

Satisfactory Academic Progress “SAP”

7.1 Policy

Rowan College of South Jersey is required by Federal and State regulations to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. The Office of Financial Aid will evaluate Satisfactory Academic Progress following each semester (or once a student’s FAFSA is received). The review of all students’ academic records at the conclusion of each semester will determine the students continuing eligibility for the upcoming semester.

A student’s entire Rowan College South Jersey transcript and records from other institutions (transfer credits) will be used to calculate academic progress. In order to remain eligible to receive Federal and State financial aid students must continue to meet Satisfactory Academic Progress requirements. Eligibility requirements for assistance from the Federal and State financial aid programs are contingent on students meeting the minimum Qualitative (GPA) and Quantitative (pace) standards within a Maximum Time Frame (150%).

All students who have attempted twelve (12) or more credit hours, and are failing to make Satisfactory Academic Progress will be notified of their SAP status via the student’s RCSJ issued email, and the email reported on the student’s most current FAFSA application. Additionally, students can view their status on their portal.

Per the Department of Education’s Electronic Announcement 2020-04-03 for the Spring Semester of 2020 the institution may exclude the quantitative component of the calculation. RCSJ will exclude the quantitative component but if it is beneficial to the student will include the quantitative component.

Appeals Process

Students found to be ineligible to receive Federal and State financial aid are able to appeal their status to the Student Financial Aid Committee. All student appeals must include:

- A completed RCSJ Academic Progress Appeal Form
- An explanation as to why the student failed to meet SAP requirements
- An explanation as to what has changed that will allow the student to meet the SAP requirements moving forward
- supporting documentation for any claims in the student’s explanation
 - Spring 2020 due to COVID-19 students that identified on the SAP appeal form that the reason for them not making progress was due to COVID-19 did not need to supply documentation. This is based on the CARES Act and the Electronic Announcement 2020-04-03.

The Appeal process may take up to thirty (30) days to be reviewed. Students may appeal only one time per mitigating circumstance. The Student Financial Aid Committee will not accept a verbal appeal. If the appeal is denied, the student may enroll using his/her own resources. Approved appeals will not be retroactively approved for any previously completed term.

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Probation

If an appeal is granted, the student is then placed on Financial Aid Probation. The SAP Appeals Committee will determine if the student must follow an Academic Plan. A student on Financial Aid Probation may receive federal and state funds for one semester. Should the student still not meet the minimum SAP standards, after the one semester of Probation, the student will lose their financial aid eligibility. If the student is placed on an Academic Plan and the terms of the Academic Plan are met for that semester(s), the student will then be eligible to continue on a Probation status for financial aid. The student must complete another Academic Plan for the following semester.

Academic Plan

The Academic Plan is set up to help the students meet the minimum standards for academic progress. Students complete a Plan.

At the end of the Probationary semester, the Office of Financial Aid will determine if the student is meeting the minimum standards for Satisfactory Academic Progress.

1. If the student is meeting the minimum standards for Satisfactory Academic Progress, the student is no longer be considered in a Probation status for financial aid.
2. If the student is not meeting the minimum standards for Satisfactory Academic Progress, the Office Financial Aid will determine if the student has met the terms of their Academic Plan.
 - a. If the terms of the Academic Plan are met, the student will be eligible to continue on a Probationary status for financial aid.
 - b. If the terms of the Academic Plan are not met, the student will be ineligible for financial aid until the student meets the minimum standards of Satisfactory Academic Progress.

Reinstatement

Student who fail to maintain Academic Progress have the option to attend courses at Rowan College South Jersey and pay their institutional charges without financial aid assistance. Should the student obtain the minimum Academic Progress Standards, the student will have their financial aid automatically reinstated.

Qualitative Standard

Students must maintain the following minimum cumulative grade point average (GPA), depending upon the number of hours attempted:

Hours Attempted	Minimum GPA
12-24	1.50
25-66	2.00
67+	2.00

Quantitative Standard

Students must complete a minimum of 67% of all credits attempted to be considered making the quantitative standard. Satisfactory completion is defined as a letter grade of A, A-, B+, B, B-, C+,C, C-, D+, D, D-, or P. Unsatisfactory completion is defined as a letter grade of F, I, W, NA, NP or X

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Maximum Timeframes

Federal regulations limit the receipt of federal financial aid to no more than 150% of the course work required to complete any degree or certificate. Therefore, no further aid will be awarded when a student has attempted 150% of the credit hours needed to complete an associate degree program or one year certificate program.

Example: An Associate Degree requiring 66 credit hours (150% of 66 = 99)

Example: A One Year Certificate Program requiring 30 credit hours (150% of 30 = 45)

- Developmental/remedial courses will not be included in the hourly limitation
- Transfer credits accepted toward a degree or certificate programs will be included in the hourly limitation

Remedial Coursework

Remedial coursework will be counted towards determination of a student's Quantitative percentage. A student may receive federal aid for up to one academic year's worth of remedial coursework. For the purpose of this limit, that is 30 semester hours.

Transfer Credits

Rowan College South Jersey will count transfer credit hours that are accepted toward a student's educational program as both attempted and completed hours.

Repeat Coursework

Per regulatory changes effective July 1, 2011; Rowan College South Jersey may only pay financial aid for only one (1) retake of any previously passed course. All attempted coursework will be used to determine Quantitative and Qualitative progress.

Withdrawal Grades

A student who officially withdraws from a course will receive a grade of "W", which will not affect the student's GPA, but will affect the students Quantitative Progress.

Incomplete Grades

A student who has received a grade of "I" will receive an incomplete for that course. The incomplete course must be completed by the end of the next semester. The grade of "I" will affect the students Quantitative Progress. Incomplete grades that are not completed will change to an "F" and will affect both the Quantitative and Qualitative Progress.

Academic Amnesty

Rowan College South Jersey Academic Amnesty does not override, overturn, or overrule the Office of Financial Aid academic progress calculation. The credits that were included in the Academic Amnesty will still be used in determining the students' academic progress.

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Audit Grades

If a student wishes to attend a class but does not wish to receive a grade or credit, the student may choose to audit the course. Audited grades are not counted in the Quantitative or Qualitative calculations.

Second Degrees

Rowan College South Jersey will process financial aid for eligible Title IV recipients attempting second degrees. Degree credits from the first degree that are applied to second degree will be counted towards the 150% measure in the second degree. Students must meet with their Academic Advisor to complete a degree audit prior to their financial aid eligibility being determined.

7.2 Satisfactory Academic Progress Appeals Review Committee

All applications submitted by student to appeal their Satisfactory Academic Progress (SAP) standing are reviewed by the Satisfactory Academic Progress Appeals Review Committee.

7.2.1 Satisfactory Academic Progress Appeals Review Committee Members

The Satisfactory Academic Progress Appeals Review Committee members are:

1. Financial Aid Administrators