



Satisfactory Academic Progress Guidelines for Financial Aid Recipients

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

All financial aid applicants are subject to the standards outlined here. These standards are in concordance with federal and state regulations that govern financial aid programs.

There are three distinct dimensions to the satisfactory academic progress standards: I - completing the degree within established timeframe; II - maintaining the minimum required GPA; III - attaining a minimal completion rate. Our standards include the opportunity for the student to appeal the denial of financial aid based upon these standards if the student can document that extenuating circumstances prevented the student from attaining the minimum standards as outlined.

PART I Program Requirements

I - Completing the degree within established timeframe

The minimum number of credit hours needed to complete an undergraduate program is 120. A student is eligible to receive funding up to 180 **attempted** credit hours – including transfer credits. That is 50% more than the minimum requirement for a degree. Special admission programs will be allowed to attempt an additional nine credit hours. Some programs limit funding on a semester basis. Students that attempt/complete only the minimum amount of credit hours required will run out of eligibility for certain state financial aid programs prior to completing their degree. Graduate students can receive funding for up to 90 attempted credits.

II - Maintaining the minimum required GPA

A - (Undergraduate students) The minimum cumulative grade point average (GPA) required for graduation is 2.0. Students are strongly urged to maintain as high a GPA as their capacity allows. All undergraduate students must attain a GPA of 2.0 after 4 semesters of attendance. Prior to completing the fourth semester, undergraduate students may have a CGPA less than 2.0 but not less than 1.0 and still receive aid.

III - Attaining a minimal completion rate

Each year, a student's progress will be 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 past 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. The same completion rate (67%) is required of students in undergraduate certification programs, post-bachelor and other programs not leading to a college degree.

PART II Non-passing grades and other academic information

A. Withdrawal from courses

WP/WF (Withdraw passing/Withdraw failing)
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. Basic skills, pass/fail courses

(IN, NC, S and U (no credit))

These 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)

Means that the student has not attended the class. Credits do not figure in the GPA calculation, they are considered attempted but not completed.

IN (incomplete)

Incomplete 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

These courses are counted each time the course is taken and will be included in the total number of attempted hours. When a course is completed, the credits are added to the total number of earned credits hours.

D. Transfer credits

Transfer credits will be added to the Rowan University attempted credits and also added to the Rowan University earned and used in the calculation of "minimal completion rate" (67%) described above. Transfer credits are also counted toward the "timeframe" requirement.

(Maximum 180 attempted credits for undergraduate programs.)

PART III Appeal Procedures

Students identified as not making satisfactory academic progress will receive a letter prior to the start of the next academic year. Students have the opportunity to appeal the decision in writing to the Financial Aid Office within two weeks of the date of the ineligibility notice.

The written appeal must include (1) a narrative of the special circumstance that prevented the student from meeting the minimum requirements, (2) documentation to substantiate the circumstance and (3) reasonable explanation of the expectation that the special circumstances will not happen again.

Academic Plans

Students who do not have “special” circumstances can submit along with their appeal letter an academic plan that has been developed with the student’s academic advisor. Academic plans for these purposes are only for one semester duration. If more than one semester is covered by the submitted plan, the first semester will be considered and the rest will be ignored.

The appeal will be reviewed by a committee. *All committee decisions are final*

When an appeal is granted, the student is placed in “financial aid probation”. Financial aid probation allows the student to receive financial aid for ONE semester. 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.

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.



Guide to Satisfactory Academic Progress



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Office of Financial Aid