

**Graduate Satisfactory Academic Progress Policy (SAP)**

Federal regulations require that schools monitor the academic progress of every student who is eligible for federal Title IV financial aid, which includes the TEACH Grant, Direct loan, Graduate PLUS loan and Work Study.

Federal standards of satisfactory academic progress (SAP) include a qualitative (GPA) measurement, a quantitative (PACE) measurement, and a maximum time frame measurement. If any one 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 the end of fall semester, end of spring semester, and end of summer B - combining summer A and summer B courses.

*Students who initially fail to meet **either the GPA or PACE** satisfactory academic progress requirement will be placed on financial aid warning; no action is required by the student. Financial aid warning lasts for one payment period only, during which the student may continue to receive federal financial aid. Students who fail to meet the GPA and 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 or without an academic plan. (See appeal process described below).*

*Students who have reached the maximum time frame are no longer eligible for federal aid; they are not eligible for financial aid warning or financial aid probation. (See time frame appeal below)*

Students will be notified, in writing, by the Nazareth College Financial Aid Office if they have been placed on financial aid warning or financial aid probation.

**Qualitative Standard (GPA):**

Graduate students (full or part-time) are required to maintain a cumulative GPA of 3.0.

- In addition to cumulative GPA requirements, graduate students in selected programs (e.g., Physical Therapy, Occupational Therapy, Speech-Language Pathology) will not meet SAP requirements if they do not meet specific departmental standards related to "C" grades earned and/or clinical performance. At the end of each payment period (as identified above), department chairpersons will notify Financial Aid of any student in this circumstance.

Exception: Doctorate of Physical Therapy students, specifically DPT.PT students in the fifth year of enrollment, will be considered as meeting Standards of Academic Progress if they receive an (S) - Satisfactory grade in each of the two clinical classes during the summer term. (These two clinical classes are only graded as (S) or (U) and therefore will not compute a GPA for this first summer of graduate work for DPT.PT students.)

**Quantitative (PACE) Standard:**

Graduate 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 **66.667%**.

**Maximum Time Frame:**

Graduate students must complete their degree requirements in five calendar years from the date of matriculation. Students will not be eligible for financial aid warning or financial aid probation if they have reached their maximum time frame. Appeals to the maximum time frame may be requested. Graduate students who matriculate into a different graduate program begin a new five-year academic year time frame only if the new program is in a different school (i.e., students moves from a graduate program within the Nazareth College School of Education into a graduate program within the Nazareth College School of Health and Human Services).

**Program Completion:**

Once the student completes all the academic requirements for their program, the student is considered to have completed the degree program and is no longer eligible for further federal aid for that program.

**Academic Amnesty:**

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

**Transfer Coursework:**

All transfer credits (including consortium agreements and study abroad courses) accepted by Nazareth College are counted in both cumulative attempted credits and cumulative earned credits. Grades earned in transfer credits are not included in the cumulative GPA.

**Withdrawn Coursework (W):**

Courses that are dropped during Add/Drop period will neither be counted as credits attempted nor credits earned nor counted in the cumulative GPA.

Withdrawn coursework that occurs after the Add/Drop period of the term will result in a (W) grade. Courses with a (W) grade are counted in the cumulative credits attempted. Zero credits are earned. The grade is not factored in the cumulative GPA calculation.

An Immediate Leave of Absence taken after the first week of the semester (up through the 10<sup>th</sup> week of the semester) will result in (W) grades.

**Satisfactory (S), Unsatisfactory (U), (Pass/Fail) Coursework**

Courses with a Satisfactory (S) grade are counted in the cumulative credits attempted and cumulative credits earned. The grade will not be factored in the cumulative GPA.

Courses with an Unsatisfactory (U) grade are counted in the cumulative credits attempted. Zero credits are earned. The grade will not be factored in the cumulative GPA.

### **Audit (AU) Coursework:**

Courses with an Audit (AU) grade are neither counted in the cumulative credits attempted nor cumulative credits earned nor factored in the cumulative GPA.

### **Incomplete Coursework (I):**

Formalized grades which are received and posted by the Registrar Office prior to the start of the next semester will be included in the federal SAP requirements review. The finalized grade will determine the cumulative credits earned and effect on the cumulative GPA.

Formalized grades which are *not* received prior to the start of the next semester will be factored into the students SAP calculations at the time of the next formal SAP evaluation. The (I) grade that is *not* yet resolved is neither counted in the cumulative attempted credits nor cumulative credits earned nor counted in the cumulative GPA.

Incomplete coursework that is not resolved by the specified date on the student's incomplete petition form will result in an (F) grade. (See F grade treatment below)

### **Failed Coursework (F):**

Courses with a Failed (F) grade are counted in the cumulative credits attempted. Zero credits are earned. The grade will be factored in the cumulative GPA.

### **Repeated Coursework (R):**

Graduate students are eligible to receive federal financial aid for repeating a class one time. If a student received a grade for the first attempted class, those credits will be counted in the cumulative credits attempted and earned. The credits for the repeated class will be counted as additional credits attempted only and zero credits earned. The second grade will replace the first grade in the calculation of the cumulative GPA

### **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. The student will be eligible for federal 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 aid.

A student that does not meet SAP standards at the end of the financial aid warning term will not be eligible for federal aid in subsequent terms until SAP standards are met or the student successfully appeals and is placed on financial aid probation with or without an academic plan.

(Note: Federal financial aid that has already been awarded for the subsequent term will be revoked and removed if the SAP review indicates that the SAP standards are not being met.)

### **Financial Aid Appeal Process:**

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. The written appeal and supporting documentation such as legal documents and written statements from a third party (counselor, lawyer, doctor, etc.) must be sent to the Director of Financial Aid. The written appeal must explain why satisfactory progress was not met **and** what has changed that will allow the minimum standards to be met. The appeal and required documentation must be submitted by the deadline provided to the student. Retroactive appeals are not permitted.

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

### **Financial Aid Probation:**

If the appeal is approved by the Federal SAP Committee, the student will be placed on financial aid probation, with or without an academic plan, and will be eligible for federal financial aid during the probationary period.

- If it is determined by the SAP Committee that the student should be able to achieve the SAP requirements by the end of the probation semester, the student will be placed on financial aid probation without an academic plan. The student will be eligible for federal aid for the probation semester. If at the end of the probation semester, SAP standards are still not being met, the student cannot appeal again nor will he be eligible for federal aid until SAP requirements are achieved.
- If it is determined by the SAP Committee that the student would benefit from an academic plan or may require more than one payment period to achieve SAP standards, the student will be placed on financial aid probation with an academic plan. The individualized academic plan will be developed by the student's academic advisor. The student's progress will be monitored at the end of each subsequent payment period by the academic advisor and the Associate Director of Financial Aid to determine if the student is meeting the requirements specified in their academic plan. If the student is meeting the requirements of their academic plan, the student will be eligible to receive federal aid as long as the student continues to meet the developed one or two semester academic plan requirements. If the student fails to meet their academic plan requirements at the end of semester review, they will not be eligible for federal aid in future semesters until they meet all the federal SAP qualitative, quantitative and time frame requirements.

### **Regaining Eligibility:**

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