

Undergraduate SAP Policy

Academic progress toward a degree must be maintained for the continuation of study in Fordham School of Professional and Continuing Studies. Satisfactory academic progress, as defined by the school, must also be maintained to receive financial aid.

To be eligible for federal financial aid, undergraduate students are required by the U.S. Department of Education to maintain Satisfactory Academic Progress (SAP) toward their degree objectives.

The School of Professional and Continuing Studies has established this SAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives.

SAP guidelines are based on reasonable expectations of academic progress toward a degree. Accordingly, these guidelines should not be a hindrance to any student in good academic standing.

Please note that these policies may change in the future to ensure continued compliance with federal and state regulations regarding student financial aid.

In order to maintain Satisfactory Academic Progress, the following areas must be met:

Grade Point Average Requirement

As an undergraduate student in the School of Professional and Continuing Studies, you must maintain a minimum cumulative grade point average of 2.0. Only grades that are factored into your GPA will be used when assessing SAP. Transfer credit, CLEP and credit for life experience will not be included in your GPA, and as a result, will not impact your SAP status.

Pace of Progression Requirement

Students must complete a minimum number of credits each semester to ensure that you are making progress towards the completion of your degree. To calculate the Pace of Progression, divide the cumulative number of credits you have successfully completed by the cumulative number of credits you have attempted.

Students are required to successfully complete a minimum of 67% of all attempted credits to remain eligible for aid.

Maximum Time-Frame Allowance

Credit Completion Policy

The maximum time frame allows students to continue receiving financial aid within a set time limit over the course of their program.

Year or Classification	Credits Attempted ¹	Percentage Completed ¹	Minimum Credits Completed ²
First Year	up to 30	65%	18-20
Second or Sophomore	30-60	70%	42
Third or Junior	60-92	75%	69
Fourth or Senior	greater than 92	80%	99-100

¹ Transfer credits accepted by Fordham are counted in both credits attempted and credits completed, although the grades are not counted in the GPA.

² For Fordham School of Professional and Continuing Studies, pursuing a degree on a part-time basis credits earned will be proportionate. For example, half-time students should complete half of these credits.

SAP Appeals

The SAP criteria for students will be reviewed each term to ensure compliance. Students who are not compliant could lose the opportunity to receive financial aid. Those students will be notified by the Financial Aid Office.

Students have the opportunity to appeal.

Please be sure that your written appeal includes the following information/ explanation:

1. What caused your work in the program to fall below acceptable standards? Provide a specific explanation?
2. How have those reasons been resolved?
3. How will you maintain good academic standards and progress toward the degree if the appeal is granted?

Documentation may be required.

Students who lose eligibility and submit an appeal may be placed on an Academic Plan if the appeal is approved. The purpose of an academic plan is to support students in bringing themselves back into compliance with the financial aid SAP standards in order to ensure that students will be able to successfully complete the degree. The academic plan will be tailored to each student and may include milestones and specific requirements. Students on an academic plan are still responsible to meet the SAP requirements in the subsequent semester.

Students should meet with the advisor of the program to discuss their status and to submit the [Graduate and Professional Satisfactory Academic Progress Appeal form](#) along with your appeal statement, as needed. If there is the potential for you to successfully complete the degree, your advisor will design a specific academic plan in collaboration with you and will submit the Appeal Form to the Financial Aid Office, on your behalf.