SATISFACTORY ACADEMIC PROGRESS FOR UNDERGRADUATE STUDENTS RECEIVING FEDERAL FINANCIAL AID

OFFICE OF FINANCIAL AID

Federal Satisfactory Academic
Progress Standard

Students must be making satisfactory academic progress towards completing their degree in order to remain eligible for federal financial aid at City Tech.

There are three components to City Tech's satisfactory academic progress standard:

A. Minimum GPA – achieve at least the GPA required to meet the College's minimum retention standard. If enrolled in a program of more than two years, must have a GPA of at least a "C" or its equivalent or must have an academic standing consistent with the College's graduation requirements.

While a student is enrolled at City Tech, his academic performance is continually evaluated so that the student and the College can determine how the student is progressing in his studies. The evaluation is based on the student's cumulative Grade-Point Average (GPA). Students, who do not meet the College's minimum retention standard below, may run the risk of academic probation or dismissal.

Minimum Retention Standards

Credits Attempted	Minimum GPA
.5 – 12	1.50
13-24	1.75
25 - Upward	2.00

B. Maximum Time frame – may not attempt more than 150% of the credits normally required for completion of the degree. Students pursuing a two-year degree program (requiring 60 credits or units) will fail to meet academic progress if they attempted 90 or more credits or units. Students pursuing a four-year degree program (requiring 120 credits or units) will fail academic progress if they attempted more than 180 credits or units.

C. Pace of Progression - For students pursuing associate or baccalaureate degree, accumulated or earned credits must be equal to or greater than a certain percentage of the total credits attempted according to the following tables:

Associate Degrees (Two-Year Programs)															
Attempted Credits	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90
Earned Credits	0	0	2	4	6	13	19	23	27	33	39	44	49	55	61

Baccalaureate Degrees (Four-Year Programs)												
Attempted Credits	15	30	45	60	75	90	105	120	135	150	165	180
Earned Credits	0	5	16	27	42	50	63	72	84	95	110	120

All students (whether aid recipients or not) will be measured against each of the three SAP components at the end of the spring term to determine eligibility for federal financial aid for the upcoming award year. Students planning to use PELL for summer semesters may not be eligible if they are failing SAP at the end of the spring semester.

Financial Aid Suspension

Students who fall below the College's GPA standard, exceed the maximum time frame, or fail to meet the pace of progression standard, will be placed on financial aid suspension and lose their eligibility to receive federal financial aid. Such students will remain ineligible for federal financial aid until they take actions that bring them into meeting the appropriate academic progress standard.

Right to Appeal

Students who have been placed on financial aid suspension may appeal to the Committee on Financial Aid Standing to regain their eligibility to receive federal student aid. Students may appeal any component of the satisfactory academic progress standard they have not been able to meet including not meeting the minimum GPA and exceeding the maximum time frame for program completion.

A student's appeal must be based upon mitigating circumstances resulting from events such as, personal illness or injury, illness or death of a family member, recent loss of employment, or changes in the academic program. The appeal must include an explanation of why the student failed to make satisfactory academic progress and what has changed in the student's situation to allow him/her to meet the appropriate academic progress standard in future evaluation. The student must also submit proof and documentation of mitigating circumstances.

Financial Aid Probation

If the College grants an appeal, it will determine if the student is able to regain academic eligibility in one semester, or if the student needs more than one semester to regain eligibility. If the college determines that a student should regain his academic standing in one semester, the student's financial aid will be reinstated for the semester (probationary semester), and the College will evaluate the student's academic progress at the end of the probationary semester to determine if the student has regained his academic standing. If the student meets the academic requirements, he will continue to receive federal financial aid. If a student fails to meet the academic requirements at the end of the probationary semester, his financial aid will be suspended.

If the College determines that the student needs more than one semester to regain academic eligibility, the College will develop an academic plan with the student and reinstate the student's financial aid for the probationary semester (initial semester). At the end of the initial probationary semester, the College will review the student's academic progress to determine if he has fulfilled the requirements of his academic plan. If the student meets the requirements of his academic plan in his probationary semester, he will continue to receive federal financial aid on a monitored, semester-by-semester basis until the next scheduled academic progress evaluation.

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 federal financial aid eligibility to a student who has lost eligibility due to not meeting the satisfactory academic progress 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 federal financial aid academic progress standards.

In measuring satisfactory academic progress, certain courses, situations and procedures will be treated in the following ways:

Remedial Courses

Remedial courses do not carry degree credits and are not included in the total cumulative record of credits earned or attempted. The credit-bearing portion of compensatory or developmental courses would be included in the cumulative earned and/or attempted credits totals for determining pace.

Withdrawals

Since the Form A date usually reflects a student's course load for the term. Program adjustments classes that are dropped during the program adjustment period will not be included as cumulative attempted credits. Withdrawals, which are recorded on a student's permanent record, **will be** included as cumulative attempted credits and will have an adverse effect on a student's ability to meet the pace of progression standard.

NOTE: *Retroactive "non-punitive" administrative withdrawal activity may result in the requirement for the student to repay any assistance received as a result of the student's enrollment at the time of receipt of the student assistance funds.*

Incomplete Grades

Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits accumulated toward the degree since successful completion is the criterion for positive credit accumulation. If the student fails to meet the pace of progression standard due to the lack of successful completion grades for incomplete courses, the recording of successful completion grades within a term, which brings the accumulated credit level to the appropriate standard, will restore eligibility for the term and subsequent terms within the academic year.

Repeated Courses

Successfully completed courses can generally be accepted toward degree requirements once. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade, reduce a student's capacity to meet the pace of progression standard.

NOTE: *Revised regulations allow students to receive federal financial aid for one repeat of a previously passed course as long as students are again receiving credit for the course. Should the student subsequently fail the course, any additional attempt of that course cannot be included in student's enrollment status for federal financial aid. There is no regulatory limit on the number of times a student may be paid to retake a failed course unless the student has also previously passed the course.*

Transfer of Credit

A transfer student will have his status initialized for measuring satisfactory academic progress by counting the transfer credits accepted toward the degree as both credits attempted and credits earned.

For treatment of non-standard situations, such as readmission; pursuit of a second degree; change of major or degree, and for more detailed information on the satisfactory academic standards for continued eligibility for federal financial aid, please go online to the City Tech website at www.citytech.cuny.edu and download the most up-to-date copy of the college catalog.