



Office of Student Financial Assistance
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**SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL FORM
 2008-2009 Academic Year**

**NOTE: SUBMISSION OF THIS FORM DOES NOT GUARANTEE REINSTATEMENT OF AID
 ELIGIBILITY**

A student is **INELIGIBLE** to appeal for Satisfactory Academic Progress (SAP) for the following reasons: (1) if the student had a previously approved appeal for their current program of study, or (2) if the student reached the maximum time-frame limitation of the quantitative SAP Policy. ALL students must earn their degree within the 150% margin of the required credits to complete the program. Once that margin is reached, a student cannot appeal.

Incomplete appeals (i.e. lacking supporting documentation) will not be considered for review. The result of your appeal will be emailed to you within 30 days of receipt of documentation. If your initial appeal is denied, you may request in writing, within 15 days of the denial, that your appeal be forwarded to the University Financial Aid Appeals Committee for a second and final review. Decisions of University Financial Aid Appeals Committee are final and cannot be appealed.

Section 1: Required Documentation

The Office of Student Financial Assistance reviews the academic records of students who are no longer eligible to receive Federal and/or State Student Aid. In order to appeal your financial aid suspension, complete **ALL** information and return this form with a letter of explanation and supporting documentation. As established by the U.S. Department of Education and the Florida Office of Student Financial Assistance, your appeal must address one of the following issues:

- Personal illness or injury (must provide a written statement from a physician)
- The death of an immediate family member (please provide copy of the death certificate)
- Extenuating circumstances that were clearly beyond your control (please provide appropriate documentation to verify circumstances)

Considering the above criteria, please attach a signed letter and supporting documentation explaining in full detail what caused you to not meet the minimum Satisfactory Academic Progress Standards.

Section 2: General Information

Name: _____

NSU ID# _____ Contact Phone #: _____

NSU Email: _____ Expected Graduation Date: _____

Please check the term(s) for which you are appealing:

- Summer 2008** (for programs with an academic year starting in the summer)
- Fall 2008** **Winter 2009** **Spring 2009** **Summer 2009**

Section 3: Student Certification

I certify that I have read the Standards of Satisfactory Academic Progress at:
http://www.nova.edu/cwis/financialaid/information/academic_progress.html.

Signature: _____ Date: _____

Satisfactory Academic Progress

Introduction

Federal regulations require that an institution develop and apply a consistent and reasonable standard of academic progress. NSU is accredited by the Southern Association of Colleges and Schools and the graduation requirements for each academic program conform to the standards of the accrediting agency. Satisfactory academic progress and degree requirements for graduation are stated in each academic program's bulletin. A student must maintain satisfactory academic progress in the course of study he or she is pursuing according to the standards and practices of NSU. The OSFA has established written policies and procedures for measuring academic progress for students receiving financial aid under student financial aid programs. This policy takes precedence over any and all academic requirements as defined in each academic program's bulletin.

Academic Requirements for Undergraduate Students

Qualitative Measure-To maintain satisfactory progress for financial aid during the course of study, a student must obtain the following Cumulative Grade Point Average after completion of each increment:

Completed Credit Hours	Required Quality Point Average
01-29	1.70
30-59	1.85
60 or more	2.00

Students receiving state aid must meet the minimum GPA required by the state program. Generally these GPA requirements are higher than the scale listed above.

Quantitative Measure-Students enrolled full-time, those who attempt 24 or more credit hours during an academic year, are required to complete 18 new credits each academic year. Students enrolled less than full-time, those who attempt less than 24 credit hours during the academic year, are required to complete 70 percent of their enrollment. Full-time students receiving State aid are required to complete 12 credit hours (9 credits for nursing program), per term, for the number of terms for which State aid was received.

The number of semesters a student can be awarded financial aid will be limited to 150% of the number of credit hours required to complete their degree program.

Accepted transfer credit hours will apply towards the total hours required to complete the student's degree program

Courses not appearing on the academic transcript will not apply towards completed credit hours.

A student may repeat a course to improve the grade in that course. However, credit toward graduation will be granted only once. Both enrollments and both grades will appear on the academic transcript. One enrollment will be notated indicating the course has been repeated. The higher of the two grades will be counted in the student's Grade Point Average. The University's Grading Policy specifies the maximum number of times that a student may repeat a course and have the grades excluded from the calculation. Every attempted course will count towards the quantitative limitation, as indicated above, regardless of whether or not the grade has been included in the cumulative GPA. There are no exceptions to the policy due to a change of major/program while pursuing an undergraduate degree.

Academic Progress Requirements for Graduate Students.

Qualitative Measure-To maintain satisfactory progress for financial aid during the course of study, a student must obtain the following Cumulative Grade Point Average after completion of each increment:

Completed Credit Hours	Required Quality Point Average
01-12	2.70
13 or more	3.00

Quantitative Measure -Students enrolled full-time, those who attempt 18 or more credit hours during an academic year, are required to complete 12 new credit hours each academic year. Students enrolled less than full-time, those who attempt less than 18 credit hours during the academic year, are required to complete 70 percent of their enrollment.

The number of credit hours a student can be awarded financial aid will be limited to 150% of the number of credit hours required to complete one degree program. See Appendix XX for academic levels and minimum credits required.

Accepted transfer credit hours will apply towards total hours required to complete the student's degree program.

Courses not appearing on the official transcript will not apply towards completed credit hours.

Depending on the academic program, students enrolled in dissertations and practicums are generally considered full-time.

Generally, a student may repeat a course to improve the grade in that course. However, credit toward graduation will be granted only once. Both enrollments and both grades will appear on the academic transcript. One enrollment will be notated indicating the course has been repeated. The higher of the two grades will be counted in the student's Grade Point Average. The University's Grading Policy specifies the maximum number of times that a student may repeat a course and have the grades excluded from the calculation. Every attempted course will count towards the quantitative limitation, as indicated above, regardless of whether or not the grade has been included in the cumulative GPA. There are no exceptions to the policy due to a double major or change of major/program while pursuing a graduate degree.

General Procedures

1. Satisfactory academic progress will be determined by the Standards of Academic Progress (SAP) program. This program will be run before July 30 of each calendar year.
2. All academic programs, except law, HPD and doctoral programs which monitor their own students, will be considered by the SAP program.
3. For semester-based programs, student must be enrolled during the Summer (for Quarter-term programs only), Fall and/or Winter terms, for the academic period in review, in order to be processed by the SAP program. Coordinators may, however, consider enrollments during Summer I and/or Summer II when evaluating a student's record, if it will be beneficial to the student. An access report will be run after the SAP process to identify all students who have failed SAP and are enrolled in a term to be considered a make-up term. They will be reviewed after grades have been posted and SAP will be adjusted as needed for the benefit of the student.
4. For all programs that are quarter-term, SAP will be processed for Summer, Fall, and then Winter term. For these programs, Spring term can be evaluated for those students who have failed SAP.
5. The SAP program will evaluate all students who were enrolled during the current academic year. Any student who was not enrolled during the current academic year will pass SAP, except those who have not met the minimum GPA requirement.
6. Each year, during the beginning of the Winter term, a report will be run that will select all students in danger of failing SAP (did not earn at least 70% of credits attempted, or GPA below minimum required). An e-mail notification will be sent informing the students of this.

Grades

1. Depending on the academic program, a grade of "P" may be calculated in earned credit hours; however, the cumulative quality point will not be affected. A grade of "F"ail may be calculated in earned credit hours; however, the cumulative quality points will be affected.
2. The following grades and grade types will not be considered as courses successfully completed:
 - a. AU- Audit
 - b. CE- Credit by Exam
 - c. CL- CLEP
 - d. EQ- Credit awarded based on prior experience
 - e. I- Incomplete
 - f. IF- Incomplete Failure
 - g. IP- Incomplete Pass / In Progress
 - h. IW- Incomplete Withdrawal
 - i. NG- No Grade Submitted
 - j. NP- No Pass
 - k. NPR- No Progress
 - l. PR- Progress
 - m. RSC- required Summer Institute Completed
 - n. W- Withdrawal Without Penalty
 - o. WP- Withdrawal, while passing, Without Penalty

- p. WU- Administrative Withdrawal
- q. UPS- Un Paid Seat
- r. Z- No Grade Submitted by Instructor
- s. ZZ- Conversion Grade
- t. WF-Withdrawal – Failing
- u. XF- Unofficial Withdrawal

3. Cumulative Earned Hours and Cumulative Grade Point Averages are system maintained. Last Year Billed Hours and Last Year Earned Hours are calculated using Summer (if Quarter-term program)/Fall/Winter term statistics of the previous academic year (i.e., if Award Year is 00-01, Fall/Winter term statistics will be calculated based on 04-05 academic information).

4. A separate report is run by term that identifies students who received Federal aid and total credits attempted were -0-. Records are excluded if the student attempted an eligible zero credit course. The Computer Support Specialist will provide the report to the Manager of Compliance and Standards of Progress.

SAP Values

The SAP program updates the SAP code field located on the Banner ROAUSDF screen for the upcoming award year. Values produced by the SAP program are:

1. "1"-Pass: keep academic progress is OK.
2. "4"- Fail: Deny aid, academic progress is unacceptable.

Then, the program will update Banner Form ROASTAT, page 2, with either an R for Pass or S for fail. This will prevent any financial aid from packaging or disbursing.

Updating Records

1. Students active in Banner for the upcoming year the field system at the time the SAP cycle is run will have their SAP code field updated as described in section 18.6 Batch posting of a "1" will be posted for all first-time NSU (including transfer students) for the new award year. A report will be run to identify those students who apply for financial aid and have no SAP value.
2. Students awarded financial aid before the SAP program is run are notified on their Award Notification Letter (see Appendix 5 H) that their award is unofficial.
3. The Manager of Academic Standards will update ROAUSDF and note RHACOMM if any changes result from the appeal process.

Output

The SAP Program produces the following output:

- a. Separate reports sorted numerically are run for undergraduate, and graduate. The reports are further divided into Passed and Failed students.

b. All students with a failed status are reviewed for any pass/fail or non-graded courses that would not have been evaluated by the Banner system. All questionable cases are emailed to the program for review.

c. Standard of Academic Progress letters will be generated by the Banner system. (see Appendix 18 C)

Failing SAP

1. A numerical report is generated by level for all students with failed status. The report is reviewed by the Manager of Academic Standards.

2. This process is done prior to system SAP letters being generated.

All students with a failed status will be informed in the SAP Failure Letter of the appeal requirements and process.

Process for Appeal

1. If a student has been notified he or she has failed academic progress, he or she is given the opportunity to appeal such action to the Standards of Academic Progress Appeal Committee. The appeal must be in writing and addressed to the Office of Student Financial Assistance, Standards of Academic Progress Appeals Coordinator. It should include the following documentation/information:

a. SAP Appeal form

b. Letter written by the student detailing mitigating circumstances.

c. Physician's note and/or records if the appeal is based on medical circumstances.

d. Additional optional supporting documents.

2. An initial, internal decision will be made and notification will be sent to the student. If the initial appeal is denied, the student can request that their appeal be forwarded to the Standards of Academic Progress Appeals Committee for a second review by submitting a written request. The decision of the Committee is final and there are no further appeals. Student will receive written notification of the Committee's decision.

Satisfactory Academic Progress Appeal Committee

The initial appeal will be reviewed by the Manager of Academic Standards and the Coordinator of Federal and State Grants. If the appeal is based on specific situations that have been documented by third parties (non-family members), the Manager and Coordinator will make a decision. However, if the appeal is denied by them, the student can then request a secondary review by the appeals committee, whose decision will then be final.

Members of the Committee for secondary review include, but are not limited to the following: SFS & R administrators, Program Office administrators, and possibly other faculty and campus faculty which may vary from year to year. The Committee will meet until all appeals have been considered.

The Committee will maintain strict confidentiality. Committee decisions are final. Reviewing appeals which have already been decided by either the Manager and Coordinator or the Committee will only be considered if there is new, significant information. Students do not have the option to appeal to the reporting authority for the Office of Student Financial Assistance.

Factors taken into consideration, but not limited to, are:

- a. Cumulative Grade Point Average,
- b. Number of credit hours attempted and earned,
- c. Is progressing from year to year,
- d. Basis of appeal (explanation given for not maintaining academic progress,
- e. Amount of time remaining to complete degree

Reinstatement of Financial Aid

1. If a student's appeal is approved, he or she is considered to be making academic progress and is, therefore, eligible for financial aid for the next academic year.
2. If a student's appeal is denied, he or she can get their financial aid reinstated by making up the grade point average at their expense without financial assistance if they were denied for GPA or, in the case of credit hour completion, not attending school for one academic year and then reapplying for assistance the subsequent year.

Other

Calculations produced for the students active in Student Records who did not receive financial aid during the terms evaluated are required to be taken into consideration when awarding aid. Federal regulations mandate that Satisfactory Academic Progress pertains to all students who were active in Student Records, not only those students who received financial aid during the terms evaluated.

Students returning to NSU after an absence are not required to be reviewed for satisfactory academic progress if the absence occurred during the terms evaluated unless the student's progress failure was due to GPA.

APPENDIX XX

PROGRAM	ACAD LEVEL	CRS REQD
MASTERS SBE	B1	36
MASTERS SCIS	C2	36
ED SPEC - SCIS	C4	64
GTEP	F1	36
MS ED NGTE	F2	36
EdD HIGERH ED	F4	66
MS ITDE	F5	33
SPEECH & LANG PATH	F6	52
MS LSC	F8	40
ALLIED HEALTH MHS	H2	36
MS WRITING	I1	30
MS CJI	J1	36
MS COUNSELING	J2	48
OCEANOGRAPHY	O1	45
MS MENTAL HEALTH COUNS	P1	60
SCHOOL GUIDANCE & COUNS	P4	46
SCHOOL PSYCHOLOGY	P5	79
CONFLICT ANALYSIS & RES	S1	45
ED SPEC	S2	30
ED SPEC MISC	S4	30

Satisfactory Academic Progress

Nova Southeastern University, in compliance with federal regulations, has established the following standards of academic progress that must be met to receive financial assistance. Satisfactory progress is required of a financial aid recipient to fulfill a specified educational objective within a specific time frame as defined by the institution. All students are required to meet these requirements, regardless of whether or not they previously received financial aid. The following are condensed criteria for satisfactory progress at Nova Southeastern University.

Undergraduate Programs

Graduate Programs

Undergraduate Programs

Qualitative Measure: Students must earn the following cumulative grade point average after completion of each increment:

1 to 29 credits: minimum GPA = 1.70
30 to 59 credits: minimum GPA = 1.85
60+ credits: minimum GPA = 2.0

Quantitative Measure: Students can only receive financial aid for attempting up to 150 % of the published length of their program. If you are denied for this reason, you cannot appeal. In addition, full-time students must complete 18 new credits each academic year. Less than full-time students must complete 70 % of attempted credit hours.

If a student's financial aid application is denied because of failure to meet these standards, he/she has the opportunity to appeal such action to the Standards of Academic Progress Appeals Committee within 30 days of notification of denial. Students must complete the Satisfactory Academic Progress (SAP) Appeal Form, and the appeal must be in writing, addressed to the committee in care of the Office of Student Financial Assistance. The appeal must include the following documentation:

- a letter written by the student describing mitigating circumstances
- a physician's note and/or records if the appeal is based on medical circumstances
- additional supporting documents, if any
- No personal appeals will be heard. Decisions of the committee are final, and students will receive written notification of the decision. If a probationary award is granted, it is valid for one academic year. Please be advised that students may receive only one probationary award per degree level during their attendance at Nova Southeastern University. Some programs, especially those funded by the state of Florida, require a minimum GPA of 2.0, regardless of class standing, and require the student earn 12 credit hours per term for each term the aid was received. Most academic scholarships require a minimum GPA of 3.0.

Students receiving federal and state financial aid should consult their financial aid counselor before dropping or withdrawing from courses to ensure compliance with federal and state standards of academic progress.

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Graduate Programs

Qualitative Measure: Students must earn the following cumulative grade point average after completion of each increment:

1 to 12 credits: minimum GPA = 2.70
13+ credits: minimum GPA = 3.0

Quantitative Measure: Students can only receive financial aid for attempting up to 150 % of the published length of their program. If you are denied for this reason, you cannot appeal. In addition, full-time students must complete 12 new credits each academic year. Less than full-time students must complete 70% of credits attempted.

If a student's financial aid application is denied because of failure to meet these standards, he/she has the opportunity to appeal such action to the Standards of Academic Progress Appeals Committee within 30 days of notification of denial. Students must complete the Satisfactory Academic Progress (SAP) Appeal Form, and the appeal must be in writing, addressed to the committee in care of the Office of Student Financial Assistance. The appeal must include the following documentation:

- a letter written by the student describing mitigating circumstances
- a physician's note and/or records if the appeal is based on medical circumstances
- additional supporting documents, if any
- No personal appeals will be heard. Decisions of the committee are final, and students will receive written notification of the decision. If a probationary award is granted, it is valid for one academic year. Please be advised that students may receive only one probationary award per degree level during their attendance at Nova Southeastern University.

The above are the minimum criteria for maintenance of satisfactory progress. Some financial aid programs may have more stringent academic progress standards. Most scholarships require a minimum GPA of 3.0. Refer to the descriptions of individual aid programs for more information or contact the Office of Student Financial Assistance for specific details.

Students should consult their financial aid counselor before dropping or withdrawing from courses to ensure compliance with academic progress requirements.

Law and Health Professions Division and Doctoral Programs

Maintaining satisfactory academic progress is required both to retain eligibility for student financial aid and to continue in the Law and the Health Professions Division and doctoral programs. Each program has its own standards of academic progress as outlined in the programs' individual Student Handbooks. Students should review the Handbooks for their specific Program Standards of Academic Progress. Suspended and dismissed students are ineligible for financial aid until they are restored to good standing or probationary status.