



Undergraduate Satisfactory Academic Progress (SAP) Policy at Niagara University

The purpose of the Satisfactory Academic Progress (SAP) standard is to make students aware of the minimal rate at which they must progress toward graduation and to maintain eligibility for Title IV Financial Aid including the Pell Grant, TEACH Grant, SEOG, Direct loan, Parent PLUS loan and Work Study. This policy is also used for Institutional aid.

To support students in achieving these standards, Niagara University monitors each student's quantitative and qualitative progress at the end of the fall and spring semesters and at the end of the summer sessions. The quantitative measurement or pace, completing a minimum number of cumulative credit hours each semester, ensures that students are making progress toward their degree goals. The qualitative measurement, earning an appropriate cumulative GPA, ensures that students are succeeding in their coursework. Federal standards of satisfactory academic progress also include a maximum time frame measurement.

If any one of these standards is not being met, the student is not making SAP towards their degree or maintaining eligibility for federal or institutional financial aid.

SAP Standards

Qualitative Standard (GPA):

Students (full or part-time) are required to maintain the following cumulative GPA

Completed Credit	GPA Requirements
0-23	1.8
24+	2.0

Quantitative (PACE) Standard:

Undergraduate students must complete a minimum percentage of cumulative attempted credits, or PACE. PACE is calculated by dividing the cumulative credit hours earned by the cumulative credits attempted. Students must maintain a minimum pace of **67%**.

Maximum Time Frame:

Undergraduate students are limited to a total of 180 attempted credits. Students will not be eligible for financial aid warning or financial aid probation once they have reached their maximum time frame. Niagara University counts all attempted credits and all completed credits in the cumulative totals. Students who have changed their degree program or are pursuing a second degree may submit an appeal request to the Financial Aid Office to request consideration for a one- time extension of the maximum time frame.

Students who initially fail to meet either the GPA or PACE requirements will be placed on financial aid **Warning**; no action is required by the student. Financial aid warning lasts for one semester only, during which the student may continue to receive federal and institutional financial aid.

Students who fail to meet the GPA and PACE requirements after the warning period will lose their federal and institutional aid eligibility unless they successfully appeal and are placed on financial aid **Probation** with an Academic Plan.

Students are notified of their status by the Financial Aid Office via email and a letter in the mail. A SAP status can be viewed within their Self-Service portal as well.

Financial Aid Warning

As stated earlier, a student failing to meet SAP standards, at the time of review, will be placed on financial aid warning for one semester. The student will be eligible for federal and institutional aid during the financial aid warning period and no further action is required by the student.

A student that meets SAP standards at the end of the financial aid warning term is eligible for continued financial aid.

A student that does not meet SAP standards at the end of the financial aid warning term will not be eligible for federal or institutional aid in subsequent terms until SAP standards are met or the student successfully appeals and is placed on financial aid probation with an academic plan.

(Note: Financial aid that has already been awarded for the subsequent term will be revoked and removed if the SAP review indicates that the SAP standards are not being met.)

Financial Aid Appeal Process:

If, at the end of the financial aid warning term, a student is still not meeting SAP requirements, the student may submit an appeal based on extenuating circumstances only. Extenuating circumstances would be considered personal illness or injury, a death of a close relative, or other special circumstances. The written appeal and supporting documentation such as legal documents and written statements from a third party (counselor, lawyer, doctor, etc.) must be sent to the Director of Financial Aid. The written appeal must explain why satisfactory progress was not met and what has changed that will allow the minimum standards to be met. The appeal and required documentation must be submitted by the deadline provided to the student. Retroactive appeals are not permitted.

If the appeal is denied, the student will not be eligible for federal or institutional aid in subsequent semesters until SAP standards are met.

Financial Aid Probation:

If the appeal is approved by the SAP Committee, the student will be placed on financial aid probation, with an academic plan, and will be eligible for federal and institutional aid during the probationary period.

The individualized academic plan will be developed by the Academic Success Center in collaboration with the SAP Committee and any other identified academic advisors. The student's progress will be monitored at the end of each subsequent semester by both offices to determine if the student is meeting the requirements specified in their academic plan. If the student is meeting the requirements of their academic plan, the student will be eligible to receive federal and institutional aid as long as the student continues to meet the developed one or two semester plan requirements. If the student fails to meet their academic plan requirements at the end of semester review, they will not be eligible for federal or institutional aid in future semesters until they meet all of the SAP requirements.

Regaining Eligibility:

Students whose federal and institutional aid has been suspended due to not meeting SAP requirements will regain aid eligibility for future semesters upon meeting SAP requirements.

Readmitted/Returning Students

Any student who was on a Financial Aid Probation status when they left the university and applied for re-admission to Niagara University at a later date must be reviewed by the SAP Committee before admission can be granted.

Program Completion:

Once the student completes all the academic requirements for their program, the student is considered to have completed the degree program and is no longer eligible for further federal aid for that program.

Academic Amnesty:

All academic coursework taken by a student in attendance at Niagara University must be included in determining federal SAP. This federal SAP policy is exclusive of any Niagara University academic policy related to re-admission and GPA calculation. Federal SAP regulations do not recognize any provision for academic amnesty or renewal.

Transfer Coursework:

All transfer credits (including consortium agreements and study abroad courses) accepted by Niagara University are counted in cumulative earned/completed credits. Grades earned in transfer credits are not included in the cumulative GPA unless specifically defined in specific teach-out or articulation agreements.

Grading and Definition of Terms

Withdrawn Coursework (W):

Courses that are dropped during Add/Drop period will neither be counted as credits attempted nor credits earned nor counted in the cumulative GPA. Withdrawn coursework that occurs after the Add/Drop period of the term will result in a (W) grade. Courses with a (W) grade are counted in the cumulative credits attempted. Zero credits are earned. The grade is not factored in the cumulative GPA calculation. An Immediate Leave of Absence taken after the first week of the semester (up through the 10th week of the semester) will result in (W) grades.

Satisfactory (S), Unsatisfactory (U), (Pass/Fail) Coursework

Courses with a Satisfactory (S) grade are counted in the cumulative credits attempted and cumulative credits earned. The grade will not be factored in the cumulative GPA. Courses with an Unsatisfactory (U) grade are counted in the cumulative credits attempted. Zero credits are earned. The grade will not be factored in the cumulative GPA.

Audit (N) Coursework:

Courses with an Audit (N) grade are neither counted in the cumulative credits attempted nor cumulative credits earned nor factored in the cumulative GPA.

Incomplete Coursework (I):

Formalized grades which are received and posted by the Registrar's Office prior to the start of the next semester will be included in the federal SAP requirements review. The finalized grade will determine the cumulative credits earned and effect on the cumulative GPA.

Formalized grades which are not received prior to the start of the next semester will be factored into the students SAP calculations at the time of the next formal SAP evaluation.

The (I) grade that is not yet resolved is counted in the cumulative attempted credits, but not in cumulative credits earned nor counted in the cumulative GPA.

Incomplete coursework that is not resolved by the specified date confirmed during the request process will result in an (F) grade. (See F grade treatment below)

Failed Coursework (F):

Courses with a Failed (F) grade are counted in the cumulative credits attempted. Zero credits are earned/completed. The grade will be factored in the cumulative GPA.

Repeated Coursework

Undergraduate students are eligible to receive federal financial aid for repeating a class one time. If a student received a grade for the first attempted class, those credits will be counted in the cumulative credits attempted and earned/completed. The credits for the repeated class will be counted as additional credits attempted only and zero credits earned/completed. The second grade will replace the first grade in the calculation of the cumulative GPA

Academic Year

Niagara University's Academic Year begins with the Summer semester (inclusive of all its composite sessions) usually beginning in mid/late May, the Fall semester (beginning in August/September) of the same calendar year, and the Spring Semester which begins in the month of January following the Fall semester and ending in early May.

Niagara University Grade Scale and Credit Conversion

The Grade scale used at Niagara and for use in SAP calculation is as follows:

GRADE SCALE			CREDITS		
Legend	Grade	Grade Points	Attempted	Earned	GPA
Superior	A, A+	4	x	x	x
	A-	3.67	x	x	x
Very Good	B+	3.33	x	x	x
	B	3	x	x	x
	B-	2.67	x	x	x
Average	C+	2.33	x	x	x
	C	2	x	x	x
	C-	1.67	x	x	x
Passable	D+	1.33	x	x	x
	D	1	x	x	x
Failure	D-	0.67	x	x	x
	F	0	x	x	x
Withdrawal	W	NA	x	No	No
Pass	P,P*	NA	x	x	No
Satisfactory	S,S*	NA	x	x	No
Unsatisfactory	U	NA	x	No	No
Incomplete	I	NA	x	No	No
Audit	N	NA	No	No	No