet SAP standards, the appeal cannot be approved unless the school and student jointly establish an academic plan. Students not meeting SAP who fail to submit an appeal, or whose appeal is denied, may continue to attend the university but will be ineligible for federal financial aid.

Only the **student** may submit an appeal for a waiver. The appeal must be submitted on the approved form from the Office of Academic Services and Retention and must include the following:

1. The student's name, AU ID number, a current phone number
2. An explanation of the extenuating circumstances that prevented the student from meeting the SAP requirements
3. An explanation of what has changed that will allow the student to make SAP at the next evaluation
4. The course of action that has been taken and /or will be taken to address the extenuating circumstances described
5. Supporting documentation to prove that the extenuating circumstances occurred. When possible, documentation should also be provided for the course of action. For example, if the extenuating circumstances were an illness, the student would attach a note from the doctor confirming that the illness took place, that treatment was/is under way, and that the student is now able to return successfully to school.
6. Plan of study indicating what courses will be taken over the next payment period (semester), how many credits are needed to graduate, and the anticipated graduation date.
7. For **graduate** students exceeding the maximum time frame, a copy of approved extension of candidacy from the academic department.

Approved Appeals: A student with a successful appeal will be allowed to receive aid according to the terms of their **Academic Plan**. At the end of that semester, an additional review will be conducted to ensure that the student is meeting the terms of the approved appeal. A written response *requiring the student's signature* will be provided to the student indicating the

approved terms and conditions of the **Academic Plan** that must be completed by the student over the next semester to remain eligible for financial aid. The written response will also indicate the date the next review will take place. At the end of the semester, if the student is found to be meeting the terms of the approved appeal, then aid will be awarded for an additional semester. This review will take place on a semester basis until the next scheduled annual review occurs, or if the student successfully completes the Academic Plan to once again meet the SAP requirements.

If the student does not meet the terms of the Academic Plan as outlined in the appeal approval, the student will be notified in writing of the loss of aid eligibility and no additional aid will be awarded until the student re-establishes SAP toward degree completion.

Changes in Major: Students who have changed majors may exceed the 150% time frame for program completion. The academic records of these students will be reviewed by the staff of the Office of Academic Services and Retention. An evaluation of the transcript will be completed and a calculation of the number of credits required to reach the new academic goal will be completed. If the student will be unable to complete the new academic goal within 150% of the time frame for that course of study, the student may petition the Office of Academic Services for a waiver of the limitation. The student, if approved, will be notified of the specific requirements for the maximum time frame in which he/she must complete the degree and the minimum number of credits which must be completed each semester.

Consortium Agreements: Students may request approval to study at another institution (Host school) either during a concurrent period of enrollment or during a period when they are not concurrently enrolled at Adelphi University (Home school). Students must first be granted Permission to Study at Another Institution. Final approval will be granted through OASR.

Students who have been granted such permission and who wish to use financial aid to assist in the payment for those courses must have a Consortium Agreement completed by the Host school and returned to One-Stop Student Services Center for the processing of federal aid. These students are responsible for having a transcript sent from the Host school to Adelphi so the courses taken at the Host school may be included on their Adelphi transcript (we should include guidance of where the transcript goes when the student returns to their home school). These courses will be calculated as both credits attempted and credits completed, but the grades earned will not be calculated as part of the cumulative GPA at Adelphi University.

Credits attempted: Credits are considered to be attempted when a student enrolls and attends the class even if the student subsequently withdraws.

Credits completed: Credits are considered to be completed when a grade is entered on the student's transcript. Successful completion for undergraduate students is considered to be a grade of A, B, C, D, or P. Successful completion for graduate students is considered to be a grade of A, B, C, or P. At all academic levels unsuccessful completion is considered to be a grade of F or W.

Denied appeals: If an appeal is denied, a student may attend without financial aid in order to re-establish aid eligibility. A student may be able to receive non-federal aid from outside resources while reestablishing aid eligibility. A period of non-enrollment is insufficient to re-establish aid eligibility.

Evaluation Period: Adelphi University will evaluate the academic progress of all students once per year, after the spring semester.

Financial Aid Probation: If a student's record is reviewed and it is determined that they are not meeting either the qualitative or quantitative standards, they may petition to be placed on "Probation." To be placed on "Probation" the student must:

- Submit an appeal to the Office of Academic Services and Retention using the form available in the office. *Information to be included on how to complete the form online via OASR website.*
- Work with an advisor (in OASR) to develop an academic plan designed to ensure that the student will be able to meet SAP by a specific point in time.

Students on Probation may only receive Title IV funds for ONE payment period. The records of students on Probation will be reviewed at the end of the semester to determine if they have met the terms of the academic plan. Students who fail to meet the terms of the plan will have their federal aid cancelled. Students whose aid is cancelled may elect to continue to attend without financial assistance until they re-establish eligibility for aid based on the qualitative and quantitative requirements on the chart.

Frequency of Monitoring: The One-Stop Student Services Center monitors the Satisfactory Academic Progress (SAP) of each aid recipient annually. This occurs after the end of the spring semester after spring grades have been posted on the students' transcripts. Written notification will be sent to those students who are not meeting requirements as stated above.

Incomplete Grades: Incomplete grades (I) will be included in the calculation of credits attempted and credits completed. If the Incomplete(s) result in a failure of Satisfactory Academic Progress (SAP) or Pursuit of Program (POP), and those "I's" are changed upon the completion of coursework to traditional grades within the same academic year, the One-Stop Student Services Center, upon notification by the student of the grade change, will re-evaluate the student's standing and eligibility for federal financial aid. Students seeking reinstatement of eligibility for federal financial aid must do so before the end of the student's current period of enrollment. Grades of "I" will automatically change to "F" if the coursework is not completed within two immediately subsequent academic semesters. (*Confirm with RO if this is correct*).

Leaves of Absence: Students who take an approved Leave of Absence (LOA) and do not attend another post-secondary institution will incur no penalty in the calculation of SAP, either qualitatively or quantitatively. Students who, during the LOA, attend another institution and have such credits transferred to their Adelphi transcript will have those credits counted as both credits attempted and credits completed, but the grades earned will not be calculated as part of the cumulative GPA at Adelphi University.

Maximum time frame rule: Another measurement is the maximum time frame during which a student may receive federal aid while earning a degree. Undergraduate students pursuing an Associate Degree must generally complete their degree within 96 credits or 3 years of beginning attendance. All students pursuing a degree on any level must complete all degree requirements within 150% of the guidelines defined in their department's regulations. For students who change majors or are pursuing a second degree on a level previously completed, see "Changes in Major."

Missing grades: The University is unable to evaluate a student's SAP status if the student is still awaiting grades for course work. The SAP review will be conducted once all missing grades have been submitted. For students who have studied abroad, it is the student's responsibility to follow up with the Center for International Education to ensure that all requirements have been met for the study abroad grades to be posted in a timely manner. Please note: Incompletes are not considered missing grades.

Multiple Programs of Study: Coursework for a program of study previously completed (degree awarded) that is not applicable to the requirements of the new program of study will not be included in the SAP evaluation for the current program of study. Adelphi University students with prior coursework for which no degree was earned, will not have prior coursework (not being applied to the current major) count as part of the total credits, total GPA, and credits attempted/completed when evaluating SAP.

Non-Standard Courses: Courses taken Pass/Fail will be calculated as credits attempted and credits completed, but will have no effect on the GPA if passed. Failed courses will be calculated into the cumulative GPA.

Notification: Students who fail to meet the qualitative or quantitative standards for federal financial aid will be notified in writing addressed to the permanent address on file in the Office of the Registrar. This notification will include information about the process to appeal including the specific elements required to appeal. It will also include information regarding how a student may reestablish eligibility for Title IV aid.

Pace: The pace at which a student is progressing toward degree completion will be measured once each year, at the end of the spring semester.

The pace at which students are expected to progress toward degree completion will be determined by dividing the cumulative number of hours the student has completed by the cumulative number of hours the student has attempted. For Transfer students, all credits accepted in transfer will be counted in credits attempted and credits completed.

Students will be expected to progress toward degree completion as stipulated on the attached chart.

Remedial courses will not be counted toward pace.

Reports will be run and reviewed manually. Notation of the failure to meet the expected pace will be made in the student's file. Students not meeting the expected pace shall be notified by the One-Stop Student Services Center in writing. Such notification shall include information regarding the procedure for an Appeal.

Program Completion: Students who have earned the total required credits and have met all requirements for the completion of the program of study, but have not yet applied for graduation or had the degree conferred, will no longer be eligible for federal financial aid.

Qualitative Measure: The qualitative component shall include grades, work projects completed or other comparable factors that are measurable against a norm.

- The qualitative measurement will be progressive as shown on the attached chart.

- The minimum qualitative achievement that is expected at the end of each year is found on the attached chart.
- Students not meeting the qualitative achievement expected will no longer be eligible for federal financial aid. This decision may be appealed (see *Appeals of SAP Policy*).

Measurement of qualitative progress will be reviewed by the designated Administrator using the transcript information maintained by the Office of the University Registrar.

Reports will be run and reviewed annually. Notation of the failure to meet the measures will be made in the student's file.

Students not meeting the Qualitative component shall be notified by the One-Stop Student Services Center in writing. Such notification shall include information regarding the procedure for an Appeal.

Quantitative Measure (Pace): Federal regulations stipulate that undergraduate students must complete their academic programs within 150 percent of the established program length. Students are no longer eligible for federal assistance for the period in excess of 150 percent of the academic period normally required to complete the program of study. The pace at which the student is expected to progress is stipulated on the attached chart.

- Quantitative component will be measured in credit hours
- Federal financial aid will be limited to 150% of the standard length of the academic program.
- Graduate students will also be limited to 150% of the standard length of the academic program.
- Part-time attendance counts toward the calculation of the maximum time frame.
- Credit hours for all terms are counted in the quantitative component. Terms in which federal financial aid is not received are not excluded.
- Students not meeting the quantitative standard will be denied future Federal Financial Aid.

- Students may appeal the quantitative component (see *Appeals of SAP Policy*).

Measurement of quantitative progress will be reviewed by the designated Administrator using the transcript information maintained by the Office of the University Registrar.

Reports will be run and reviewed annually. Notation of the failure to meet the measures will be made in the student's file.

Students not meeting the quantitative component shall be notified by the One-Stop Student Services Center in writing. Such notification shall include information regarding the procedure for an Appeal.

Re-establishing Financial Aid Eligibility: Students who have failed to maintain SAP may re-establish eligibility by:

1. The changing of a grade. Such changes must be brought to the attention of the One-Stop Student Services Center by the student.
2. The completion of incomplete coursework. One-Stop Student Services Center must be notified of the newly posted grade(s).
3. Reporting of a missing grade. The student must bring such a change to the attention of the One-Stop Student Services Center.
4. The student may opt to attend without receiving Federal financial aid while completing courses to regain their SAP standing.

Repeated Courses: Students may repeat courses for better grades. Each attempt is recorded and courses will count in both the quantitative and qualitative portions of SAP. Students may receive federal aid only once for a repeated course that was previously passed. Federal aid may be received more than once for failed courses. However, each failed attempt will be included in the calculation of credits attempted/credits completed.

Study Abroad: Students may choose to study at a foreign institution for a semester, a year, or a shorter period of time (i.e.: Intersession, spring break). Students must apply and be accepted

through the Office of International Education. Credits earned during the period abroad must be returned to Adelphi and will be counted as Transfer credits and treated the same for the calculation of qualitative and quantitative progress.

Summer Awards and SAP Review: Because the summer session may begin before spring grades are available for review, students requesting financial aid for the summer session will be awarded aid prior to SAP being evaluated at the end of the spring semester. However, if a student is failing SAP as of the end of the fall semester, processing of summer aid will be suspended until spring grades have been received and evaluated. All students receiving summer aid are still subject to the official SAP evaluation at the end of the spring semester. Aid for the summer and following fall/spring semesters will be cancelled at that time if the SAP requirements have not been met.

Transfer Credits: Credits accepted in Transfer from another college or university will be counted toward both the credits attempted and credits completed when calculating quantitative progress (pace to completion). Those credits attempted at another institution that are not accepted in transfer to Adelphi University will not be counted as part of that calculation. Transfer credits will not affect the student's Adelphi University GPA.

Withdrawals and Absences: During the period of enrollment specified in the academic calendar each semester, students may choose to withdraw from class(es). This action results in a grade of "W" on the students' transcript. Such courses will be counted toward credits attempted and credits completed, and thus will affect a student's quantitative progress (pace to completion). Grades of "W" will not be calculated into the GPA. Students who fail to attend and do not officially withdraw from the class(es) will receive a grade of "F" on their transcript. Such courses will count toward both the credits attempted/credits completed AND toward the GPA for federal aid purposes.

Determining Academic Eligibility for Financial Aid

Federal regulations require that students meet specific standards of satisfactory progress, to be eligible to receive federal financial assistance. The assessment of Satisfactory Academic Progress (SAP) is made once a year for federal aid eligibility.

Total credits attempted include transfer credits accepted by Adelphi University and credits attempted while attending the university.

Responsibilities of Financial Aid Recipients

Students receiving financial aid have the following responsibilities:

- ❖ To complete an annual application for financial aid by the deadline prescribed by the university.
- ❖ To meet the requirements of good academic standing.
- ❖ To maintain satisfactory academic progress towards your current degree program.
- ❖ To report to the One-Stop Student Services Center any changes in enrollment status, changes of name or address, receipt of any additional or external financial aid.

The university reserves the right to make adjustments in financial aid packages due to change in enrollment, academic standing, income discrepancies, or financial circumstances. The university further reserves the right to make proportionate adjustments in campus administered financial aid if federal or state funding to the university changes. Students who withdraw from the university before the end of an academic term may be required to repay a portion of their financial aid.

Eligibility for New York State Financial aid (Revised as of 7/1/11)

(Maximum eligibility = 8 semesters or 48 TAP points)

The recently enacted NY State budget includes changes to the Satisfactory Academic Progress (SAP) requirements for non-remedial students. State regulations require that students meet specific standards of satisfactory progress, to be eligible to receive state financial assistance. The assessment of satisfactory academic progress is made once a semester on a semester-by-semester basis for state aid eligibility.

Students who first receive TAP awards beginning with the 2007-08 through 2009-10 Academic Years must meet the following standards:

Before being certified for this TAP Payment	1	2	3	4	5	6	7	8
Minimum earned credits	0	3	9	21	33	45	60	75
A student must have earned at least this Minimum GPA**	0.0	1.1	1.3	1.4	2.0	2.0	2.0	2.0
Program pursuit requires these minimum completed credits***	0	6	9	9	12	12	12	12

First time undergraduate students receiving TAP beginning with the 2007-08 academic year and thereafter must

have at least 1.5 GPA before being certified for the 3rd payment and at least a 1.8 GPA before being certified for

the 4th payment.

Students who first receive TAP awards beginning with the 2010-11 Academic Years must meet the following standards:

Before being certified for this TAP Payment	1	2	3	4	5	6	7	8
Minimum earned credits	0	6	15	27	39	51	66	81
A student must have earned at least this Minimum GPA**	0.0	1.5	1.8	1.8	2.0	2.0	2.0	2.0

Program pursuit requires these minimum completed credits***	0	6	9	9	12	12	12	12
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First time undergraduate students receiving TAP beginning with the 2010-11 academic year and thereafter must have at least a 1.5 GPA before being certified for the 3rd payment and at least a 1.8 GPA before being certified for the 4th payment.

Program Pursuit – regulations define program pursuit as receiving a passing or failing grade in a certain percentage of full-time Course load. The percentage increases from 50 percent of the minimum full-time load in each term of study in the first year for which an award is made, to 75 percent of the minimum full-time load in each term of study in the second year for which an award is made, 100 percent of the minimum full-time load in each term of study in the third and each succeeding year for which an award is made.