

## **Satisfactory Academic Progress (SAP)**

Federal regulations (CFR 668.34) require that Seton Hall Law review the academic progress of students who apply for and/or receive certain forms of financial assistance. SAP is comprised of three areas as required by federal regulations. A student must complete their degree within a specified maximum timeframe, demonstrate they are progressing through their program at a pace that will ensure graduation within the maximum timeframe, and meet the published academic standards and milestones for their degree. This policy on SAP applies to all Law School students who apply for and/or receive Title IV federal financial aid. Failure to meet the published requirements of the Law School may also result in students being deemed ineligible for funding in the form of fellowships, assistantships, or grants. Students will be notified directly by the Law School Financial Aid office via email if they are not in good academic standing.

The policy must include annual reviews for the JD program and each semester for the online MLS/MSJ students. The reviews will correspond with the end of a payment period.

### **Federal Financial Aid**

This policy applies to all forms of federal financial aid administered through Seton Hall Law which includes the Federal Direct Unsubsidized Stafford Loan, the Federal Direct Graduate Plus Loan, and Federal Work Study (which includes Public Interest Fellowships funded through Federal Work Study.)

The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. ***They do not replace or modify academic standards required for continued enrollment at Seton Hall Law.***

Students must meet three standards to be considered for making satisfactory academic progress:

1. Maintain a minimum GPA (Qualitative)
2. Complete 67% of all attempted coursework (Quantitative, or Pace)
3. Complete the program within a specified maximum timeframe.

#### **1. Minimum GPA (Qualitative)**

JD students must maintain a minimum cumulative GPA of 2.0 to remain eligible for financial aid.

MLS/MSJ students must maintain a minimum cumulative GPA of 3.0 to remain eligible for financial aid.

#### **2. Completion of Attempted Coursework (Quantitative)**

The completion of attempted coursework measures the pace at which the student must progress through his or her program of study to ensure completion within the maximum timeframe permitted and provides for the measurement of the student's progress at the time of evaluation. Students must maintain a completion rate of at least 67%. For JD students, this means that to be considered satisfactory, full-time JD students must successfully complete at least 20 credits, and part-time JD students must complete at least 15 credits during a period of two consecutive required semesters (fall/spring).

**Pace or completion** = Cumulative number of credit hours completed / Credit hours attempted

**Completed Courses** – includes all credits for which the student earns a grade but does not include credit for which the student withdraws or receives an incomplete.

**Failed Courses** – will be considered attempted credits. Students who receive a failing grade in a required course can receive financial aid to repeat it.

**Repeated Courses** – all courses that are taken towards the student’s program are counted as credits attempted.

**Transfer Credits** – are accepted as both attempted and earned credits.

**Withdrawal from Courses** – If a student withdraws from a course after the drop/add period for any given semester (student receives a grade of WD) the course credits are included in the count of attempted credit hours. Any courses you withdraw from during the 100% drop/add period are not counted.

**Academic Re-Admission:** Seton Hall Law must count all prior credits attempted for determining the eligibility for federal aid programs of students readmitted.

For credit-hour programs using standard or nonstandard terms that are not subscription-based programs, you calculate the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number they have attempted, or by determining the number of hours that the student should have completed by the evaluation point in order to complete the program within the maximum timeframe.

### **3. Maximum timeframe**

Students must complete the requirements for a law degree within 150% of the maximum timeframe allowed, as defined by the Office of the Registrar. That is, full-time students are expected to complete their program within 9 semesters; part-time students must complete it within 12 semesters. Students who have questions about determining their maximum timeframe may contact the Office of Enrollment Services.

### **Implementation of Policy**

SAP for JD students is checked annually at the end of the spring term. For online MLS/MSJ students it will be checked each semester. Students who are not meeting SAP standards will be notified via email after final grades are posted. Since the summer semester starts prior to spring grades being posted, summer financial aid will be based on the student’s academic progress at the time of the award. If subsequently it is determined that the student was not maintaining Satisfactory Academic Progress, all undisbursed aid will be canceled.

### **Suspension**

Students not meeting the SAP requirements for federal financial aid at the end of the a given term will not be eligible for any additional financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid.

## **Appeals**

Students may appeal the loss of aid by filing an appeal with the Director of Financial Aid /Satisfactory Academic Progress Committee. Students who are not making satisfactory academic progress and do not file an appeal or whose appeal is denied, will not regain financial aid eligibility until all academic standards are met.

The written appeal should explain any relevant extraordinary circumstances such as a family member's death, illness (of the student or immediate family member), etc., address the reason(s) for failing to meet the minimum academic requirements, and offer some solution to the problems that affected prior academic performance. Supporting documentation, such as statements from academic advisors, professors, professional healthcare workers, etc., may also be requested.

The appeal must be received prior to the first day of the subsequent academic term. The appeal will be reviewed by a committee chaired by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal via email. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses. Students will be notified if their appeal is granted or denied via an email to their SHU email account. If an appeal is granted, the student will be placed on an SAP Academic Plan.

### **SAP Academic Plan**

Students may be placed on an academic plan upon submission of a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies during one term of attendance and the student's reason for the appeal is appropriate according to federal regulations, the student may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan varies in length and is determined by the SAP committee. It does not have to equate to the exact number of terms it would take a student to resolve all deficiencies. If the student meets the criteria identified in the SAP appeal approval at each term review, the student's academic plan may be extended.

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