Guide to Satisfactory Academic Progress

SATISFACTORY ACADEMIC PROGRESS (SAP) GUIDELINES FOR FINANCIAL AID RECIPIENTS

In order to receive federal or state financial aid, students must demonstrate satisfactory academic progress toward the completion of a degree. At Rowan University, satisfactory academic progress is determined annually.

All financial aid recipients are subject to the standards outlined in this document. These standards are in accordance with federal and state regulations that govern financial aid programs.

There are three distinct areas reviewed under the satisfactory academic progress standards:

1. Grade Point Average. (GPA)
2. Completion Rate.

These standards include an opportunity for individuals not making SAP to appeal the denial of financial aid base upon special circumstances or the development of an academic plan.

PART I: PROGRAM REQUIREMENTS

A. Grade Point Average (GPA):

Undergraduate
The minimum cumulative GPA required for graduation is 2.0. Students are strongly urged to maintain as high a GPA as their capacity allows.

Graduate
Graduate students are monitored to assure that their GPA is a 3.0 or above.

B. Completion Rate:

Each year, a student’s progress is evaluated by comparing the number of attempted credit hours with the credit hours earned. This includes any course for which the student has remained enrolled beyond the Drop/Add period. Audited courses are not considered credits attempted. A student must complete 67 percent of credits attempted to maintain satisfactory academic progress.

C. Maximum Time Frame

Maximum Time Frame is a period no longer than 150% of the published length of the program. For example, students in a program that requires 120 credit hours to graduate are not eligible to receive financial aid beyond 180 attempted credits hours – including transfer credits.

PART II: GENERAL INFORMATION

A. Withdrawal From Courses

W/WP/WF (Withdraw/ Withdraw Passing/ Withdraw Failing)
W/WP/WF credits remain in the total number of attempted hours but are not added to the earned credits. This may have a negative effect on the total number of earned credits needed per year. The GPA is not affected by these grades.

B. Incomplete Courses

NC (No Credit)
NC courses will be counted when determining the number of credits attempted. When a passing grade is received, the grade will be added to the number of credits earned.

NA (No Attendance)
NA courses indicates the student did not attended the class. NA is considered attempted hours but not completed hours. Credits do not figure in the GPA calculation.
IN (Incomplete)
IN courses are counted as attempted but not completed. When a passing grade is received, the grade will be added to the number of credits earned.

C. Repeated Courses
Repeated courses are counted each time the course is taken and will be included in the Completion Rate calculation for total number of attempted hours. When that course is completed, the credits are added to the total number of earned credits hours.

NOTE: Once a student passes a course, he/she can only repeat the course once for it to be covered with financial aid funds.

D. Non-Credit Remedial Courses
Students registered for three remedial courses or more will be considered a Remedial Student. These courses do not count towards a degree. A student may attempt up to twenty-four remedial credits while receiving financial aid.

E. Transfer credits
Transfer credits accepted by the University will be added to the completion rate calculation. Attempted hours but will not figure into the GPA.

PART III: APPEAL PROCEDURES

Students identified as not making satisfactory academic progress (SAP) toward their degree will receive a letter prior to the start of the upcoming academic year. The letter will detail the area(s) the student failed to meet the SAP criteria and inform them of their ineligibility for financial aid. Students have the opportunity to appeal the decision in writing to the Financial Aid Office within 3 weeks of the date of the ineligibility notice. There are two types of appeals.

Individual Appeal

The appeal letter request must include:
1. A narrative of the special circumstance that prevented the student from meeting the minimum SAP requirements.
2. Documentation to substantiate the special circumstance.
3. Reasonable explanation of the expectation that the special circumstances will not happen again.

Academic Plan

Students who do not have “special” circumstances can submit, along with their appeal letter request, an academic plan that has been developed by their academic advisor. Academic plans may cover multiple terms, but students must complete each semester successfully.

Appeals will be reviewed by the SAP committee. All committee decisions are final. When an appeal is granted, the student is placed on “financial aid probation”. Financial aid probation allows the student to receive financial aid for one semester within an academic plan. The student must meet the satisfactory academic progress standards or meet the requirements of their academic plan by the end of the probationary period to qualify for further financial aid.

NOTE: Financial Aid Probation is not the same as Academic Probation. However, some students may attain both statuses simultaneously. Students in academic probation must follow the prescribed appeal process for academic probation from your department even if they have been granted financial aid probation.

PART IV: PROFESSIONAL SCHOOL SAP

Stratford Campus
For more information regarding the SAP policy at the School of Osteopathic Medicine, please go to the school’s website. (http://www.rowan.edu/som/)

For more information regarding the SAP policy at the Graduate School of Biomedical Sciences, please go to the school’s website. (http://www.rowan.edu/gsbs/)

Cooper Medical School
For more information regarding the SAP policy at Cooper Medical School, please go to the school’s website. (http://www.rowan.edu/coopermed/)