Satisfactory Academic Progress for Graduate Students Policy

Satisfactory Academic Policy (hereinafter referenced as SAP) is the term used to define successful completion of coursework to remain eligible for federal, state and institutional financial aid. NJIT is required by federal and state regulations and institutional policy to determine whether a student is meeting SAP requirements. SAP evaluation occurs once a year at the end of the spring semester.

Requirements and Standards of the SAP Policy

The following three components are measured to assess whether the student is meeting SAP standards:

Grade Point Average (Qualitative Measure)

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 SAP requirement, the student must have a minimum cumulative and overall GPA of at least a 3.0.

(Specific federal, state and institutional scholarships and grants may require a different GPA for renewal. This is a separate requirement for continued eligibility for these funds. The scholarship GPA requirements and terms and conditions are provided to students when the award is offered.)

Credit Completion Ratio or Calculating Pace (Quantitative Measure)

The quantitative component is measuring the pace at which the student must progress through his or her program of study to ensure his or her program is completed within the maximum timeframe permitted. Pace or completion ratio is calculated by taking the cumulative number of credit hours the student has successfully completed and dividing it by the number of attempted credit hours. Credits accepted from other schools that may be applied to an NJIT degree are counted in the calculation as both attempted and completed hours. To meet this requirement, the student’s completion ratio must be 67% or higher.

Example: During an academic year, a student who attempted 30 credits but only earned 24 credits has a completion ratio of 24/30 which is 80%. Because the calculated ratio is equal to or greater than 67% the student is passing the SAP quantitative measure.

\[
\text{Cumulative Earned Credits} / \text{Cumulative Attempted Credits} = \text{Completion Ratio} \times \\
24/30 = 80\% \text{ (passing benchmark is 67%)}
\]

*Cumulative Earned Credits and Cumulative Attempted Credits include transfer credits and credits applicable to the major of study.

Generally, all periods of the student’s enrollment count when assessing whether a student is passing the quantitative measure, even in periods in which the student did not receive financial aid. In addition, credits transferred to NJIT affect the 67% completion ratio calculation and the maximum timeframe allowed. For example, an entering student with 60 transfer credits will have these 60 credits included in the total attempted credits.

Maximum Time Frame Measure (time to degree completion as measured in credits)

The maximum time frame a student may attend and continue to receive aid cannot exceed 150 percent of the published length of the student’s program as measured in credits.
For example: 75 credits (program length) x 150% (maximum time frame) = 113 (maximum attempted credits allowed)

When a student has reached and/or has exceeded the maximum timeframe (as measured in credits), the student is no longer eligible for financial aid unless he or she successfully appeals (see the Appeals section of this document for details).

**Students Who Will Reach or Exceed Timeframe by the Next Payment Period**

Students who are close to reaching or exceeding the maximum program timeframe (150% of their program published length) by the next payment period cannot receive aid. The below threshold is used to determine if the student will reach or exceed their maximum timeframe by the next payment period and if the student does not pass this measurement they will be required to appeal:

Graduate student timeframe threshold – 18 credits within the maximum program timeframe (150% of their program length).

For example:

Program credits required: 30  
150% Maximum Credits Allowed: 30 x 1.5 = 45 credits  
Student’s cumulative attempted credits (included transfer credits) = 28

Passing timeframe measurement? No, because the student is within 18 credits of their maximum timeframe (45 credits) and will reach or exceed their timeframe by the next payment period

**Attempted, Remedial, Repeated Courses, Transfer Credits, Withdrawals, Incomplete Grades, Late or Grade Changes**

**Attempted Credits**

Credits in which the student enrolls at the end of the official add/drop period are included in the attempted.

**Remedial Courses**

Courses such as non-credit remedial or bridge courses will count in the calculation of the credit completion ratio (quantitative component) and the maximum semester requirement. Per federal regulations, students can only receive federal aid to pay no more than 30 remedial credits.

**Repeated Courses**

Generally, the SAP policy is consistent with University policy on repeats for graduate students. NJIT’s graduate student repeat policy allows graduate students to take up to two courses within their degree for no more than four times at NJIT, including withdrawals. As per university policy, if a graduate course is repeated at NJIT, then the lowest of the grades is excluded in the computation of the cumulative GPA. Repeat courses are counted when measuring pace and timeframe and therefore will affect the quantitative aspect of SAP as the excluded repeat course will not be part of the total earned credits. As the lowest grade is excluded, the cumulative GPA is recalculated. Although not a SAP eligibility requirement, coursework that a student repeats may be included when determining federal Title IV aid eligibility as long as it is not a result of more than one repetition of a previously passed course.

**Transfer Credits**
Transfer credits that reflect on the student’s academic transcript as courses that may apply to an NJIT degree are included in both earned and attempted credits and therefore affects the student’s pace as well as timeframe.

Withdrawal Grades

If the student withdraws from a course after the official add/drop period 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 pace ratio calculation and maximum timeframe measures.

Incomplete Grades

Credits for an incomplete course (e.g., student receives a grade of I for the course) are always counted as credits attempted for pace and maximum timeframe SAP measurements. However, incomplete grades are not included in the GPA until the incomplete grade changes to a passing or a failing grade at the next annual assessment as students have the end of the subsequent term from when the I grade was given, to complete the incomplete.

Late Grades or Grade Changes

Students who had a grade change will be reviewed and will have their SAP reassessed using the new grade. The grade change could affect both the quantitative and qualitative SAP assessment.

Pursuing another Graduate Degree at NJIT

Generally, all credits count in the attempted, earned and gpa within the same level. For example, if a student completed his or bachelor’s degree at NJIT and pursues another bachelor’s degree later, all of the previous degree credits count in the new degree will count in the quantitative and qualitative calculation.

Frequency of Monitoring

The Office Student and Financial Aid Services monitors the SAP of each student on an annual basis at the end of the spring semester. This occurs in late May once spring grades have been posted. SAP assessment notifications will be sent to students who are not meeting the requirements. For programs less than 2 years in length such as graduate certificate students, SAP monitoring is required at each payment period.

SAP Definitions

Financial Aid Probation:

Financial Aid Probation status is assigned to a student who fails to make SAP and has successfully appealed. A student who is placed on Financial Aid Probation may receive financial aid for one payment period during probation. During Financial Aid Probation, a student may be required to meet certain terms and conditions as designated in the Academic Plan. An Academic Plan cannot exceed no more than two payment periods. 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 Financial Aid Academic Plan to continue to receive 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, Federal Work-Study and loans. However, students failing SAP standards who have had mitigating circumstances (such as death in the family, illness, or other extenuating circumstances) may request reinstatement of their financial aid eligibility by completing the SAP Undergraduate Appeal Form and submitting it to the Financial Aid SAP Appeals Committee, c/o Office of Student Financial Aid Services.

The Office of Student Financial Aid Services will send a notification to impacted students and the correspondence will include a link to the appeal form. The appeal, which must be typed, includes the following student requirements as well as signature from the student’s Academic Advisor:

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. Detailed explanation of what has changed that will now allow the student to make Satisfactory Academic Progress at the next evaluation.

**Steps to Complete Financial Aid SAP Appeal**

Access and complete the SAP Appeals Form: [http://www5.njit.edu/financialaid/forms/](http://www5.njit.edu/financialaid/forms/)

- Once you have downloaded and completed the form in its entirety, scan it and upload to Mapping Xpress (our new upload service) by following these steps:
  - Visit: [https://mappingyourfuture.org/MappingXpress/NJITFA/](https://mappingyourfuture.org/MappingXpress/NJITFA/)
  - Enter NJIT’s passcode: **NJIT2015**
  - Enter the confirmation code in the image on the screen and select “submit”
  - Enter your information and select “submit”
  - Select your SAP Appeal Form file after selecting the SAP document type
  - Select “submit”

Note: you will receive an email receipt of your submission.

If the student’s appeal is approved, it will only be approved for one payment period and the student will be placed in a “probation” status during that time. At the conclusion of the probation status, the student’s record will be reviewed to determine if he or she has met the SAP standards or met the requirements of the Academic Plan.

**SAP APPEAL DEADLINES:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>Summer 2017</td>
<td>July 14, 2017</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>August 14, 2017</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>January 9, 2018</td>
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**SAP Appeals Committee and Decision:**

The SAP Appeals Committee is comprised of representatives from the Office of Student Financial Aid Services, Dean of Students, and the Advising Success Center. Students will be notified of the committee’s decision via email at their NJIT Highlander Pipeline account. The decision of the SAP Appeals Committee is final. A decision on the appeal is rendered within 15 business days of the committee
meeting. If the student is granted an appeal for a semester in which he or she does not enroll, the appeal will automatically be granted for the subsequent semester.

**The SAP Academic Plan:**

The Academic Plan is separate from an Academic Improvement Plan, which requires students who fail to maintain the required university academic standing. 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 his or her academic plan.

Terms and Conditions of the Academic Plan are as follows:

1. Achieve a minimum term GPA of 3.0 or greater.
2. Successfully complete and pass all attempted coursework during the probation period. Withdrawals are not allowed.
3. Complete two SALT Financial Literacy online sessions and submit certificate of completion.

Students are only allowed to be on an Academic Plan for no more than two semesters within the academic year. At the conclusion of the payment period of which the student was on an academic plan, the student must meet the SAP standards or the requirements of the Academic Plan. If the student does not meet the SAP standards or the Academic Plan, the student will be ineligible for financial aid, but can appeal once again according to the appeals deadline.

**SAP Academic Denial After Probation:**

If the student fails to meet SAP Financial Aid 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 (cumulative 3.0 gap, earn at least 67% of attempted credits, and/or not exceed the 150% maximum timeframe for their program), or submits a successful appeal by the deadline.