

## Satisfactory Academic Progress (SAP)

The U.S. Department of Education requires recipients of financial aid to maintain satisfactory academic progress in their program of study. It is the expectation that students will make progress towards completion of the degree or professional development program in which they are enrolled. These requirements apply to part-time as well as to full-time students for all terms of enrollment within an academic year, including those terms for which no financial aid was granted. Students who are enrolled in a joint degree program must meet the Satisfactory Academic Progress guidelines for both programs. Specific institutional, state, or privately funded donor scholarships may require a higher GPA than listed below for federal financial aid programs.

### 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, the Federal Perkins 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 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.

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

The completion of attempted coursework is measuring 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 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.

### **3. Maximum timeframe**

Students must complete the requirements for a law degree within the 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 within 12 semesters. Students who have questions about determining their maximum timeframe may contact the Office of Enrollment Services.

### **Implementation of Policy**

SAP is checked annually at the end of the spring term. Students who are not meeting SAP standards will be notified in June/July 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 cancelled.

### **Suspension**

Students not meeting the SAP requirements for federal financial aid at the end of the spring 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 Assistant Dean of Enrollment Services 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 Assistant Dean for Enrollment Services/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 health care 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 Assistant Dean for Enrollment Services. The student will be notified of their SAP status based on the merits of the appeal. 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 in one of two categories:

#### **1. SAP Probation**

A student may be placed on 'Financial Probation' for the subsequent term if it is determined that he/she can regain eligibility after one term. If a student is placed on SAP Probation after an appeal, he/she will be eligible for aid during one additional academic term. During the probationary period, the student must meet all SAP requirements. ***If the student fails to meet SAP during their probationary period, their aid will be suspended without the ability to appeal.*** In order to reinstate federal financial aid eligibility after a SAP suspension, students must meet the criteria for reinstatement listed above without the use of federal financial aid.

#### **2. 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 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 is meeting the criteria identified in the SAP appeal approval at each term review, the student's academic plan may be extended.