<u>Undergraduate - Federal Satisfactory Academic Progress Policy</u>

Federal regulations mandate that universities must review students' academic progress to determine continued eligibility for Federal Aid funds. These funds include Direct Loans (student and parent loans), Perkins Loans, Pell Grant, FSEOG grant, and Federal Work Study. To continue receiving aid a student must meet Satisfactory Academic Progress (SAP) guidelines as outlined below. The guidelines indicate that students must meet qualitative and quantitative standards to retain their aid eligibility. SAP review is performed annually at the end of the spring semester. SAP determination is then effective for the upcoming academic year (Summer, Fall, Spring).

SATISFACTORY ACADEMIC POLICY IS AS FOLLOWS-

Qualitative Requirements (GPA):
Federal aid recipients must maintain a GPA satisfactory for enrollment as a matriculant, as defined by the College Academic Standards Committee. Generally, at the end of the 2nd academic year a student must have a GPA of at least a 'C' or its equivalent OR have academic standing consistent with the school's requirements for graduation. Academically dismissed students can appeal to the college academic standards committee. If granted academic appeal or probation, they must still meet the 'PACE' requirement. GPA requirements are listed in the Undergraduate Catalog under "Policies: Academic Probation and Dismissal". The undergraduate catalog can be found on this website: http://www.newpaltz.edu/ugc/.

Quantitative Requirements (Pace):
Federal aid recipients must demonstrate continued progress towards degree requirements to ensure that they will complete the program within the maximum timeframe. Students generally may attempt up to 150% of the credits required to complete the bachelor's degree requirements. If a student attempts more than 150% of the credits required for their degree then they will fail SAP and become ineligible for further federal aid.

Example- 120 credit Bachelors' degree x 150% = 180 credits. A student will be ineligible for aid if he/she attempts more than 180 credits.

Students must also complete a percentage of credits attempted each year as shown on the academic progress chart below. Transfer credits accepted by the College are considered to be attempted and completed credits for this purpose.

If attempted credits are between:	Then the following percentage of credits must be completed:
3-30	30%
31-61	50%
61-90	60%
91-120	65%
121-150	70%
151-180	80%
over 180	Ineligible

Factors that may affect a student's SAP standing include-

Repeated Coursework: Repeat course credits will be counted as attempted and earned in the calculation of Federal Satisfactory Academic Progress. Note: repeated courses can be funded with federal aid if the student has not passed the course previously at SUNY New Paltz. Only one repeated course can be funded with federal aid if the student previously passed the course.

Withdrawals: Credits for courses with a grade of W will be counted as attempted credits, but not credits earned in determining federal SAP. Receiving a W grade will impact your pace as outlined in the above chart since the course will count as attempted credits, but not earned.

Remedial Coursework: Credits for remedial non-credit courses will not be counted as credits attempted or credits earned in determining federal SAP.

Incomplete Grades: Credits for courses with grades of Incomplete will count toward credits attempted but not count toward credits earned. If the 'incomplete' grade is changed to 'passing' the credits will then count as earned.

Transfer Credits: Transfer credits accepted by the College are considered to be attempted and completed credits in determining federal SAP.

Completed Program/No Degree: Students who have completed all coursework and academic degree requirements cannot receive further federal aid.

SAP STANDING-

Annual SAP review takes place after spring grades are made available. Every undergraduate student will be assigned to one of the following SAP codes based on their academic progress:

X *Initial S.A.P. Status*: New students are assigned this code as there's no academic progress to review.
S *Making Satisfactory Progress*: This student is making progress and has met SAP standards.
PFFED *Failed Prel Federal SAP*: This SAP status can be appealed.
FFED *Failed Federal SAP- No Appeal*: This SAP status cannot be appealed (over 180 credits attempted).

FAILURE TO MEET SAP STANDARDS-

Students who are not making satisfactory academic progress will lose their eligibility for federal student aid. Students may appeal to the Office of Financial Aid if they feel there are special circumstances that affected their ability to make academic progress. Reasons for appeal may include: a death in the student's immediate family, serious injury or illness or other mitigating circumstances that may have prevented the student from meeting SAP requirements.

Appeal Process:
Students can submit an appeal letter outlining why they failed to meet Satisfactory Academic Progress. The written appeal must specify what has changed that will allow them to be successful moving forward. Please note that the Office of Financial Aid will generally allow a maximum of two appeals- these appeals must indicate separate and distinct circumstances to be considered. Detailed information on our appeal policy can be found here: SAP APPEAL POLICY

- SAP appeals must be submitted within 14 days of notification of SAP failure.

- Please notate "RE: SAP APPEAL" on the letter and make sure to include your student ID number.

- Written appeals can be submitted via mail or in person to:

    Office Of Financial Aid
    200 Hawk Drive HAB 603
    New Paltz, NY 12561

Appeal Determination:

Appeal determinations will be mailed to the students within 10 business days of receipt of the appeal letter. Determined SAP status will also be posted on my.newpaltz.edu in the 'My Financial Aid' module under 'Eligibility/Academic Progress'.

Appeal Approved/Probation- If the appeal is approved then the student will be eligible for federal aid for one semester and will be placed on Financial Aid Probation. All students on probation will be assigned an 'academic action plan' by the Office of Financial Aid. This action plan will outline the standards that the student must meet in that semester in order to continue federal aid eligibility for the remaining academic year. Generally, students on probation MUST complete 66% of attempted coursework. Progress will be reviewed after that semester ends to determine if the student met the academic standards as outlined in their action plan. Students will be deemed eligible for federal aid for the remainder of the year as long as their standards have been met while on probation. Students who have not met their standards while on probation will be ineligible for aid for the remaining semesters of that academic year (their SAP status will then be re-evaluated again after spring per the annual schedule).

Appeal Denied- If the appeal is denied then the student will not be eligible for federal aid for the academic year. Their SAP status will then be re-evaluated again after spring per the annual schedule.

Other- Students may regain their eligibility also by completing additional credit hours before the next annual SAP review or by transferring to another institution and later being re-admitted to the College with sufficient transfer credits, etc.