



Standards of Satisfactory Academic Progress (SAP) – Federal Aid

Graduate Programs

All degree/certificate seeking students must meet certain academic progress standards in order to establish and maintain eligibility for federal financial aid. Federal Student Aid regulations require SUNY Oneonta to establish, publish, and monitor your progress toward completion of your degree program. Standards of satisfactory academic progress are reviewed annually in July, including the previous summer, fall, and spring semesters.

Progress is measured by both the qualitative and quantitative standards listed below. Meeting these standards is required to maintain financial aid eligibility, including Federal Student Loans. Non-federal forms of aid, including institutional scholarships, scholarships/assistantships/fellowships are **not** affected by these standards; decisions for these funds are made by the awarding department.

Please Note: These standards are for financial aid funding purposes only, and does not supersede academic policies.

REQUIREMENTS:

- 1) Institutional Grade Point Average (GPA):** All graduate students must maintain a minimum graduate GPA of 3.0.
- 2) Pace of Completion:** Graduate students must complete 67% of credits attempted annually.

Example: A student registers for 6 credits for Fall, 6 credits for Spring and withdraws from one course (& receives a "W") after the official add/drop date each semester, and successfully completes the other two courses. Total attempted credits equal 12, total completed credits equal 6. In this example, the student completed 50% of attempted coursework and is not meeting the academic progress standards.

- 3) Maximum Timeframe:** Federal aid recipients must be able to complete their declared degree or certificate program within 150% of the published number of credit hours required to complete the program. A student becomes ineligible for federal aid when all degree requirements are completed (regardless if the student applies for graduation or accepts the degree), or it becomes mathematically impossible to complete the program within the 150% maximum timeframe.

*Example: A program that requires 30 credits must be completed within 45 attempted credits (30 * 150%), or the student's eligibility for federal aid will cease.*

TERMS AND DEFINITIONS

Grading Symbols: The following are credits successfully completed for SAP purposes (including +/-): "A", "B", "C".

Institutional GPA: Institutional GPA includes all coursework receiving a letter grade excluding Pass/Fail letter grades. The Institutional GPA does not include accepted transfer coursework and appears on the official transcript.

Transfer Credit: All transfer credit hours accepted by the college are counted as both attempted and completed credits and are included in the maximum timeframe calculation.

Repeated Courses: Federal aid programs may only be used one time for retaking previously passed coursework. The most recent/last grade earned is used in the Institutional GPA computation and only courses taken and repeated at SUNY Oneonta will count towards a student's GPA. Each course attempted is included in the quantitative and maximum timeframe components of SAP review.

Changing Majors/Programs: Students who change declared degree/certificate programs prior to completion may do so, however all attempted credits in all degree programs are included in the maximum timeframe calculation.

Incompletes and Withdrawals: Pace of Completion and Maximum Timeframe calculations are impacted by course incompletes and withdrawals. Students who may not be able to complete a course within the semester or are considering withdrawing from a course should consult with the Financial Aid Office to understand the potential impact on their future eligibility for federal aid.

NOTIFICATIONS OF SAP ISSUES AND APPEALS:

The Standards of Satisfactory Academic Progress are evaluated and students are notified of any SAP standard not being met annually in July. In the event eligibility for federal student aid ceases, students are also notified by the Financial Aid Office of their option to appeal.

Please Note: If a SAP evaluation makes it clear that a student cannot mathematically complete his/her declared degree/certificate program or the student cannot raise their Institutional GPA to 2.00 within the maximum timeframe, federal student aid eligibility ceases at that point. Students may appeal the determination.

APPEALS - REGAINING ELIGIBILITY FOR AID:

Students not meeting SAP standards may appeal if there are extenuating circumstances, which led to academic difficulties. Extenuating circumstances are those over which the student has no control and may include death in the student's immediate family, hospitalization, accidents, or illness, etc. Additional supporting documentation may be required.

SAP appeal requests are submitted on the myOneonta portal under My Verification and must include:

- A SAP narrative from the student describing the extenuating circumstances
- Supporting documentation from the student, if any
- A copy of the student's academic plan

SAP Appeals must be reviewed by a Financial Aid Advisor and may be referred to a committee for review.

When considering an appeal:

- Transfer credit hours that do not fulfill graduation requirements in the student's current program are excluded from the maximum timeframe calculation.
- In order for an appeal to be approved, a student must either be able to meet the Standards of Satisfactory Academic Progress by the end of the next semester or the student must be placed on an Academic Plan that, if followed, will ensure that the student will be able to meet the Standards of Satisfactory Academic Progress by a specific point in time (beyond the next semester).

Students who successfully appeal are notified by the Financial Aid Office, along with any conditional terms of the approval.

Please Note: If a review of a SAP appeal makes it clear that a student cannot mathematically complete his/her declared degree/certificate program or cannot raise their graduation GPA to the minimum 2.00 within the maximum timeframe, the appeal will be denied and the student will NOT be eligible for federal financial aid.

OTHER ACADEMIC POLICIES:

3.0 Graduate GPA Requirement: All students with graduate GPAs under 3.0 are reviewed by the Graduate Committee. If the Graduate Committee places the student on probation action constitutes a financial aid appeal and approval.

<http://www.oneonta.edu/gradcatalog/academic-retention-standards.asp>

Time limit for Graduate Programs: As stated in the Graduate Catalog, in order to receive a degree or certificate, candidates must meet all requirements within a period of six calendar years. The time limit begins the term in which the earliest enrolled course is credited to the degree program. Courses completed prior to admission to a degree or certificate program that are accepted toward the degree cannot be more than six years old at the time the degree is awarded. This requirement may be modified only in special circumstances. In some circumstances, when students are admitted to a program, they may be given less than six years to complete their course of study, at the discretion of the academic department.

<http://www.oneonta.edu/gradcatalog/time-limit-for-completing-degree-requirements.asp>