**Federal Satisfactory Progress Standard**

Recipients of federal financial aid are required to be making Satisfactory Academic

Progress in accordance with appropriate guidelines. Students who fail to meet the progress

requirements due to unusual circumstances that can be documented may apply for a waiver.

**Transfer of Credit**

Transfer students from colleges inside and outside of CUNY shall have their pace of

progression status initialized for purposes of satisfactory academic progress measurement

by using the number of credits determined to be acceptable toward the degree as both

cumulative attempted credits and cumulative earned credits earned.

**Financial Aid Suspension**

Undergraduate students who do not meet the minimum undergraduate standard and

graduate students who do not meet the minimum graduate standard are placed on financial

aid suspension and lose their eligibility to participate in federal student aid programs.

Students on financial aid suspension will remain ineligible for Title IV federal student

assistance until they take actions that once again bring them into compliance with the

appropriate progress standard.

**Right To Appeal**

All students who have been placed on financial aid suspension may appeal through the

normal institutional academic appeals process to retain eligibility for Title IV assistance.

Students may appeal any component of the SAP standard they have not been able to meet

including not meeting the minimum GPA and exceeding the maximum time-frame for

program completion.

An appeal must be based upon mitigating circumstances resulting from events such as

personal illness or injury, illness or death of a family member, loss of employment, or

changes in the academic program. The student’s appeal must include: a) the reasons why

the student failed to make SAP and b) what has changed in his or her situation that will

allow the student to demonstrate SAP at the next evaluation.

**Financial Aid Probation**

A student who has been granted an appeal will be placed on financial aid probation.

Students in this status have their eligibility for Title IV program assistance reinstated for

one payment period (semester). At the end of the probationary semester, the institution

must review the student’s academic progress to determine whether the student has met the

appropriate SAP standard or has fulfilled the requirements specified in the student’s

academic plan. A student who once again meets the appropriate progress standard after the

probationary semester will continue to receive Title IV assistance until the next scheduled

progress evaluation. Students who meet all the conditions of their academic plan at the end

of the probationary semester will continue to receive Title IV assistance on a monitored,

semester by semester basis until the next scheduled progress evaluation.

There is no limit on the number of times a student who is placed on financial aid

suspension may follow the financial aid appeals procedure. Although a student may file

only one appeal per payment period (semester), additional appeals to extend financial aid

probation to subsequent semesters are allowed. As in the original appeal, the student

would indicate the mitigating circumstances, the reasons why SAP was not achieved, and

what has changed that will ensure the student will be able to meet SAP at the next

evaluation. If a student fails to meet the conditions of an approved academic plan, he or

she may submit an additional appeal to modify or adjust the plan for the subsequent

payment period(s) documenting any unusual circumstances that prevented them from

meeting the goals established by the original plan. The college may approve or decline the

subsequent appeal and may create an updated plan based on the information submitted.

**Re-establishing Eligibility**

Other than having eligibility restored through filing a successful appeal, a student on

financial aid suspension may regain eligibility only by taking action that brings him or her

into compliance with the appropriate progress standard. The mere passage of time is

insufficient to restore Title IV eligibility to a student who has lost eligibility due to not

meeting the SAP standard. Therefore, students may not re-establish eligibility solely by

leaving the institution for at least one year because this action, by itself, would not bring

the student into compliance for Title IV SAP.

Students who choose to remain enrolled without receiving Title IV aid may request a

review of their academic record after any term in which they were on financial aid

suspension to determine if they were able to re-attain the appropriate standard.

If a student is on financial aid suspension at the beginning of the academic year for not

meeting one or more components of the school’s SAP standard, but meets them at some

point later in the academic year, the student may regain Title IV eligibility as follows:

**Federal Pell Grant/Campus-based Funds**

For Pell Grant and campus-based programs, the student regains eligibility

retroactively to the beginning of the most recent payment period during which the

student once again met the school’s satisfactory academic progress standards, unless

the school’s satisfactory progress policy provides for reinstatement of eligibility at

some later point.

**Federal Direct Loan and FFEL Programs**

For Federal Direct and FFEL program funds, the student regains eligibility for the

entire period of enrollment. Again, this period generally coincides with the entire

academic year, unless the school’s satisfactory academic progress policy provides for

reinstatement of eligibility at some later point.

**Treatment of Non-Standard Situations**

**Readmitted Students**

A student not making SAP cannot re-establish eligibility for Title IV program assistance by

re-enrolling after a one year or longer period of non-reenrollment. Upon readmission after

any period of non-reenrollment, the student’s Title IV progress standing must be reevaluated

for SAP under the standard as the record stood at the end of their last term of

attendance. If the student has taken any action during the period of non-reenrollment that

would bring him or her into compliance with the progress standard (e.g., successfully

completing transferable courses at another institution during the period of absence), this

should also be factored into the reassessment. If the readmitted student has not taken any

such action, or if the action taken is not sufficient to bring the student back into compliance

with the progress standard, the student remains on financial aid suspension and must file a

successful appeal to re-establish eligibility.

**Second Degree Students**

Students enrolling for a second baccalaureate, graduate or associate degree shall have their

pace of progression status initialized for purposes of satisfactory academic progress

measurement by using the number of credits determined to be acceptable toward the degree

as both the students’ cumulative attempted credits and cumulative earned credits.

**Change of Major**

Students who change majors within the same degree or certificate program must complete

the degree within the maximum time-frame, unless the institution has allowed for such

changes by establishing various time-frames for different programs leading to the degree or

by individually re-evaluating the time-frame for these students.

**Change of Degree**

If a student changes his or her objective and begins pursuing a different degree or

certificate, the institution may make the student subject to the maximum time-frame it

establishes for the new objective without regard to time spent pursuing the previous degree

or certificate. The institution also has the flexibility to develop a policy that is more

restrictive and limits the student to an overall time-frame for the completion of his or her

studies.