UMass Boston Satisfactory Academic Progress Policy

Federal regulations require that schools monitor the academic progress of each applicant for federal financial assistance. The University of Massachusetts Boston has established the following policy for evaluating Satisfactory Academic Progress (SAP) of financial aid recipients. This policy also extends to state and institutional financial aid programs.

Policy

SAP is the measurement of a student’s academic progress toward his/her degree. SAP evaluates three components to determine eligibility for financial aid: qualitative (cumulative grade point average), quantitative (pace) and maximum time frame allowed for degree completion.

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment. In order to be eligible for financial aid, students must satisfy all criteria.

Graduate students working full-time on their dissertation or thesis are eligible to receive financial aid if they are meeting SAP standards and making progress in completing their final degree requirement. Students must submit the Dissertation/Status Thesis form. Both student and program director must sign the form.

Undergraduate students must meet the following SAP criteria:

• Minimum cumulative grade point average (GPA) of 2.0
• Minimum pace (completion rate) of 67%
• Maximum time frame of 150% of defined academic length for bachelor’s degree and undergraduate certificate programs.

Graduate students must meet the following SAP criteria:

• Minimum cumulative grade point average (GPA) of 3.0
• Minimum pace (completion rate) of 67%
• Maximum time frame of 150% of defined program length for doctoral degree, master’s degree and graduate certificate programs

Pace is calculated by dividing the total earned credits by total attempted credits.

• Attempted credits include successfully completed courses, non-passing grades, incomplete, withdrawn courses, transfer credits and repeated courses.

• Earned credits include successfully completed courses and transfer credits. Audited and remedial coursework are not included.
Maximum time frame allowed is calculated by multiplying the published program length by 150 percent. Example: published program length of 120 credits X 150% = 180 credits maximum time frame allowed to complete degree requirements.

How Grades are factored in GPA, Pace and Time Frame

Successfully completed courses are considered attempted and earned in the GPA, pace of progression and time frame standards. Non-passing grades are considered attempted, but not earned, in the pace of progression and maximum time frame standards.

<table>
<thead>
<tr>
<th>Course</th>
<th>GPA</th>
<th>Attempted</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C &amp; D</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>F</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Transfer</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Never Attended</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Incomplete</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Withdrawn</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Incomplete

Courses with a grade of Incomplete (INC) at the time of the SAP calculation will not be factored into the GPA. However, INC’s are considered credits attempted, not earned for Pace and Maximum Time Frame.

When an Incomplete is converted to a grade (A, B, C, D, IF), at the next SAP calculation:

- The new grade is factored into the GPA
- It becomes credits earned in the Pace requirement

Course Repeats

When a course is repeated, both grades appear in the transcript. However, only the second grade is factored into the GPA. Each repeat is considered an attempt for the Pace and Maximum Time Frame standard.

Dual Enrollment

Courses taken at UMass Boston for college credit while in high school are counted in the GPA, pace and time frame standards. Financial aid applicants accepted into a degree granting or financial aid eligible certificate program at UMass Boston after graduating from high school will be provided with an estimate of their financial aid eligibility. Eligibility will be confirmed based on the determination that the student is meeting satisfactory academic progress standards upon completion of their college credit course(s). Incoming students who are not meeting satisfactory academic progress standards may submit an academic progress appeal if they experienced an extenuating circumstance during the semester(s) of their dual enrollment.
Evaluations and Notifications

The following groups of students are monitored at the end of each term:

- Students enrolled in a financial aid eligible certificate program
- Students whose SAP status are: Probation, Academic Plan, Not Meets or Appeal Denied

All other students are monitored annually upon the receipt of their FAFSA.

Students are ineligible for financial aid once it has been determined that they have not met SAP standards. Students will be sent written notification of their financial aid ineligibility to their permanent address recorded in the university’s system.

Appeal Process

Students who do not meet the minimum SAP requirements for continuance of financial aid have the right to appeal when special circumstances exist. Students must demonstrate that extenuating circumstances prevented them from meeting SAP. Examples of extenuating circumstances include the death of a relative or injury or illness of the student.

Students who have experienced an extenuating circumstance are encouraged to submit their appeal as soon as possible. Students who regain financial aid eligibility on the basis of their appeal will be considered for Federal financial aid (Federal Pell Grant and Federal Direct Loans). Student eligibility for Federal Work Study and institutional funds will be considered depending on fund availability. There is no guarantee of such fund availability at the time when appeals are reviewed.

Undergraduate students with less than 49 credits and not meeting SAP for the first time must:

2. Submit a Personal Statement. The statement must include why the student failed to meet SAP standards, what has changed, and/or the steps the student is taking to meet SAP standards by the time of their next evaluation.
3. Submit documentation to support their personal statement.

Undergraduate students with 49 credits or more and not meeting SAP for the first time must:

2. Submit a Personal Statement. The statement must include why the student failed to meet SAP standards, what has changed, and/or the steps the student is taking to meet SAP standards by the time of their next evaluation.
3. Submit an Academic Plan. Student must meet with his/her academic advisor to develop the plan. Both student and advisor must sign the form. The student must enroll in the courses listed on the plan.
4. Submit documentation to support their personal statement.
Undergraduate students who have previously attended a workshop must:

1. Submit a Personal Statement. The statement must include why the student failed to meet SAP standards, what has changed, and/or the steps the student is taking to meet SAP standards by the time of their next evaluation.
2. Submit an Academic Plan. Student must meet with his/her academic advisor to develop the plan. Both student and advisor must sign the form. The student must enroll in the courses listed on the plan.
3. Submit documentation to support their personal statement.

Graduate students must:

1. Submit a Personal Statement. The statement must include why the student failed to meet SAP standards, what has changed, and/or the steps the student is taking to allow student to meet SAP standards by the time of their next evaluation.
2. Submit an Academic Plan. Student must meet with his/her program director to develop the plan. Both student and program director must sign the form. The student must be enrolled in the courses listed on the plan.
3. Submit documentation to support their personal statement.

Appeal forms submitted for a specific term will not be reviewed for that term if:

- The student is not enrolled for that term
- The student has stopped attending that term or the student withdraws from all courses, or the University, while waiting for an appeal decision.
- The student misses the published appeal deadline for that term
- The appeal is incomplete

An appeal submitted to Financial Aid Services does not guarantee reinstatement of financial aid eligibility.

All undergraduate appeals are reviewed by the Student Retention Specialist and all graduate appeals are reviewed by the Graduate Financial Aid Counselor. Appeals that are being considered for denial are reviewed by additional members of the Financial Aid Services staff.

Approved Appeals

Undergraduate students who are not required to submit an academic plan will be placed on a SAP Probation status for one term. During the SAP Probation period, the student is considered eligible for financial aid. The student will be re-evaluated at the end of the probation term.

Students who are required to submit an academic plan will be placed on SAP Academic Plan status for one term. During the SAP Academic Plan period, the student is considered eligible for financial aid. The student will be re-evaluated at the end of the term.

Notification is mailed to the student’s permanent address on file.
Denied Appeals

Denied appeals will result in the student continuing to be ineligible for financial aid. The student may enroll in coursework but will be responsible for payment of their university bill. Students who are notified that their appeal has been denied will have their academic progress reviewed at the end of the next term.

SAP denial notification will be mailed to the student’s permanent address on file.

Re-establishing Financial Aid Eligibility

A student may regain financial aid eligibility by successfully meeting the University’s SAP policy requirements or successfully appealing his/her SAP status.