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 payment period.

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 2.0.

(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.

Cumulative Earned Credits / Cumulative Attempted Credits = Completion Ratio

*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 number of semester requirement. For example, an entering student with 60 transfer credits is placed on the chart as if he/she attempted 60 credits. NJIT Academic Policy allows for students to switch majors and have the grades from certain prior courses excluded from their cumulative GPA. NJIT’s SAP policy follows the academic policy and therefore the courses no longer applicable to the new major, will be excluded when calculating SAP. This is called “Academic Amnesty.” Academic amnesty allows NJIT to exclude courses that are deemed as not part of the new major (a Switch of Major Form must be formally submitted through the student’s Academic Advisor). Only the courses that are designated on the Switch of Major Form will be excluded from the SAP calculation. Because NJIT calculates SAP once a year at the end of the spring semester payment period, any student not meeting SAP requirements at that time will be placed on financial aid probation.
Spring semester, students who complete a Switch of Major Form are encouraged to do so prior to the beginning of Fall semester registration.

**Maximum Time Frame Measure (maximum number of semesters)**

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, the published length of a four-year program is eight semesters regardless if the student switches majors. Therefore, a full-time student has a maximum of 12 semesters (150% of 8 semesters) to complete the program. Undergraduate architecture majors have 15 semesters (150% of 10 semesters). When a student has reached or exceeded the maximum number of semesters, the student is no longer eligible for financial aid unless he or she successfully appeals (see the Appeals section of this document for details).

**Effects of 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.

**Effects of Repeated Courses**

Generally, the SAP policy is consistent with University policy on repeats. NJIT’s repeat policy allows undergraduates to take a single course no more than four times at NJIT, including withdrawals. As per university policy, if an undergraduate course is repeated at NJIT, then the lowest of the grades is excluded in the computation of the cumulative GPA. Repeat courses are counted again when calculating attempted and earned credits. Although not a SAP eligibility requirement, coursework that a student repeats may be including when determining federal Title IV aid as long as it is not a result of more than 1 repetition of a previously passed course.

**Effects of 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 pace ratio calculation and maximum time frame measures with the exception of a student who switches majors with approved course exclusions.

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. Those with incompletes will have their aid eligibility determined after the incomplete grade is finalized.

**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, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation will be have the opportunity to choose their Academic Plan to fulfill during probation. When choosing the plan, students must be careful to ensure they can meet the plan at the conclusion of the payment period. At the conclusion of the SAP
Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the Financial Aid 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 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. Select the appropriate Academic Plan (work closely with your Academic Advisor);
4. Submit a Curriculum Sheet with a detailed academic plan that will enable the student to complete his/her program within the maximum timeframe of 12 semesters.
5. Detailed explanation of what has changed that will now allow the student to comply with SAP standards, a statement of academic objectives, and a corrective action plan.

Steps to Complete Financial Aid SAP Appeal

Access and complete the SAP Appeals Form: [http://www.njit.edu/financialaid/docs/Appeal_Form_1516_2.pdf](http://www.njit.edu/financialaid/docs/Appeal_Form_1516_2.pdf)

- 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”

You will receive an email receipt of your submission.

If your appeal is approved, it will only be approved for one payment period and you will be placed in a “probation” status during that time. After the conclusion of the probation status, we will review whether you are meeting SAP or fulfilled the requirements of the Academic Plan as specified on the appeal form.

SAP APPEAL DEADLINES:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2015</td>
<td>July 14, 2015</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>August 28, 2015</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>January 11, 2016</td>
</tr>
</tbody>
</table>

SAP Appeals Committee and Decision:

Revised June 4, 2015
Financial Aid Satisfactory Academic Progress Policy for Undergraduate Students

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 (email announcement in their 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.

The SAP Academic Plan:

The Academic Plan is separate from an Academic Improvement Plan which is required of 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 selected at the time of the appeals submission. The academic plans to select from are the below:

<table>
<thead>
<tr>
<th>Academic Plan Requirements</th>
<th>Plan 1</th>
<th>Plan 2</th>
<th>Plan 3</th>
<th>Plan 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term GPA</td>
<td>2.0</td>
<td>2.25</td>
<td>2.25</td>
<td>2.25</td>
</tr>
<tr>
<td>Credit Completion Requirement</td>
<td>66.5%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>*Academic Curriculum Sheet Completion with Advisor</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Failed Courses Allowed</td>
<td>Not Applicable</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Withdrawals Allowed?</td>
<td>Not Applicable</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>USA Funds Literacy Quiz</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Graduation Plan Requirement</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Yes</td>
</tr>
</tbody>
</table>

It is highly recommended that students meet with their academic advisor before selecting their Academic Plan to ensure it is attainable.
* An academic curriculum sheet is required by all students selecting an Academic Plan. You must meet with your
advisor to devise a plan that will predict completion of your program within the maximum timeframe of 12
semesters and 15 semesters for Architecture majors. You must take into account all semesters of attendance to
predict completion. The curriculum sheet must be uploaded to Mapping Xpress (our new upload service).

**SAP Academic Suspension:**

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.