2018

Student Academic Progress-Financial Aid Brochure

Nova Southeastern University

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Satisfactory Academic Progress for Financial Aid

NSU

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Enrollment and Student Services

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) measures a specified educational objective within a specific time frame as defined by the institution. All students must meet these requirements, regardless of whether or not they previously received financial aid.

According to federal regulations, Nova Southeastern University (NSU) has established the following SAP standards that must be met in order to receive federal and state financial assistance.

Students interested in receiving state aid (e.g., Florida Resident Access Grant (FRAG), Florida Bright Futures Scholarship) must also meet the state SAP standards established for each aid program.

All NSU students must continually meet the following four criteria in order to maintain SAP for financial aid eligibility.

- **Qualitative Measure (Grade Point Average)**

  Students must maintain a minimum cumulative grade point average (GPA) in order to receive financial aid during their course of study.

- **Quantitative Measure (Annual Credits)**

  Students must successfully complete a minimum of 66.7 percent* of all attempted credits each academic year. Please note that repeated and incomplete courses are counted toward the quantitative measurement.

  $$\text{Quantitative formula} \quad \frac{\text{Successfully completed credits}}{\text{Attempted credits}}$$

- **Maximum Time Frame Measure (Total Allowable Credits)**

  Students must complete their program requirements within 150 percent of the published length of their program (number of credits needed to complete program requirements). For example, a program requiring 120 credits to graduate will be limited to 180 credits of financial aid eligibility. All coursework is counted, including, but not limited to, repeat and incomplete coursework and transfer credits.

*Represents successful completion of two-thirds of attempted credits

◆ **Pace**

Students must successfully complete a minimum of 66.7 percent*
of all courses attempted within their academic degree level
(undergraduate, graduate, first professional, etc.). Pace is
calculated annually to determine if the student is making the
necessary progression to complete the program within the
maximum time frame.

Pace formula $\dfrac{\text{Cumulative successfully completed credits}}{\text{Cumulative attempted credits}}$

Important—All credits are part of the calculation, including, but
not limited to, repeat and incomplete coursework, transfer credits,
and coursework completed for a prior program or major for which
a degree or certificate was not conferred. The only time a student
may start over is after he or she graduates.

*Represents successful completion of two-thirds of attempted credits

Program Requirements

Undergraduate Programs

- **Qualitative Measure:** minimum GPA 2.0
- **Quantitative Measure:** at least 66.7 percent* of all credits attempted annually at NSU
- **Maximum Time Frame:** financial aid limited to 150 percent of the published length of your program
- **Pace:** successful completion of at least 66.7 percent* of all attempted credits

Transfer Credit

NSU will count transfer credits and advanced placement credits accepted toward a student's educational program as both attempted and successfully completed credits. These credits will be included in pace and maximum time frame calculations, however, they will not be included in the annual qualitative and quantitative measure calculations.

*Represents successful completion of two-thirds of attempted credits

Master's and Specialist Degree Programs

- **Qualitative Measure:** minimum GPA 3.0 or 80 percent (for programs with a numeric grading system) Exception
  - accounting and taxation—minimum GPA 3.25 effective Fall 2016 and thereafter
  - anesthesia, occupational therapy, pharmaceutical affairs, and physician assistant—minimum GPA 2.0 or 75 percent
  - dental medicine—minimum GPA 70 percent or passing grade in all pass/fail coursework. Students with a combination of grade types must meet both criteria.

- **Quantitative Measure:** successful completion of at least 66.7 percent* of all credits attempted annually at NSU

  Maximum Time Frame: financial aid limited to 150 percent of the published length of your program

- **Pace:** successful completion of at least 66.7 percent* of all attempted credits

*Represents successful completion of two-thirds of attempted credits

Doctoral Programs

- **Qualitative Measure:** minimum GPA 3.0 for all programs
  Exception
  - computer and information sciences—minimum GPA 3.25 for students who began in the spring 2007 semester or after, and 3.0 for students who began prior to spring 2007

- **Quantitative Measure:** successful completion of at least 66.7 percent* of all credits attempted annually at NSU

- **Maximum Time Frame:** financial aid limited to 150 percent of the published length of your program

- **Pace:** successful completion of at least 66.7 percent* of all attempted credits

Health Professions Division
Doctoral and Postdoctoral Programs

- **Qualitative Measure**

Program	Minimum Cumulative GPA/ Percent
dental predoctoral, optometry, osteopathic medicine, pharmacy	2.0/70 percent
physical therapy (hybrid entry-level, and entry-level), occupational therapy —hybrid in Tampa	2.0/75 percent
audiology, nursing, occupational therapy, physical therapy	3.0/80 percent
allopathic medicine, health science	Passing grade in all coursework
dental postdoctoral	70 percent or passing grade in all pass/fail coursework. Students with a combination of grade types must meet both criteria.

- **Quantitative Measure:** successful completion of at least 66.7 percent* of all credits attempted annually at NSU Exception
  - pharmacy—must also successfully pass all repeated courses

- **Maximum Time Frame:** financial aid limited to 150 percent of the published length of your program

- **Pace:** successful completion of at least 66.7 percent* of all attempted credits

*Represents successful completion of two-thirds of attempted credits

First-Professional Law

- **Qualitative Measure:** minimum cumulative GPA of 2.0

- **Quantitative Measure:** successful completion of at least 66.7 percent* of all credits attempted annually at NSU

- **Maximum Time Frame:** financial aid limited to 150 percent of the published length of your program

- **Pace:** successful completion of at least 66.7 percent* of all attempted credits

*Represents successful completion of two-thirds of attempted credits

Special Circumstances

Attempted Credits

All attempted credits are part of the pace, quantitative, and maximum time frame calculation, including, but not limited to, credits from repeat and incomplete coursework; transfer courses; and coursework completed for a prior degree, certificate, or major for which a degree or certificate was not conferred, regardless of receiving financial aid.

Incompletes and Withdrawals

Credits from courses with incomplete and withdrawal grades at the time of the SAP review count as attempted credits, but are not counted as successfully completed credits. SAP will not be rerun, even if the incomplete grade is later changed to a passing grade. Any incomplete grade converted at a later time will be considered during the next annual SAP review.

Repeat Courses

Credits from courses that are repeated will count as attempted credits. Repeated courses that are excluded from the academic record will not count as successfully completed credits or in the GPA calculation.

Drop Courses

Credits for courses that are dropped without attendance are not counted as attempted credits, except when a student has retained a refund of loan proceeds made prior to the start of classes. All other credits for dropped courses will count as attempted credits. Dropped courses do not count as successfully completed credits.

Changing Your Program or Major

Please note that NSU does not allow students to reset their SAP status if they switch their program and/or major. All coursework taken up until a degree or certificate is conferred is included in pace, maximum time frame, annual quantitative, and cumulative qualitative (GPA) calculations.

SAP Determination and Notification

SAP Determination

The Office of Student Financial Assistance (OSFA) evaluates SAP for all students at the end of the final semester of their current academic year to determine financial aid eligibility for the next academic year. In addition, it is reviewed midyear to alert students who may be in danger of failing SAP. Students who have failed to meet federal SAP requirements are ineligible to receive any federal or state financial aid for the upcoming academic year.

ACADEMIC YEAR	MIDYEAR REVIEW	FINAL SEMESTER	SAP EVALUATION
three-semester programs (fall/winter/summer)	January	summer semester	end of summer semester
three-semester programs (summer/fall/winter)	August/ September	winter semester	end of winter semester
four-semester programs	January	spring semester	end of spring semester
two-semester programs	January	winter semester	end of winter semester

SAP Notification

Students who are not making SAP at the midyear evaluation will receive an email to their NSU email address to alert them of their SAP status. Students who have failed to meet SAP at the end-of-year evaluation will receive a notification to their NSU email address. In addition, a letter will be sent to the mailing address as displayed in WebSTAR.

Students may also view their academic progress status online by following the steps below:

- Login to SharkLink using your User Name and Password.
- Click on **My Financial Aid** on the left navigation.
- In the **Financial Aid Requirements** section, click **View Satisfactory Academic Progress**.
- Select an aid year and click **Submit**.
- Click on the **Academic Progress** tab to view your academic progress standing.

SAP Appeal and Academic Plan

SAP Appeal

A student with extenuating circumstances may appeal the denial of student financial assistance by submitting a SAP Appeal Form within 60 days from the date the failure notice was sent. The appeal must be made in writing, addressed to the Satisfactory Academic Progress Committee in care of the Office of Student Financial Assistance, and include the following documentation:

- a completed Satisfactory Academic Progress (SAP) Appeal Form
- a signed letter written by the student describing why the student has failed SAP and what has changed that will allow the student to successfully meet SAP in the future
- a physician's note, if the appeal is based on medical circumstances (In accordance with HIPAA privacy rules, documentation should never include medical records or copies of prescriptions.)
- additional supporting documents, if appropriate

A student's appeal may be approved on a probationary basis for one semester, as long as it is feasible for the student to meet all SAP requirements within one semester. If not, an academic plan must also be included with the appeal (see below).

SAP Academic Plan

If a student is unable to feasibly meet all SAP requirements within one semester, an academic plan must be developed with the student's academic advisor. The academic plan will outline grade and course requirements that will allow the student to successfully meet SAP. If necessary, the academic plan may extend beyond the current academic year. If SAP failure was based on the quantitative measure only, it is not necessary to establish an academic plan. If SAP failure was based on the maximum time frame measure, the student must complete all credits required for degree completion by the end of the last semester of the academic plan.

Under an academic plan, a student's progress will be reviewed at the end of each semester in order to ensure that the student is progressing according to the requirements of the plan. As long as the student is progressing accordingly, he or she will remain eligible for financial aid. If the student is not meeting the requirements of the plan, he or she will not be eligible to receive financial aid until all components of SAP have been met.

**Please visit *nova.edu/sap*
for more information, including
frequently asked questions.**

NSU

NOVA SOUTHEASTERN UNIVERSITY

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