Federal Satisfactory Academic Progress Standards for Title IV Financial Aid

Federal regulations require colleges to monitor the academic progress of each applicant for federal financial assistance. The City University of New York first published minimal standards for academic progress in 1995. Recent revisions to these standards reflect the new federal regulations that became effective for the 2011-2012 award year.

All students must satisfy the following qualitative and quantitative academic standards in order to remain eligible for federal financial aid. These qualitative and quantitative standards refer to the following Title IV Federal Aid programs: Pell Grant, Supplemental Educational Opportunity Grant (FSEOG), Work-Study, Federal Perkins Loan, William D. Ford Federal Direct Loans and TEACH Grant.

All students (whether aid recipients or not) will be measured against the Title IV Satisfactory Academic Progress (SAP) standards at the end of each spring semester, in order to determine eligibility for the upcoming year. Those who fail to meet the academic standards will have their federal aid automatically suspended until they meet the minimum standards that are listed below.

Please note: In some cases, a student’s failure to meet SAP was due to extraordinary or exceptional circumstances. These students may choose to submit an “Appeal for Reinstatement” of their federal aid. Supporting documentation must accompany their appeal. Additional information and forms are available in the Financial Aid office or on the City College of New York financial aid website.

Undergraduate students – In order to qualify for Title IV student financial assistance, an undergraduate student must be making satisfactory academic progress toward a degree, by meeting the minimum standards specified below.

A. Minimum GPA:

Students must achieve the following Grade Point Average (GPA) at City College:

- 5 -12 attempted credits = 1.50 GPA required
- 13 -24 attempted credits = 1.75 GPA required
- 25+ attempted credits = 2.00 GPA required

It is important to note, however, that federal regulations also stipulate that an undergraduate student must have a minimum GPA of 2.0 after attending school for four semesters without regard to enrollment status and superseding the above table.

B. Maximum time-frame:

Attempted credits must be no more than 150% of the credits required for the completion of the degree.

(120 credit degree x 150% = 180 maximum credits attempted)
C. Pace of progression:

Accumulated (or earned) credits must be equal to or greater than a certain percentage of the total amount of attempted credits.

The chart below summarizes the City University’s “progression toward degree” requirements for undergraduate degrees that require 120 credits:

### Title IV Pace of Progression Chart

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>15</th>
<th>30</th>
<th>45</th>
<th>60</th>
<th>75</th>
<th>90</th>
<th>105</th>
<th>120</th>
<th>135</th>
<th>150</th>
<th>165</th>
<th>180</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Credits Earned</td>
<td>0</td>
<td>5</td>
<td>16</td>
<td>27</td>
<td>42</td>
<td>50</td>
<td>63</td>
<td>72</td>
<td>84</td>
<td>95</td>
<td>108</td>
<td>120</td>
</tr>
</tbody>
</table>

**Graduate Students** - In order to qualify for Title IV student financial assistance, a graduate student must be making satisfactory academic progress toward a degree, by meeting the minimum standards specified below.

A. **Minimum GPA** – Student must maintain a minimum GPA of 3.0 or better, or have an academic standing consistent with the requirements for graduation.

B. **Maximum time-frame** – Student may not attempt more than 150% of the credits normally required for completion of the degree.

C. **Pace of Progression** – Student must accumulate credits greater than or equal to two-thirds of the cumulative credits attempted at the institution.

**Determination of Cumulative Attempted Credits and Cumulative Earned Credits**

**Withdrawals** – Courses that are “dropped” during the “add/drop” period will not be counted as cumulative attempted credits. Withdrawals that 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 capability to meet the appropriate standard.

**Incomplete Grades** – Courses with incomplete grades are included as cumulative attempted credits. However, these courses cannot be used as credits accumulated toward the degree because successful completion is the criterion for positive credit accumulation.

**Repeated Courses** – Successfully completed courses can generally be accepted towards degree requirements once (cumulative earned credits). Repeated courses, regardless of the prior grade, reduce a student's capacity to meet the required credit accumulation standard.

**Transfer Students** – Transfer students shall have their status initialized for the purpose of measuring satisfactory academic progress by using the number of credits determined to be acceptable toward the degree as both the student’s cumulative attempted credits and cumulative earned credits.

**Change of Degree** – If a student changes his or her objective and begins pursuing a different degree, the student will be subject to the maximum time frame for the new objective without regard to time spent pursuing the previous degree.

**Developmental, Compensatory and Remedial Courses** – The non-credit components of these courses are not included in the total cumulative attempted credits or accumulated credits for determining pace of progression.
2016 – 17 Appeal for Reinstatement of Federal Financial Aid

To be completed by the student:

Student’s Name: ____________________________________________________

Last                                                First                            M.   Last four  of SSN

EMPL ID: ___________________________________ Telephone #: __________________

CCNY Email Address: __________________________________________@citymail.cuny.edu

Summer: _______     Fall: _______    Spring: _______

Please check off the reason for your appeal.

_____ My Grade Point Average (GPA) is below the required GPA for the number of credits I have earned.

_____ I have enrolled for at least four semesters and do not have a cumulative 2.0 GPA.

_____ The percentage of courses completed (credits earned) is below the required minimum.

_____ I have attempted more than 150% of the credits required for the completion of my degree.

I am seeking to have my Title IV federal financial aid reinstated. My appeal is based on the reason(s) listed below. I have attached a typed letter that describes the extraordinary circumstances that are the basis for my appeal. Copies of supporting documents are attached. (Note: Incomplete appeals will not be reviewed.)

_____ Illness/Injury/Personal Tragedy

_____ Change in Academic Program

_____ Other ________________________________

_________________________________________   __________________
Student’s Signature   Date

Bring this form, your typed letter and supporting documents to the Financial Aid Office, Wille Administration Building, Room 104. REMINDER: ATTACH A COPY OF THE LETTER YOU RECEIVED THAT INDICATES WHY YOUR TITLE IV FEDERAL FINANCIAL AID HAS BEEN SUSPENDED.

To be completed by Federal Financial Aid Appeals Committee:

Student’s request has been: Approved ________     Denied _________

________________________________________________________________________

________________________________________________________________________

___________________________________________________________     ______________________
Signature of Committee Member   Date
Title IV Financial Aid Appeal Policies and Procedures for Reinstatement of Aid

Students who fail to meet the qualitative or quantitative standards may appeal to City College’s Federal Financial Aid Appeals Committee to have eligibility restored. The appeal procedures enable students to have their federal aid reinstated if they can demonstrate that exceptional or extraordinary circumstances resulted in their failure to satisfy academic requirements. Examples of extraordinary circumstances are personal illness or injury, personal tragedy or death of a family member. A change in academic program is also an acceptable reason for an appeal. Students should carefully review the policies and procedures below:

1. Complete the “Appeal for Financial Aid Clearance” form on the other side of this sheet.

2. Submit, to the Financial Aid Office, a typed business letter that describes the basis for your appeal. Your appeal must explain why you failed to make satisfactory progress and what has changed in your situation that will allow you to make satisfactory progress at the next evaluation period.

   (Most students will be required to submit an “academic plan” after meeting with their academic advisor. The academic plan should address how you will meet academic requirements by the end of the term.)

3. Attach copies of any documents that support the extraordinary circumstances you describe in your appeal.

4. The City College Federal Financial Aid Appeals Committee will review your appeal. A decision will be made in approximately three weeks. (An appeal may be approved for full-time enrollment, part-time enrollment, or it may be denied.) You will be notified of the committee’s decision, via your CCNY email address.

5. Students whose appeals are approved will be advised of the academic requirements they must meet while on probation. Students will also be advised of possible consequences should they fail to meet those requirements.

   Their performance will be reviewed at the end of the semester to determine if they qualify for aid for the subsequent semester.

6. If your federal financial aid is reinstated, it will be automatically applied to your City College financial aid record.

7. Students whose appeals are denied, or those who have not submitted an appeal who choose to attend City College without Title IV federal financial aid, may request a review of their academic records after the completion of additional credits to determine whether the courses completed have brought them up to the appropriate standards.

8. Students cannot automatically regain eligibility simply by paying for their classes or registering for classes after a period of non-attendance.

9. All students on academic probation are expected to consult with their academic advisors regarding academic support services that are available at the City College.

Updated 3/23/2016