

School of Social Work
POLICY ON SATISFACTORY ACADEMIC PROGRESS
FOR FEDERAL STUDENT AID (FSA) RECIPIENTS

June 4th, 2013

1. SATISFACTORY ACADEMIC PROGRESS

CFR SOURCE:

Compilation of Federal Regulations (CFR):

34 CFR 668.34 – Student Assistance General Provisions

34 CFR 668.16(e) – Administrative Capability

34 CFR 668.32(f) – Student Eligibility - General

1.1 “AT LEAST AS STRICT...”

Students in the Columbia University School of Social Work (CUSSW) are held to the same academic standards regardless of their federal aid status.

SAP information will be updated in CUSSW Student Handbook & in other publicly available information sources.

1.2 CONSISTENT APPLICATION

All CUSSW SAP policies that will be instituted are universally consistent throughout all academic programs and students.

Part-time students are allowed to accumulate 12 credit hours before they are subject to academic/financial aid probation.

1.3 REGULAR EVALUATIONS

CUSSW will conduct SAP evaluations each term for each student.

1.4 GRADE POINT AVERAGE (GPA)

The CUSSW minimum satisfactory GPA is 3.0 to remain SAP-adherent.

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1.5 MAXIMUM TIME FRAME AND PACE OF COMPLETION

Maximum time frame is 130%: 78 maximum attempted credit hours to complete the 60 credit hours required for the degree. The required minimum pace of completion is 77% of attempted credits per term.

1.6 EFFECT/TREATMENT OF “ATYPICAL” COURSES/SITUATIONS

1.6.1 EFFECT OF INCOMPLETES

Incompletes (“IN” grades) can only be granted under the circumstances where, owing to an illness or emergency, a student cannot complete the final assignment. The extension period is normally no more than 10 days in length. NOTE: An Incomplete grade cannot be awarded if the student still needs to complete significant portions of classroom work that predate the end of the semester.

Until any “IN” grades are resolved, financial aid will not be disbursed. “IN” has no effect on GPA until official grade change.

1.6.2 EFFECT OF WITHDRAWALS

Withdrawing from courses has no effect on GPA, but these courses will count as attempted credit hours.

1.6.3 EFFECT OF COURSE REPETITIONS

Course repetitions are only permissible when connected to academic plans/appeals. Students must retake *required* courses in order to advance/earn MSW.

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1.6.4 EFFECT OF DUAL DEGREES

For dual-degree programs, students spend a term or a year in residence at a specific school. Financial aid eligibility is driven by school in which student is “in-residence.”

1.6.5 EFFECT OF ADVANCED STANDING

Not applicable.

1.6.6 EFFECT OF TRANSFERS OF CREDIT FROM OTHER SCHOOLS OR INSTITUTIONS

Only courses with B or better grade (3.0) from an accredited program are allowed to be accepted as transfer credits.

1.7 STATUS DEFINITIONS

Financial Aid Warning: CUSSW will grant all students placed on academic probation while receiving federal aid a **Financial Aid Warning** that lasts one term/payment period. During this term, the student will be allowed to receive federal funds while on academic probation. The student will not need to submit an appeal request. However, at the end of the term of Warning, the student must meet satisfactory academic progress as defined in this document, or he or she will be placed on Financial Aid Probation.

Students will be notified in writing via Columbia email by the Office of Financial Aid that they have been placed on financial aid warning. They will be informed that they will be reviewed for financial aid eligibility at the end of the subsequent term.

Financial Aid Probation: Federal aid recipients who do not meet satisfactory academic progress after one term of Financial Aid Warning will be placed on **Financial Aid Probation**. Under federal regulations,

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June 4th, 2013

Financial Aid Probation means that students are not eligible to receive federal financial aid, unless they successfully appeal. The appeals process applies to extenuating circumstances and is outlined in section 1.9 below.

1.8 PROVISION FOR A FINANCIAL AID WARNING STATUS

CUSSW will conduct SAP evaluations each term. The financial aid office will issue a Financial Aid Warning to students after one term of unsatisfactory progress. This serves as notification that their federal aid eligibility is at risk.

1.9 APPEALS

Appeals may be submitted for cases where extenuating circumstances are present and results in sub-satisfactory academic performance. An online form for appeals will be created and made available on the CUSSW website.

1.9.1 ACADEMIC PLANS

If a student appeals successfully, a corresponding Academic Plan will be issued by Office of Student Services and Office of Advising for restoration of FSA funding. The Academic Plan will be documented in SIS and added to the student's file.

1.10 RESTORING ELIGIBILITY

Students who fall below SAP guidelines must complete an Academic Plan as issued by the Offices of Student Services and Advising.

Students cannot have FSA eligibility restored via leaves of absence.

Students who are ineligible for aid but still have enough academic standing to remain enrolled may register for courses and pay out-of-

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pocket, but FSA eligibility will only be restored via successful completion of the Academic Plan.

1.11 NOTIFICATIONS

Students will be notified via email regarding a Financial Aid Warning and Financial Aid Probation, if applicable. Each notification will be documented in both the Student Information System and in the student's financial aid file.