

Student Financial Aid Services

SATISFACTORY ACADEMIC PROGRESS POLICY: UNDERGRADUATE 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 Advance Placement (AP) and International Baccalaureate (IB) credits, as well as transfer credits that reflect on the student's academic transcript as courses that may apply to an NJIT degree. New students (including first-time transfer students) enrolling for the first time will be considered initially to be meeting SAP.

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 (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 and overall GPA of at least a 2.0.

(Specific federal, state, and institutional scholarships and grants may require a higher GPA for continued eligibility. This is a distinct factor in renewing or continuing eligibility for these specific financial aid awards. The GPA for specific scholarships and grants supersedes the GPA requirements referenced above. 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 an NJIT degree are counted in the calculation on as both attempted and completed hours. To meet the quantitative requirement, the student's completion ratio must be 67% or higher.

Example: A student completed 12 of his/her 15 attempted credits. The ratio of 12/15 is 80%. Because the calculated ratio is equal to or greater than 67% the student is passing the SAP quantitative measure.

Calculation Ratio: 12/15 => 80 % (passing benchmark is 67%)

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MAXIMUM TIME FRAME MEASURE

The maximum time frame a student may attend and continue aid eligibility cannot exceed 150 percent of the published length of the student's academic program measured in academic years. For example, the published length of a four-year program is eight semesters. Therefore, the full-time student has a maximum of 12 semesters to complete the program. Undergraduate architecture majors have 15 semesters. When the student's enrollment exceeds the 150 percent point, the student is no longer eligible for financial aid.

TRANSFER CREDITS

Credits transferred to NJIT affect the measurement of quantitative progress and the maximum time frame for completion. For example, an entering student with 60 transfer credits is placed on the chart as if he/she attempted five full-time semesters. Readmitted students must meet the same requirements as students who have remained enrolled based on the total number of semesters attended at NJIT. All credits the student attempts count toward the 150 percent time frame requirement.

REMEDIAL AND REPEATED COURSES

Courses such as non-credit remedial or bridge courses will count in the calculation of the quantitative and maximum time frame measures.

All repeated courses are counted towards the attempted. A repeated course is only counted toward progression if it replaces a previous course for which the student received no credit.

WITHDRAWAL AND INCOMPLETE 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. Therefore, 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 MAJOR

If a student changes majors, the credits the student earns at NJIT under all majors will be included in the calculation of qualitative, quantitative and maximum time frame measures.

SAP TERMS:

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. 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

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terms and conditions while on financial aid probation, such as successfully passing all courses in the probation term, register for no more than four classes in the probation term, do not withdraw from courses, obtain a cumulative GPA of at least 2.0, and attend two CAPE seminars within the first six weeks of the semester. A student assigned a Financial Aid Probation status will be placed on the above-mentioned 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.

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, c/o Office of Student Financial Aid Services. The SAP Appeal for Financial Aid Reinstatement Form is available at www.njit.edu/finaid within the Downloadable Forms section. 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;
2. Documentation to support the reason for failure;
3. Attach a copy of 4-Year Graduation Plan
4. If cumulative GPA is less than a 2.0, 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 appeal with academic advisor or dean 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 16, 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 (letter, email, and personal announcement in the NJIT Highlander Pipeline account). The decision of the SAP Appeals Committee is final. A decision on the appeal is rendered within three days of the committee meeting.

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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. 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

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:

- Successfully pass all courses in the probation term
- Register for no more than 13 credits in the probation term
- Obtain a cumulative GPA of at least 2.0 at the conclusion of the probation term
- Attend two CAPE workshops within the first six weeks of the probation semester. The schedule can be viewed at <http://www.njit.edu/cape>.

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.