



Federal and State

Standards of Progress Resource Guide

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UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY 7/1/2011

Federal regulations ([Sections 668.16\(e\).668.32\(f\) and 668.34](#)) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making [satisfactory academic progress toward](#) earning his/her degree. This determination of progress must be made at least once a year and before the financial aid office disburses any federal aid funds for the subsequent semester.

Pursuant to Federal regulations, the following constitutes SUNY Orange's policy on satisfactory academic progress for students.

Right to Appeal

To appeal your satisfactory academic progress status, you must submit a Satisfactory Academic Progress Appeal Form along with any required documentation, detailing the extenuating circumstances that contributed to your not meeting the SAP standards. Considerations for appeals exist if you had a severe illness, medical condition, injury, traumatic life altering experience, or the death of a parent that prevented you from being successful in the semester in which you did poorly. Submitting an appeal does not guarantee approval to reinstate of your eligibility for receiving financial aid. The decision of the Appeals Committee is final.

- Students who have already received 1 STATE exception, are **ineligible** for any more **STATE** exceptions.
- Students who have received 2 (two) FEDERAL exceptions, are **ineligible** for any more **FEDERAL** exceptions.
- Students who have reached **FED150 (attempted over 99 credits)** and have not yet graduated with an Associates' degree are **ineligible** for a FEDERAL exception.

Appeal Process

Deadlines: Appeals should be submitted by **June 1st** for Summer federal aid, **July 1st** for Fall federal aid, and **December 1st** for Spring federal aid to ensure that Financial Aid funds which you may be eligible for are on your account before the payment-due date. **If an appeal is submitted after the deadline dates, you will need to make arrangements for alternative means of payment until your Financial Aid can be processed, using your own funds or participating in the Tuition Payment Plan.** Appeals submitted after the current deadline date of **August 21** for the Fall semester and **January 10th** for the Spring semester will be evaluated for the following semester, and will NOT be accepted for the current semester.

Students may submit an appeal based on mitigating circumstances in order to be considered for financial aid.

- Student must complete the **Satisfactory Academic Progress Appeal Form**. The Appeal form and guidelines can be downloaded from the SUNY Orange web page (http://www.sunyorange.edu/financialaid/forms/this_year.shtml) or picked up in the Financial Aid Office.
- A completed Appeal should then be submitted with the following:
 - Signed Appeal Form
 - Completed “Plan of Study” (on back of Appeal Form) - signed by student and academic advisor
 - Written letter of Appeal from the student - this should include, but not limited to, what the problem was, when it occurred, how it affected your studies, and how it has been resolved.
 - Supporting documentation - to support their request (doctor’s note, police report, social services report, obituary, etc.).
- All students will be notified in writing if an **exception** has been granted or denied.
 - **Appeal Approval Conditions:** Appeals can only be approved if the Financial Aid Appeals Committee determines:
 - You will be able to meet SUNY Orange’s satisfactory academic progress chart after the next payment period; or
 - You have agreed to follow an [Academic Plan](#) that, if followed, will ensure that the student can meet the college’s satisfactory academic progress guidelines by a specific point in time.
 - If the Appeal is denied the counselor and/or student can request an appointment to explain the decision.
- We encourage students to check the appeal status on Banner Self Service.
 - If further information is needed - the status on Banner is changed to “2” or “7” and letter is sent out to the student explaining exactly what the counselor needs.
 - If the appeal is **approved** – the status on Banner is changed to one of the following “1”, “5” or “6” and a decision letter is sent to the student informing him/her of the decision.
 - If the appeal is **denied** – the status on Banner is changed to “D” and a decision letter is sent to the student informing them of the decision.
 - If the Appeal is granted the student must come into the office and sign a Title 4 Agreement verifying he/she understands the conditions of the waiver. This waiver **must** be signed before any aid for the academic year can be moved to the paid column.
- ❖ Lack of written documentation greatly reduces the chances of exception being granted, however, you may appeal without documentation.
- ❖ We encourage students who are denied an exception, or students who choose not to submit an appeal by the review date, to enroll without receiving the benefit of federal financial aid. Students will be reviewed again at the end of the next semester. If the student meets the above standards, after additional coursework, financial aid eligibility will be reinstated for the next semester.

NOTE: If eligibility is reinstated, students should **NOT** assume that academic status or grades will be changed. Students should contact the Registrar’s Office regarding requests for medical withdrawal or possible errors on the transcript.

If your **FEDERAL** appeal is granted you will receive aid on a conditional basis **for one semester** (this is known as the probationary period). The conditions will be outlined in a letter sent to you granting the appeal. The Financial Aid Appeals Committee will review your record at the end of the semester to determine your status for the following semester. Students who fail to meet the conditions outlined in their individualized academic plans during their conditional semester will not be allowed to submit a subsequent appeal.

Satisfactory Progress Standards For Title IV Federal Student Aid Programs

PELL, PERKINS and STAFFORD LOANS, SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT & FEDERAL WORK STUDY

If you have failed to accumulate during your time at SUNY Orange, the number of credits listed below (2nd Column) based upon the number of credits you have attempted (1st Column), and/or failed to achieve the minimum CGPA (3rd Column), you **will not** be eligible for future financial aid. Satisfactory Progress Standards are reviewed, for students enrolled in Associate Degree Programs occurs at the end of each academic year. If enrolled in a Certificate Program the review is at the end of each semester.

In order to be considered as progressing academically, your **ratio** of accumulated hours to attempted hours (or pace towards degree completion) must coincide with the following table:

| Total Credits Attempted | Minimum Credits Accumulated | Minimum CGPA |
|-------------------------|-----------------------------|--------------|
| 0-6 | 0 | 0.00 |
| 7-12 | 3 | 0.00 |
| 13-18 | 6 | 1.00 |
| 19-27 | 12 | 1.30 |
| 28-36 | 18 | 1.50 |
| 37-45 | 27 | 1.70 |
| 46-57 | 36 | 2.00 |
| 58-69 | 48 | 2.00 |
| 70-84 | 60 | 2.00 |
| 85-99 | 72 | 2.00 |

Attempted hours are those hours for which you were still officially registered at the conclusion of each semester's Add/Drop period. **Withdrawals are counted as attempted hours.**

Maximum hours to earn degree: To quantify academic progress, a school must set a maximum time frame in which a student is expected to complete a program. For an undergraduate program, the maximum time frame **cannot** exceed 150% of the published length of the program measured in credit hours attempted.

The majority of SUNY Orange undergraduate programs require 66 hours for graduation. The maximum time frame for students in these programs is 99 attempted hours ($66 \times 1.5=99$).

- **Withdrawals:** All grades including W are counted as courses attempted and count toward the maximum time frame.
- **Audited Courses:** You do not earn any academic credits for audited courses. However, these courses count in the calculation of your "attempted hours."
- **Pass/Fail Courses:** These hours do count within the total of attempted and earned hours
- **Transfer credits** accepted for your academic program, are counted as credits attempted and credits earned and are also used to calculate the maximum time frame to complete your program.
- **Developmental credits** are not counted in your academic program, but they are counted in your total of accepted and accumulated hours.
- **Double Majors and / or Minors:** If you pursue a double major / minor you will normally be expected to complete all degree requirements before reaching 99 attempted hours.
- **Change in Majors:** If you change your major you will normally be expected to complete all degree requirements before reaching 99 attempted hours.

- **2nd Associates Degree:** If you have already been awarded an Associates degree, you may apply for a second degree only if the second degree is different from the first degree. Ordinarily, a second degree at the undergraduate level is discouraged, and a bachelor's degree is encouraged.
- You will be limited to how much you can borrow under the Federal Perkins and Direct Loan Programs. These limits are not increased for students working on additional Degrees. [Loan Limits](#)
- Pell grants are limited to the equivalent of 12 full-time semesters.

If you are enrolled in a **CERTIFICATE PROGRAM** you are allowed a total of **45 credits attempted** to complete program.

If you are enrolled in an **ASSOCIATE DEGREE PROGRAMS** you are allowed a total of **99 attempted credits** to complete program.

Procedures:

Academic progress is checked at the end of each academic year. SUNY Orange's academic year for Associate Degree programs is measured from May to May. If you fail to meet the minimum completion percentage (attempted vs. accumulated credit hours) or maintain the minimum grade point average you will forfeit all federal financial aid. If you have reached the maximum number of attempted credits without earning a degree, you will be excluded from further participation in federal financial aid programs. (Pell grants, Direct Loans, and Federal Work Study) **Federal regulations require that these standards apply to all students.**

Financial Aid Probation: If you have fallen below the completion ratio on the satisfactory academic progress chart provided above, and/or you have failed to maintain the required minimum GPA associated with that completion ratio, you will be placed on federal financial aid probation. You will be allowed only one probationary semester during your academic plan if an appeal is granted.

While on financial aid probation you will receive a separate letter that will outline the academic requirements you must meet in order to receive federal financial aid for the following semester. If you meet the terms of financial aid probation, you will be permitted to continue to participate in federal student aid programs (Pell grants, Loans, and Federal Work Study) for subsequent semesters. If you have been placed on financial aid probation you shall be considered to be making satisfactory academic progress for the purposes of receiving financial aid as long as you continue to meet the academic requirements outlined in your probationary letter.

While on probation the Financial Aid Office will review your academic transcript at the end of the following semester to ensure you meet the conditions of your probation in relation to Progress and GPA.

If you do not meet the terms of probation, you will forfeit eligibility for all Federal Financial Aid programs. (Pell grants, Loans, Federal Work Study)

Grade Changes:

Students who are receiving aid on a probationary basis must resolve all incomplete grades before the Financial Aid Office can make a final determination of the satisfactory academic progress guidelines. Students must report any grade changes that impact their aid eligibility directly to the Financial Aid Office. Students must notify the Financial Aid Office once their final grades have been posted.

Probation Standards Not Met

If you have lost eligibility to participate in federal student aid programs for reasons of academic progress you may regain eligibility by enrolling at SUNY Orange at your own expense, and making up the deficiency of Progress or GPA. The mere passage of time will not ordinarily restore eligibility to a student who has failed to make satisfactory academic progress policy.

If you have been academically dismissed from SUNY Orange but are subsequently given permission to re-enroll, you are not automatically eligible to continue to participate in Federal Financial Aid programs. Admissions decisions are totally separate from funding decisions.

Satisfactory Progress Standards For New York State Aid Programs

The *State Standards of Progress* are reviewed each semester and only **ONE** waiver may be granted.

TAP

Before being certified for a specific TAP payment, a student must have accrued a minimum number of credits towards their degree while maintaining a minimum Cumulative Grade Point Average (CQPA). A student must also complete (PASS or FAIL) a certain percent of credits during the semester they receive TAP.

NEW CHART BELOW: The New Chart applies to *non-remedial* students first receiving TAP in 2010-11 and thereafter. (unless you fulfill the remedial requirement of taking 6 developmental credits in your first TAP semester, then you would follow the 2006 old chart).

| BEFORE BEING CERTIFIED FOR THIS TAP PAYMENT | 1st | 2nd | 3rd | 4th | 5th | 6th |
|--|------|------|------|------|------|------|
| | Pymt | Pymt | Pymt | Pymt | Pymt | Pymt |
| Students must pass/fail this percentage of total semester credits: | 0% | 50% | 75% | 75% | 100% | 100% |
| Have accrued at least this many credits toward their degree: | 0 | 6 | 15 | 27 | 39 | 51 |
| Have at least this CGPA: | 0 | 1.3 | 1.5 | 1.8 | 2.0 | 2.0 |

OLD CHART BELOW: *Remedial* students (you took 6 credits developmental classes in your 1st semester of TAP) and students first receiving state aid in 2006-2009 and earlier will continue to be evaluated using existing chart.

| BEFORE BEING CERTIFIED FOR THIS TAP PAYMENT | 1st | 2nd | 3rd | 4th | 5th | 6 th |
|--|------|------|------|------|------|-----------------|
| | Pymt | Pymt | Pymt | Pymt | Pymt | Pymt |
| Students must pass/fail this percentage of total semester credits: | 0% | 50% | 75% | 75% | 100% | 100% |
| Have accrued at least this many credits toward their degree: | 0 | 3 | 9 | 18 | 30 | 45 |
| Have at least this CGPA: | 0 | 0.5 | 0.75 | 1.3 | 2.0 | 2.0 |

**** Completed credits is defined as receiving grades of A,B,C,D,F, or P**

First-time TAP recipients **must** be registered for minimum of **6** college-level credits to receive consideration for their first TAP payment and a minimum of **9** college-level credits to receive their second or third TAP payments. Transfer students entering SUNY ORANGE who have received TAP at a previous institution must be registered for **6** (and possibly more) college-level credits as part of their full-time load.

Note: You need to *pass* these minimum credits in order to receive future consideration for TAP.

APTS

Students awarded New York State Aid-To-Part-Time Study (APTS) must complete a minimum number of college credits (based on NYS Academic regulations) and maintain a 2.0 or higher GPA and CQPA in order to be eligible to receive APTS the following semester.

*New York State Aid Program Requirements are subject to NYS Budget approval.

Changes in your class schedule or failure to attend courses on a regular basis can impact current & future aid. Consult the financial aid office before making any changes.