



## Student Financial Aid Services

### SATISFACTORY ACADEMIC PROGRESS POLICY: GRADUATE STUDENTS

*To remain eligible for federal, state and institutional financial aid, students must be meeting the standards for academic performance and progress as defined by NJIT's Satisfactory Academic Progress Policy (hereinafter referenced as SAP). NJIT is required by federal and state regulations and institutional policy to determine whether a student is meeting SAP requirements according to the standard of measurements in the qualitative, quantitative, and maximum timeframe components. SAP evaluation occurs once a year at the end of the spring semester payment period.*

*When calculating SAP, the student's entire academic history must be considered regardless if the student received financial aid or not. This includes transfer credits that reflect on the student's academic transcript as courses that may apply to an NJIT degree.*

#### REQUIREMENTS AND STANDARDS OF THE SAP POLICY

There are three components that are measured to determine whether the student is meeting SAP standards: QUALITATIVE, QUANTITATIVE, and MAXIMUM TIMEFRAME.

#### QUALITATIVE MEASURE (GRADE POINT AVERAGE)

The qualitative component is measuring the quality of the student's SAP by conducting a review of the student's cumulative grade point average (GPA). To meet the qualitative requirement, the student must have a minimum cumulative NJIT and overall GPA of at least a 3.0.

Specific external and institutional scholarships, assistantships and grants may require a higher GPA for continued eligibility. This is a distinct factor in renewing specific financial aid funds. The GPA for specific external and institutional aid programs supersedes the above-mentioned GPA requirements. Information about the terms and conditions of specific student aid programs that have GPA requirements are provided to the student at the time the award is offered.

#### QUANTITATIVE MEASURE (CALCULATING PACE OR COMPLETION RATIO)

The quantitative component is measuring the pace at which the student must progress through his or her program of study to ensure completion within the maximum timeframe permitted and provides for the measurement of the student's progress at the end of each evaluation. Pace or completion ratio is calculated by determining the cumulative number of credit hours the student has successfully completed divided by the number of cumulative credit hours the student has attempted. Credits accepted from other schools that may be applied to a NJIT degree are counted in the calculation as both attempted and completed hours. To meet the quantitative requirement, the student's completion ratio must be 67% or higher. For example, a student completes 9 of his or her 12 attempted credits. The ratio of 9/12 is 75%. Because the calculated ratio is equal to or greater than 67% the student is passing the SAP quantitative measure.

**Calculation Ratio:**  $9/12 \Rightarrow 75\%$  (passing benchmark is 67% or higher)

#### MAXIMUM TIME FRAME MEASURE

The evaluation of maximum time frame begins with the first semester the student begins his or her graduate program and is counted going forward whether or not the student enrolls in all subsequent semesters. To meet the maximum timeframe requirement, a graduate student must complete his or her academic program within nine terms for an MBA



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program, 13.5 terms for ARCH Graduate degrees, six terms for all other Master's degree and 2 terms for all Federal Title IV eligible Graduate Certificate programs. If the student is pursuing a second Federal Title IV-eligible Graduate Certificate program, the two term count begins again when the student is admitted into the program. Similarly, if a student is pursuing a second Master Degree, the six term count begins again when the student is admitted into the program.

**Note to PhD Students:** To meet the maximum timeframe requirement for PhD students, his or her academic program must be completed within 15 semesters.

#### EFFECTS OF PRE-REQUISITE AND REPEATED COURSES

Pre-requisites (or preparatory courses) do not count toward the student's degree requirements; however, they are counted as earned hours and are used to determine a student's academic grade level or classification. Generally, pre-requisite courses are classified as undergraduate, thus, for SAP purposes they are calculated according to the Financial Aid SAP Policy for Undergraduate Students. If a pre-requisite course is classified as a graduate course and will count towards the graduate degree program, then it will be counted as earned hours and are used in the calculation of SAP (both quantitative and timeframe component).

*(Federal Direct Loans may be awarded for preparatory coursework that the University has documented as necessary for the student to enroll in an eligible program. If enrolled at least half time in these prerequisite courses, the student is eligible for loans for one consecutive 12-month period [not per program] beginning on the first day of the loan period. If the period of preparatory courses spans more than one academic year, the student may receive multiple loans).*

If a student repeats a course, those credits are counted when measuring the qualitative, quantitative, and maximum time frame components.

#### EFFECTS OF WITHDRAWAL, INCOMPLETE, AND IN-PROGRESS GRADES

If the student withdraws from a course after the first week of classes during any given semester (e.g., student receives a grade of W for the course), the course credits are included in the count of attempted credit hours. Thus, withdrawn courses are calculated in the quantitative and maximum time frame measures.

Credits for an incomplete course (e.g., student receives a grade of I for the course) are always counted as credits attempted for quantitative and maximum timeframe measures but are not included in the GPA or the credits earned count until the incomplete grade changes to a passing or a failing grade.

#### EFFECT OF CHANGE IN ACADEMIC PROGRAM

If a student changes his or her academic program without pursuing a second Graduate Certificate or Graduate Degree, all course credits attempted will be included in the calculation of the maximum time frame measure. Whether or not a student changes his or her major or is seeking a second Graduate Certificate or Degree qualitative and quantitative measures are always evaluated.



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#### THE GRADUATE SAP ACADEMIC PLAN FOR STUDENTS IN PROBATION

Students who successfully appeal and are approved for one payment period are considered to be on probation. To gain eligibility in the subsequent term, a student must meet the standards of SAP or meet the requirements of the academic plan. The academic plan consists of the following:

- Completion of 100% of the attempted courses in the probation period (i.e. if you register for nine credits you are expected to earn nine credits at the end of the term)
- Obtain a minimum probation period GPA of 3.0

#### SAP TERMINOLOGY

##### Financial Aid Probation

Financial Aid Probation status is assigned to a student who fails to make SAP and who has successfully appealed and has had eligibility for aid reinstated for one payment period. A student who is placed on financial aid probation may receive financial aid for one subsequent payment period. A student on Financial Aid Probation may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load, maintain a certain cumulative GPA or taking specific self-help seminars, if applicable. A student assigned a Financial Aid Probation status will be placed on a SAP Academic Plan. At the conclusion of the SAP Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan.

##### Appeal

Appeal means a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for Federal Title IV programs, state and institutional aid.

#### SAP APPEAL PROCEDURES

If a student fails one or more of the three measures (qualitative, quantitative and maximum time frame), the student is not eligible for federal, state, or institutional financial aid, which includes grants, scholarships, work-study and loans. However, students failing SAP standards who have had mitigating circumstances (i.e., death in the family, illness, involuntary military leave) may request reinstatement of their financial aid eligibility by completing the SAP Appeal for Financial Aid Reinstatement Form and submitting it to the Financial Aid SAP Appeals Committee.

The SAP Appeal for Financial Aid Reinstatement Form is available at [www.njit.edu/finaid](http://www.njit.edu/finaid), under downloadable forms. The Office of Student Financial Aid Services will send a notification to impacted students and the correspondence will include a copy of the appeal form.

The appeal, which must be typed, includes the following student requirements:

1. Detailed explanation for failure to meet SAP standards for each payment period the student failed to perform satisfactorily;



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2. Documentation to support the reason for failure;
3. Attach a copy of the Plan of Study
4. If cumulative GPA is less than a 3.0, attach a copy of Academic Improvement Plan
5. Detailed explanation of what has changed that will now allow the student to comply with SAP standards, a statement of academic objectives, and corrective action plan; and,
6. Meet and discuss the appeal with his or her academic advisor and obtain his or her signature.

#### SAP APPEAL DEADLINES

Fall Semester	For 2011-12, September 1, 2011
Spring Semester	For 2011-12, January 16, 2012
Summer Terms	July 15, 2011

#### SAP APPEALS COMMITTEE AND DECISION

The SAP Appeals Committee is comprised of representatives from the Office of Student Financial Aid Services, Dean of Students, Athletics, EOP, Student Affairs, and Academic Affairs. Students will be notified of the decision of the committee in writing. The decision of the SAP Appeals Committee is final. A decision on the appeal is rendered within three days of the committee meeting.

If the appeal is approved, the student is placed on Financial Aid Probation and the student's financial aid eligibility is reinstated for one subsequent payment period. During the Financial Aid Probation period, the student may be required to fulfill certain conditions for financial aid reinstatement (i.e., enroll part-time). In addition, all students placed on Financial Aid Probation will be provided a SAP Academic Plan.

At the conclusion of the payment period, if the student meets the standards of SAP, the Financial Aid Probation status will be removed. If not, the student's academic performance for the term will be evaluated against the student's SAP Academic Plan. The academic plan requires students to complete 100% of the attempted coursework and earn a minimum 3.0 GPA for the payment period the student is on SAP Academic Probation. If the student meets the requirements of the SAP Academic Plan, the student will be assigned Financial Aid Probation for a subsequent payment period.

If the student fails to meet SAP standards or the requirements set forth in the SAP Academic Plan, the student will be placed on SAP Suspension. The student is ineligible for financial aid with this status. A student with SAP Suspension status will remain ineligible for financial aid until the student meets the minimum SAP Policy requirements, or submits a successful appeal again.