

# Satisfactory Academic Progress – Federal & University Aid

## University of Rochester Financial Aid Office

### University Policy, effective as of the fall 2016 semester - Undergraduates

Undergraduate students in the College of Arts, Sciences, and Engineering must achieve a specified cumulative GPA and accumulate a specific number of credit hours at the end of each semester. They must also complete their degree within a specific number of semesters. Failure to meet these standards, which are based on federal regulations, will result in the loss of eligibility for institutional and federal financial assistance. Transfer students enter the charts based on the number of credits transferred (16 credits equals one semester of attendance).

All semesters of attendance at the University are included in determining the semester to be used in the qualitative (GPA) and pace (course completion) standards outlined below, even those in which a student withdrew after the start of the semester. Summer terms are also evaluated (12 or more credits equals one semester; 6-11 credits equals half of a semester). Semesters when a student was not charged full-time tuition are not counted toward the quantitative (maximum semester limit) standard.

The College Center for Advising Services, the Dean of Students Office, and the Office of Minority Student Affairs are informed of all students who are not making Satisfactory Academic Progress, so that they can provide appropriate support services.

Undergraduate students must achieve the specified cumulative GPA\* at the end of each semester:

At the end of this semester...	1	2	3	4	5	6	7	8	9
A student must have successfully completed at least this many credits...	8	20	32	44	56	72	88	104	120
And have at least this GPA...	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

A separate chart is used for students enrolled in the Arthur O. Eve Higher Education Opportunity Program:

At the end of this semester...	1	2	3	4	5	6	7	8	9
A student must have successfully completed at least this many credits...	4	16	28	40	52	68	84	100	116
And have at least this GPA...	1.1	1.3	1.5	2.0	2.0	2.0	2.0	2.0	2.0

\*Grades for classes that are being ignored as part of Academic Support's academic re-evaluation process must be included in the SAP GPA calculation.

Undergraduate students are eligible for consideration for merit- and need-based institutional financial assistance for eight semesters of enrollment. Consideration for state and federal aid extends through the tenth semester of enrollment.

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 Service's 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.
- Courses that are failed will not count toward the number of credits successfully completed but will affect the cumulative GPA requirement.

# Academic Standing – Satisfactory Academic Progress

## University of Rochester Financial Aid Office

### **Financial Aid Warning Periods**

Students who fall below any of the Satisfactory Academic Progress standards are granted a one semester financial aid Warning period. The financial aid Warning period allows a student to continue to receive financial aid, while simultaneously notifying the student that he/she must achieve Satisfactory Academic Progress in all three areas by the end of the semester.

No formal appeal process is necessary, though students are highly encouraged to meet regularly with their financial aid counselor and academic adviser to ensure that they stay on course to achieving satisfactory academic progress by the end of the semester.

### **Financial Aid Probation Status**

Students who do not achieve Satisfactory Academic Progress standards by the end of the one semester Financial Aid Warning period are notified that they no longer qualify for institutional and/or federal financial aid via email as well as through **FAOnline**. To review this information in **FAOnline**, log into your account at <https://faonline.rochester.edu> and then click on the Important Messages tab.

Students who believe their extenuating circumstances may qualify for an appeal should meet with a Financial Aid counselor to review their situation and the appeal process. Appeals must be submitted to the Financial Aid Office by August 15<sup>th</sup> for the fall term and January 15<sup>th</sup> for the spring term. Late appeals may not be considered.

Students for whom an appeal is granted will be provided with a one semester Financial Aid Probationary period. The Financial Aid Probationary period allows a student to continue to receive financial aid, while completing a defined set of coursework designed to allow the student to achieve Satisfactory Academic Progress in all three areas by the end of the semester.

Students for whom it would be mathematically impossible, or otherwise unrealistic, to achieve Satisfactory Academic Progress after only one semester of Financial Aid Probation may instead appeal for a multi-semester Financial Aid Probationary period through the submission of a detailed Academic Plan, which must be prepared with and approved by an academic adviser. The Academic Plan allows a student to continue to receive financial aid, while completing a defined set of coursework designed to allow the student to achieve Satisfactory Academic Progress in all three areas by the end of period defined in the Academic Plan. Academic Plans submitted to Financial Aid are subject to the same appeal review process as requests for a single Financial Aid Probationary semester.

### **Appeal Decisions**

Appeals will be reviewed by the student's Financial Aid counselor, the Sr. Associate Director, and where necessary, the appeals committee. Students will be notified in writing as to the outcome of their appeal once the Sr. Associate Director 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 not approved for the sole purpose of pursuing an additional major, additional minor, additional electives, etc. Appeals are generally not approved in situations where the student simply failed to focus on their coursework appropriately.

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

# Academic Standing – Satisfactory Academic Progress

## University of Rochester Financial Aid Office

### 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 Academic Plan:** During the Financial Aid Probationary semester, the student will be expected to complete all coursework and demonstrate improvement in cumulative GPA as outlined in their appeal. Therefore, it is important that the student develop an Academic Plan with their academic adviser that will allow for achieving this standard.

The student should review this plan with all of the following:

- **Major Department:** Meeting with the major department helps ensure that the student understands the requirements of the major, so 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), while accomplishing the major requirements.
- **College Center for Advising Services (CCAS):** Meeting with an adviser in CCAS is **required** to ensure that the student's transcript has been reviewed for accuracy in meeting all graduation requirements (clusters, major requirements, writing requirements, etc.), that the student is aware of and incorporates the support services available to assist in improving academic performance, and that the student's Academic Plan allows for the necessary improvements in meeting satisfactory academic progress (GPA, course completion, or degree completion). **The Academic Plan must be approved and signed by the academic adviser before it is submitted to the Financial Aid Office.**
- **OMSA:** Students enrolled in the HEOP program are required to meet with an OMSA adviser to ensure that the maximum level of support and guidance are provided to assist the student in meeting graduation requirements.
- **Complete the Financial Aid Satisfactory Academic Progress Appeal Form:** The 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 these extenuating circumstances do not prevent the student from making satisfactory academic progress in the future.
  - A student appealing with an Academic Plan (a multi-semester financial aid Probationary period), must meet with an academic adviser to complete the plan and the academic adviser must approve and sign. The Academic Plan must include all semesters required for meeting satisfactory academic progress and may not be submitted one semester at a time.