Satisfactory Academic Progress Guidelines for Undergraduate 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 NJIT, the satisfactory academic progress is determined annually.

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 maximum time frame a student may attend and continue aid eligibility cannot exceed 150 percent of the published length of a student’s academic program measured in academic years. For example, the published length of a four-year 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.

Graduate students can receive funding for up to nine terms for an MBA program, 13.5 terms for ARCH Graduate students, 6 terms for all other Master’s degree and 2 terms for all Federal Title IV eligible Graduate Certificate programs. The timeframe requirement for PhD students is 15 semesters.

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 GPA as their capacity allows.

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. A student must complete 67 percent of credits attempted to maintain satisfactory academic progress. The same completion rate (67%) is required of students in a Federal Title IV eligible Graduate Certificate program.

PART II
Non-passing grades and other academic information

A. Withdrawal from courses
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.

B. Basic skills, pass/fail courses
(IN, NC, S and U (no credit)
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.

IN (incomplete)
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.
C. Repeated courses
Generally, the SAP policy is consistent with University policy on repeats. Although not a SAP eligibility requirement, students may not receive federal student aid for courses he or she has taken and received passing grades for more than two times. However, if the student repeats a course in which all previous attempts were failures, federal regulations allow for funding of these courses, of course granted that students are passing the SAP standards. Note: students who request for a switch of major and to exclude some courses from the GPA will have their excluded courses omitted in the SAP calculation. This is known as Academic Amnesty.

D. Transfer credits
Transfer credits will be added to the NJIT attempted credits and also added to the earned credit and used in the calculation of “minimal completion rate” (67%) described above. Transfer credits are also counted toward the “timeframe” requirement.

PART III
Appeal Procedures
Students identified as not making satisfactory progress will receive a communication prior to the start of the next academic year. Students have the opportunity to appeal the decision to the Office Student Financial Aid Services by the following deadlines:

Summer 2015 → July 14, 2015
Fall 2015 → August 28, 2015
Spring 2016 → January 11, 2016

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.

Appeals Procedure
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

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:

2. Enter NJIT’s passcode: NJIT2015
3. Enter the confirmation code in the image on the screen and select “submit”
4. Enter your information and select “submit”
5. Select your SAP Appeal Form file after selecting the SAP document type
6. Select “submit”

Academic Plans
Students who submit their appeal must choose a SAP Academic Plan from the four options available. Students are encouraged to consult with their academic advisor in choosing their plan. The plan must include a completed Curriculum Worksheet devised by the student in consultation his or her academic advisor.

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

When an appeal is granted, the student is placed on “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. If the student fails to meet both SAP and the Academic Plan, he or she will be placed on Financial Aid Suspension.

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 even if they have been granted financial aid probation.

Guide to Satisfactory Academic Progress (SAP)
Office of Student Financial Aid Services