

Satisfactory Academic Progress (SAP) Policy - *Federal & University Aid*

University of Rochester 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 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/financial-aid/wp-content/uploads/2018/04/SAP-NYS-Undergraduates-May-2017.pdf>

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'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.

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

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). For both federal and University aid, students are not eligible for financial aid warning or financial aid probation once they have reached 192 attempted credits nor are they eligible to appeal for additional semester of aid, even if they have not yet completed 8 semesters as a full time student.

For those students who have reached their maximum semester time frame for University aid, an additional semester appeal could be submitted if extraordinary circumstances existed when they reached their 8 semester limit.

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):

Previously passed courses are not eligible to receive Federal or University financial assistance. Students must be registered as full time (minimum of 12 credit hours), excluding any previously passed courses, in order to qualify for University assistance.

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.

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, SAP coordinator in the Financial Aid Office, 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 the University 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.

A student may appeal to have their SAP status recalculated due to a grade change, between official evaluation periods by submitting their request to either their financial aid counselor or their CCAS adviser. The request must include the course(s) that had the grade changed as well as the original grade and the new grade. Requests will be denied if the grade has not been updated in UR Student prior to the request. It is important to note that if upon requested recalculation of SAP, the student is no longer meeting satisfactory academic progress standards, the new calculation will stand as the current SAP status and will not be reviewed again until the next official evaluation at the end of each semester.

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

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.

Guidance Related to Satisfactory Academic Progress and COVID-19:

Qualitative Standard (GPA):

Students beginning their attendance at the University during the Spring 2020 term or those currently enrolled students who were already on an Academic Plan or Warning semester during the COVID-19 Pandemic are not subject to the cumulative GPA requirement based on the fact that all courses were graded pass/fail for that term under University policy.

For those students on an Academic Plan that had to withdraw after March 13, 2020 due to COVID-19 and were unable to make progress towards improving their GPA, a revised Academic Plan will be created excluding the spring 2020 term from their Plan.

For those students on a Warning semester, they will be automatically moved to a Probation semester.

Quantitative (Pace) Standard:

For all students who did not meet SAP for the spring 2020 semester, any attempted credits a student was unable to complete as a result of COVID-19 will be excluded from a student's Pace. This includes all COVID-19 related withdrawals during the spring 2020 semester as long as they occurred **after** March 13, 2020. Withdrawals prior to March 13 are not considered COVID-19 related and will count towards Pace. Students are not required to submit a SAP appeal to exclude the COVID-related withdrawal from evaluation; the University will make this determination based on the date of the withdrawal.

Failed courses do count toward a student's Pace, regardless of the COVID-19 Pandemic.