GRADUATE SATISFACTORY ACADEMIC PROGRESS

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) ensures students are able to complete their academic program in a timely manner while achieving minimum academic standards. In an age of increasing accountability of the use of federal student aid funds (and other federal and institutional funds), institutions and students must demonstrate financial aid funds are being used to assist students in completing their academic goals in the most efficient way.

Federal regulations mandate all students are required to maintain SAP toward a degree in order to receive financial assistance through Title IV federal financial aid (including, but not limited to, the Stafford Loan, Perkins Loan, Graduate/Professional PLUS, Federal Work-study, TEACH Grant,) and need-based state aid programs. Students must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replaces nor overrides academic policies outlined by Touro College. This SAP policy applies to all graduate and professional students as described below.

Post-baccalaureate students and those seeking a second undergraduate degree or certificate should be aware that assessment of their SAP status will be based on criteria established for undergraduate students. Please refer to the Undergraduate Satisfactory Academic Progress Policy.

Graduate students and students seeking a second graduate degree or certificate will be assessed according to the criteria established for graduate students. Students who are engaged in a dual undergraduate and graduate course of study will be assessed by the policy in effect given the individual student’s standing.

Law, Pharmacy and Osteopathic students are considered to be maintaining satisfactory academic progress if they are in good academic standing as determined by the standards and promotions committee at each school.

TouroCOM SAP Policy – http://legacy.touro.edu/med/finsat.html
TouroCOP SAP Policy – http://www.pharmacy.touro.edu/?page_id=381

Policy Components

There are several components of SAP consisting of quantitative and qualitative measurements. Quantitative measurements evaluate the pace and progress by which a student is working toward the completion of their program. This is measured by establishing a required percentage of credit hours that must be passed when attempted and by a maximum time frame in which a student must complete their required coursework. The Qualitative measurement evaluates the quality (GPA and academic standing) of the student’s academic work.

Quantitative Requirements:

1. **Maximum Time Frame**

   All students are expected to finish their program within a maximum time frame as determined by the College. All attempted credit hours are considered toward the maximum time allowance, regardless of whether or not the student received financial aid.
Graduate Students: A student’s total cumulative attempted hours may not exceed 150% of the minimum hours needed to complete the degree program for which they are enrolled, unless otherwise defined by a specific graduate program.

Though SAP is generally only reviewed annually for students who are not on SAP probation, if it is determined a student may potentially exceed his or her maximum time frame established prior to the next award year’s annual SAP evaluation, the maximum time frame standard will be reviewed on a semester basis instead of annually.

2. Pace

Graduate students must be on target to complete their academic program within the set time frame. To determine if a student is meeting this standard, total cumulative earned hours are compared to total cumulative attempted hours. This is calculated by dividing the total cumulative earned hours by the total cumulative attempted hours. The result must be 66.66% or greater, which means the student must complete and pass two-thirds of their cumulative attempted hours.

Examples:

<table>
<thead>
<tr>
<th>Cumulative Earned Hours</th>
<th>Cumulative Attempted Hours</th>
<th>SAP Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>24</td>
<td>12/24 = 50%; Does NOT meet SAP</td>
</tr>
<tr>
<td>60</td>
<td>75</td>
<td>60/75 = 80%; Does MEET SAP</td>
</tr>
<tr>
<td>60</td>
<td>99</td>
<td>60/99 = 60.61%; Does NOT meet SAP</td>
</tr>
</tbody>
</table>

Aside from Law, Pharmacy and Osteopathic Medicine, Touro College’s various graduate programs require anywhere from 30 to 94 credits to graduate, depending on the program. Advance certificate programs require anywhere between 12 credits to 18 credits, depending on the discipline.

If students are enrolled in a program with more restrictive standards of academic progress than the general policy noted here, the student’s eligibility for federal, state, and institutional financial assistance will be evaluated on the standards specific to the program. Students who are placed on probation due to more restrictive standards will be notified, in writing, that they will be placed on financial aid warning or probation, as the case may be.

Qualitative Requirements:

1. GPA and Academic Standing

Graduate Students: Students must maintain at least a cumulative 3.0 official GPA and not be dismissed nor suspended from their academic program, as determined by their academic units’ policies, except for physician assistant studies (min 2.5 GPA) and physical therapy (min 2.67 GPA).

Evaluation and Notification

SAP will be reviewed annually at the end of the spring semester for all students who have applied for summer federal financial aid or have completed the upcoming academic year’s Free Application for Federal Student Aid (FAFSA) and who are eligible to enroll in future semesters. For those
students who enter in the spring, their evaluation will occur at the end of the fall semester. In addition, students must be fully graded for each of their prior semesters of enrollment at Touro College. Students who become eligible to enroll or apply after the annual SAP process has run for the award year will have their SAP eligibility evaluated prior to their federal aid eligibility being determined. In order to be eligible for federal and state need-based grant financial aid, students are required to meet certain SAP standards, regardless of whether or not financial aid was received in prior semesters. If it is determined that a student does not meet SAP standards, he or she will be ineligible for any federal aid and need-based state grant financial aid programs. Any federal financial aid offered for the summer term prior to SAP being evaluated will be canceled if it is determined the student does not meet SAP standards.

If it is determined a student is not meeting SAP standards, he or she will be notified in writing. The notification will include an explanation of the SAP standards evaluated and the specific standards not met by the student.

Students who lose eligibility for federal and state need-based programs due to not meeting SAP requirements may:

- earn the necessary GPA or semester hours to meet the minimum requirements while not receiving federal and state need-based financial aid, or
- submit a SAP appeal.

Unless academically dismissed, students denied federal and state need-based aid may continue attending using other aid sources or by funding their education themselves.

It is the student’s responsibility to monitor his or her academic progress and to be aware of the requirements of his or her program and SAP standards.

Written notification may be either electronically, or otherwise.

**Appeal Process**

A student determined ineligible for financial aid for failure to meet the Touro College’s Satisfactory Academic Progress standards has the right to make a written appeal to the academic committee in the program to which the student is affiliated (inasmuch as every graduate program has its own committee) if he or she can demonstrate:

- failure to meet the minimum standard was caused by extreme or unusual circumstances beyond his or her control, and;
- he or she has resolved the issue(s) that caused the deficit, and;
- the issue(s) will not affect his or her performance in the future.

See Satisfactory Academic Progress (SAP) Appeal Form
See SAP Max Time Frame (MTF) Worksheet
***If you are held for Maximum Time Frame you must submit the MTF worksheet, completed by your Academic Advisor as part of your appeal***

If an appeal is approved, the student will be placed on probation. His or her SAP will be evaluated the following semester he or she is enrolled to ensure the student is still meeting the appropriate requirements. If at that time the standards are not being met, a SAP hold will be placed back on the student’s account and any federal aid and need-based state grant aid in future semesters will be canceled.

**Self-Correction**

If it is determined a student is not meeting SAP standards and he or she self-corrects his or her issue(s) in a future semester and still meets all other SAP requirements, he or she will become
eligible for federal financial aid the following semester. If a student corrects his or her issue during a summer or fall term and wants to be considered for federal financial aid prior to the next award year’s annual SAP evaluation, he or she must file an appeal. If a student corrects his or her deficit during the next semester, and the appeal is approved, the student would be eligible beginning the next full semester.

**Late Grade Posted or Grade Change**

If a student is held for SAP and a grade is posted late or a professor changes a student grade and the student wants his or her SAP re-evaluated, the student must file an appeal. There is no automatic process to clear SAP holds for students who have a late grade post or a grade changed. It is the student’s responsibility to submit an appeal. If no appeal is submitted, SAP will be re-evaluated during the next award year's annual SAP evaluation process.

**Program Changes**

SAP standards are evaluated based on academic programs. Therefore, if a student switches programs while at Touro College, his or her SAP standards will be evaluated based only on his or her academic data for the program he or she is currently active in. Therefore, as a previous undergraduate student at Touro College, a student may have been determined to not be meeting SAP standards. However, if the student switches to a graduate program, the next time a SAP evaluation is completed for the student, it will only be based on his or her graduate program information; no undergraduate program information will be factored into the evaluation (unless an undergraduate course is coded as a program transfer). For illustration purposes only, a School of Health Sciences student that moves from the undergraduate to the graduate track will reset the calculus. If a student held for SAP switches programs and wants his or her SAP re-evaluated based on his or her new program prior to the next award year’s annual SAP evaluation, he or she must submit an appeal. It is the student’s responsibility to submit an appeal. SAP holds will not automatically be cleared and SAP standards re-evaluated for students who change programs within an evaluation period. Their SAP will be re-evaluated during the next award year’s annual SAP evaluation process if no appeal is filed.

**Instructions for Submitting an Appeal**

1. Complete the SAP appeal application. This appeal application is available on-line.
2. Attach a typed and signed letter. The appeal letter must explain the following:
   a. a description of the unforeseen circumstance which may have prevented the student from meeting the SAP standards;
   b. how the circumstances have been resolved and;
   c. how the circumstance(s) will not affect the student’s future academic progress.
3. Attach supporting documentation.
   **Documentation of circumstances described in your letter must be included with the written appeal.**
   Note: the inability to attend classes due to lack of funds is not an extenuating circumstance. Refer to the list below for required documentation. Additional documentation may be requested after your appeal is reviewed. Additionally, Touro College cannot and does not grant retroactive accommodations.

<table>
<thead>
<tr>
<th>Circumstances</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s illness, injury, hospitalization, or disability</td>
<td>Written documentation from your health care provider on letterhead detailing:</td>
</tr>
<tr>
<td></td>
<td>o Approximate date of onset of the illness, injury, or disability</td>
</tr>
<tr>
<td></td>
<td>o The general nature of the illness, injury, or disability that prevented you from meeting SAP</td>
</tr>
<tr>
<td></td>
<td>o The healthcare provider’s release to return to school</td>
</tr>
<tr>
<td></td>
<td>o The prognosis for being able to medically meet standards</td>
</tr>
<tr>
<td>Illness, accident, or injury of a significant person in the student’s life</td>
<td>Provide documentation (i.e., physician’s statement, police report, or documentation from a third party professional) relating to the individual for</td>
</tr>
<tr>
<td>Potential Appeal Statuses</td>
<td>Actions Required</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Death of a family member or significant person in the student’s life</td>
<td>whom the student provided care or support</td>
</tr>
<tr>
<td>The student’s own divorce or separation or the divorce or separation of the student’s parent(s)</td>
<td>Provide a copy of the obituary or death certificate</td>
</tr>
<tr>
<td>Victimization or a violent crime or natural disaster</td>
<td>Provide an attorney’s letter on letterhead, petition for dissolution, or copy of divorce decree</td>
</tr>
<tr>
<td>Exceeding the time frame as a result of changing majors or excess transfer credits</td>
<td>• In your statement you must explain why you have not yet completed your program</td>
</tr>
<tr>
<td></td>
<td>• A completed Maximum Time Frame SAP Plan worksheet</td>
</tr>
<tr>
<td>Exceeding the time frame while in a second degree or dual degree program</td>
<td>• In your statement you must explain why you are working on a second degree</td>
</tr>
<tr>
<td></td>
<td>• A completed Maximum Time Frame SAP Plan worksheet</td>
</tr>
<tr>
<td>Other unforeseen circumstance beyond your control</td>
<td>• Clearly state how the situation was unforeseen and beyond your control</td>
</tr>
<tr>
<td></td>
<td>• Provide supporting documentation that verifies the circumstances you describe in your statement</td>
</tr>
</tbody>
</table>

4. Submit the appeal application, letter, and documentation to the academic committee in the program to which the student is affiliated. Please retain a copy of all documents submitted for your records. No documents will be returned to the student.

**Monitoring the Status of Your Appeal**

It may take up to 15 business days to review your appeal once it is submitted to the academic committee in the program to which the student is affiliated before a decision is made. Your appeal will be reviewed by the committee. All decisions are final. A second review can only be requested if you can provide new information and documentation that may have been omitted from the initial appeal. If a decision has not been made by the time your bill is due, it is your responsibility to pay your balance in full or discuss your payment options with the Bursar’s Office.

You will receive written notification, which will be delivered by either regular mail or electronic mail at the students last known address, of the decision made on your appeal.

Below is a listing of the potential appeal statuses:

- **In-Progress**: Your appeal has been received, but not reviewed.
- **Deferred**: Your appeal has been reviewed, but the committee has deferred your appeal for additional information. You will receive a letter by email detailing the additional information or documentation needed.
- **Approved**: Your appeal has been approved, and you are on SAP probation. While on SAP probation, you may only receive financial aid for ONE payment semester. At the end of your probation semester, you must have corrected your SAP issue(s) and be meeting the SAP standards, or if placed on an academic plan, you must be meeting the requirements specified in your plan. You will be placed on a SAP remediation plan if it has been determined you will not be able to correct your SAP issue(s) in one semester. You will receive written notification outlining your SAP remediation plan. An SAP remediation plan will ensure you will be able to meet SAP standards by a specific point in time.
- **Denied**: Your appeal was not approved based on the information you provided. You are not eligible to receive federal or state need-based financial aid. If you intend to remain enrolled at Touro College, you must pay your bill with other sources.
Limit of appeals
There is no limit on the number of appeals a student can submit; however, a student may not appeal using the same extraordinary and extenuating circumstance twice.

Academic and Financial Aid Suspension
A student may be permitted by the academic committee in the program to which the student is affiliated to enroll at the College while on financial aid suspension.

Once the student has earned the required cumulative grade point average and/or completed the required credit hours, they must contact the academic committee in the program to which the student is affiliated AND the Financial Aid Office to request a review of his or her academic record and reinstatement of his financial aid eligibility. If the standards of satisfactory academic progress are met at the time of evaluation, financial aid eligibility may be regained for the subsequent semester of enrollment in the academic year.

Regaining Eligibility for Financial Aid
Students who are denied financial assistance on the basis of unsatisfactory academic progress for reasons other than exceeding the maximum timeframe may regain financial aid eligibility by satisfactorily completing, at their expense, those courses required to achieve the minimum cumulative GPA as specified by their academic program and successfully complete 67% of total cumulative credit hours attempted at Touro College. This statement does not imply that continuation in any academic program is the prerogative of the student.

Other SAP Information

Additional information regarding definitions, grades, credits, and academic polices

- **Satisfactory Academic Progress** - The status of students whose CGPA meets or exceeds the minimum cumulative grade point average requirement for a continued enrollment and is consistent with graduation requirements for their program of study, and who is progressing at the pace of completion standard in his or her program as specified in the chart above without exceeding the applicable maximum time frame.

- **Maximum Time Frame** - For a graduate program, a period the school defines that is based on the length of the program, generally a period no longer than 150 percent of the published length of the program.

- **Appeal** - An appeal is a process by which a student who is not meeting satisfactory academic progress standards, petitions the academic committee in the program to which the student is affiliated for reconsideration of his eligibility for enrollment and federal, state, and institutional student aid funds. An appeal must explain why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to make satisfactory academic progress in the future.

- **SAP Probation** – SAP Probation status is assigned to a student who fails to make satisfactory academic progress while on financial aid and academic warning; and who has successfully appealed and has had eligibility for enrollment and financial aid reinstated. A student who is placed on SAP Probation may receive financial aid for one subsequent semester. A student on SAP Probation may be required to meet certain terms and conditions. A student placed on SAP Probation will be placed on an academic remediation plan. At the conclusion of the SAP Probation semester the student must either meet the satisfactory academic progress standards or fulfill the requirements specified in the Academic Plan, or be placed on Financial Aid Suspension.

- **Financial Aid Suspension** - Financial Aid Suspension is a status assigned to a student who fails to make satisfactory academic progress, fails to regain eligibility by meeting the minimum satisfactory academic progress standards after a successful appeal and a probationary period or does not fulfill the requirements set forth in his Academic Plan. A student who is placed on Financial Aid Suspension may only receive financial aid if the student re-establishes eligibility by meeting the standards set forth in this policy.
• **Academic Probation and Suspension** - Individual programs may have standards for Academic Probation which may involve disciplinary factors other than those qualitative and quantitative measures defined in these Satisfactory Academic Progress policies. These are detailed in the student handbooks or bulletins of the respective individual programs. Failure to address the requirements of the individual Academic Probation policies may lead to academic suspension and dismissal from the college. If at any time a student is not meeting the academic requirements of his or her program, the student will be placed on financial aid warning for one semester, and if the academic standards are not met by the end of that semester, the student will be placed on financial aid suspension, subject to appeal as described herein.

• **Academic Plan** - An Academic Plan or remediation plan is a written agreement between the student and the program to which the student is affiliated that may extend the student's eligibility for enrollment and financial aid beyond one semester probationary period. The Academic Plan specifies specific requirements (i.e., minimum course completion ratio and cumulative GPA) that the student must achieve each semester to remain enrolled and maintain financial aid eligibility. Academic progress will be measured at the end of each semester while a student is on an Academic Plan. A student that fails to meet the requirements of the Academic Plan will be placed on Financial Aid Suspension. The academic committee in the program to which the student is affiliated will decide if the student is to be placed on academic suspension as well.

• **Attempted Credits & Transfer Credits** - “Attempted credits” (including transfer credits) represents the total number of credits for which a student is registered at the end of each drop-add period, plus credits for any courses added after the drop-add period. If a student withdraws after the drop-add period this will not necessarily change the number of credits attempted, unless the withdrawal is retroactive to the week prior to the start of classes (R), or week1 or 2 of the semester. Retroactive withdrawals are processed based on certain extenuating circumstances, such as student military obligations, etc.

**Effect of Withdrawals, Tentative Grades, Repetition, and Transfer Credits**

• **Withdrawals (W) and (WU):** If a student officially withdraws from a course after the second week of classes, a grade of “W” is assigned and recorded on the student’s permanent academic record, and the course credits are not counted in the student’s cumulative GPA. A grade of “WU” is assigned to a student who stopped attending class before the end of the eighth week of the semester, but did not officially withdraw. A grade of “WU” counts as an “F” in the calculation of the cumulative GPA. Withdrawn courses recorded on the student’s permanent academic transcript are included in the pace and maximum timeframe calculations as attempted but not satisfactorily completed credits.

• **Tentative (Incompletes) (T)** Courses that are assigned a “tentative” grade are included in the attempted and earned credit hours for pace and maximum timeframe measures as attempted but not satisfactorily completed credits and are included in the cumulative GPA. A student’s academic status is re-evaluated when a final grade is recorded.

• **Pass/Fail:** All credits for Pass /Fail course attempts will be counted as attempts, only P grades will count as satisfactorily completed credit hours in the qualitative and quantitative measures. However, in no circumstance can the student’s full time course load in a given semester consist only of P/F courses, since the College would then not be able to assess the student’s qualitative progress (i.e. GPA) in meeting the College’s academic standards.

• **Repetitions:** Students may be permitted to retake courses in which the student received a passing or failing grade depending on the academic regulations of the program in which the student is enrolled. Each time a course is attempted, it is considered an attempt when calculating the pace of completion and maximum timeframe measures, regardless of whether the course is subsequently repeated for a better grade. If a student repeats a previously
passed course, only one of the grades will be included in the GPA calculation dependent on program regulations. By way of illustration only, the Graduate School of Education has a “two strikes” policy whereby if a student receives an “F” they may retake the course one more time. If the student obtains another “F” they may not retake the course again, and if the student score higher, that grade is substituted for qualitative purposes. Aside, from this students are allowed to receive federal financial aid only one time to repeat a course in which they received a grade (B- through D-) or repeat a course after a passing grade is earned but a higher grade is required to meet program requirements. After one allowable repeat of a passed course the student is not eligible to receive federal financial aid for additional repeats of the same course. A student may be funded federal student aid for a repeated course until they pass the course when the course was failed.

- **Transfer Credits:** Only transfer credit hours officially accepted for the student’s program of study will be counted in the attempted and successfully completed credit hours toward the quantitative (pace of completion) and maximum timeframe. Various programs of the College may have different standards and requirements regarding acceptability of transfer credits and calculations will be based on the program in which the student is enrolled.

- **Remedial Courses:** Remedial courses do not count toward a student’s degree requirements; however, they are counted towards establishing full time status at the College. Remedial courses are not calculated in the quantitative measure to determine pace of completion and not calculated in the maximum timeframe and cumulative grade point evaluations. Touro College calculates a separate standard of good academic standing for students taking remedial courses. Touro College expects remedial students to maintain the pace of completion, grade point evaluation and maximum timeframe based on credits attempted as per the chart above. Students are allowed to repeat each remedial course only once. Students who fail the same course twice are not making satisfactory academic progress and will be placed on financial aid probation. A student who withdraws after five weeks of the semester will be considered to be repeating the course upon his/her next attempt of the course. Students who withdraw twice from any such course are not considered to be making satisfactory progress and may be dismissed from the College. The academic committee in the program to which the student is affiliate may grant a waiver to allow a student to repeat a remedial course for one additional semester.

- **Remedial/Developmental Courses:** Courses are used in calculating pace, but are not used in determining maximum timeframe. Although remedial courses are not calculated in the official College GPA, a separate GPA including grades in remedial course must be calculated and used for SAP if a student failed any remedial work.
GRADUATE ACADEMIC PROGRESS
REMEDICATION FORM

Date: ____________________________

Student Name: ____________________________

Email Address: ____________________________

Degree: ____________________________

Program: □ GSE □ GSP □ GSB □ GSJS
□ GST □ SHS □ GSSW

Program Advisor: ____________________________

Student’s Status after Last Completed Semester: □ Warning □ Probation □ Suspension

Date of Committee on Academic Standing Meeting: ____________________________

Date placed on first warning or probation: ____________________________

Student GPA to Date: ____________________________ Credits Earned: ______ Credits Attempted: ______

Semester to Apply Academic Plan: □ Fall □ Spring □ Summer Year: 20____

Academic Plan:
Please list in detail below the academic plan for remediating this student’s academic deficiency within the specified grace period. The academic plan must specify the standards of academic progress that the student must achieve for each semester covered by the plan and the student must achieve the established institutional satisfactory academic standards by the end of the academic plan.

Cumulative GPA Needed to Maintain Financial Aid based on Academic Plan: ____________________________

Number of Credits required to be taken based on Academic Plan: ____________________________

☑ CHECK IF A TWO-SEMESTER ACADEMIC PLAN IS REQUIRED*:

Second Semester to Apply Academic Plan: □ Fall □ Spring □ Summer Year: 20____

Academic Plan:
If the Student CANNOT remediate their academic deficiency in one semester please list in detail below the academic plan for the student to remediate in the second semester of the two-semester plan. The second semester academic plan must specify the standards of academic progress that the student must achieve in the second semester based on the academic plan created for the first semester and the student must achieve the established institutional satisfactory academic standards by the end of the plan.

*In the case of a Two-Semester plan Student MUST meet with their Academic Advisor after completing the first semester in which the Academic plan has been implemented to re-evaluate the standards for the second semester.

Student Signature ______________ Date ______________

Print Name: ____________________________

Academic Advisor Signature ______________ Date ______________

Print Name: ____________________________

Please Send this form to the Following Departments to be Initialed AND Filed within that Department
Confirmation of Department(s) notified*: □ Bursar ______ □ Registrar ______
□ Financial Aid ______ □ Other: ____________ ______

*Copies of the Executed document must also be forwarded back to the Academic Advisor and placed in the student’s file.
SATISFACTORY ACADEMIC PROGRESS APPEAL

Please read the appeal instructions & procedures BEFORE completing the information below. A letter detailing the decision of your appeal will be emailed to you. Please make sure that your email address is updated on portal and is listed correctly on this form.

Name: Last First M.I. ____________________________________________________ Student ID. ________________________________

Student’s Address (street, city, zip code)
________________________________________________________________________________________

Phone # ___________________________ Confirm your Touro e-mail address

Semester(s) for approval consideration:

____ Summer 2013 (deadline June 1, 2013) *
____ Fall 2013 (deadline November 1, 2013)
____ Spring 2014 (deadline April 1, 2014)

*Select ONLY if you plan to enroll in summer courses

Student Responsibilities (please check each item as you read it):

 o I have read the information and instructions on this form and, I am submitting all information required.
 o I am responsible for any payment due while my appeal is being processed. If my appeal is approved, any aid I may be receiving could be delayed since my SAP has delayed the awarding process. If my appeal is denied, I am responsible for full payment of university charges.
 o I am responsible for checking the status of my appeal via myPortal.
 o I am responsible for ensuring the completion of all other components of my financial aid file.
 o I understand that if my appeal is denied, I am responsible for raising my GPA, earning hours to increase my pace, and/or changing my academic program at my own expense.
 o I understand that the processing of appeals can take up to 15 business days.
 o Additionally, if my appeal is deferred because it is incomplete or additional documentation is needed, the process will be delayed.

Student Signature __________________________________________ Date __________________________

OFFICE USE ONLY

INSERT ALL FACTORS

Action Plan
**General Information**
Federal regulations mandate all students are required to maintain Satisfactory Academic Progress (SAP) toward a degree in order to receive financial assistance through Title IV federal financial aid (including but not limited to the Pell Grant, Stafford Loan, Perkins Loan, Parent PLUS, Graduate/Professional PLUS, Federal Work Study, and Supplemental Educational Opportunity Grant programs) and need-based state aid. Students must meet the academic standards as outlined in the SAP policy. These standards are for financial aid purposes only and neither replace or override academic policies outlined by Touro College. The Graduate SAP policy applies to all graduate and professional students.

At Touro College, the Satisfactory Academic Progress Policy examines three factors: GPA (Grade Point Average), Time Frame and Pace.
1. GPA measures and evaluates the progress of graduate students by requiring them to maintain at least a cumulative 3.0 official GPA (except for physical therapy 2.67GPA and physicians assistant studies 2.5 GPA) and be in good standing (not dismissed) from their academic program as determined by the academic units’ policies.
2. Graduate students must be on target to complete their academic program within the set time frame. The result must be 66.66% or greater, which means the student must complete and pass two-thirds of their cumulative attempted hours.
3. A graduate student’s total cumulative attempted hours may not exceed 150% of the minimum hours needed to complete the degree program for which they are enrolled.

**Appeal Information**
If a student, due to extenuating circumstances, fails to meet any of the above conditions, the student may appeal to the academic committee at the program to which the student is affiliated for an exception to the policy. The Committee realizes students may or may not be able to continue their education without financial assistance; however, this is not a reason that will be considered. Supporting documentation (i.e., doctor statements; death certificate; court documents; letters from counselors, clergy, attorney or 3rd party professional; or any other documentation which would support an appeal) is required or the appeal will be denied. When an appeal involves time frame deficit, the student must state the expected graduation date and number of hours needed to complete the current degree and must include the Maximum Time Frame SAP Worksheet completed by your Academic Advisor. Finally, this appeal form is for financial aid purposes only and does not have any direct relationship to other types of appeals (academic, admissions, reinstatement, scholarship, etc.) that may be required. Appeals are not guaranteed to be approved.

**Student Responsibilities**
1. Complete the front side of this form. **Please verify that your email address is correct via the portal.**
2. Attach a typed & signed letter addressed to the academic committee at the program to which the student is affiliated explaining the extenuating circumstances that led to this appeal. Explanations should include specific information, such as important dates surrounding circumstances that contributed to poor academic performance, incomplete or failing grades, late withdrawals, number of years in college, etc. The letter should explain the circumstances that affected the student’s academic performance and how the situation has improved. The student should also specify steps taken to ensure improved academic performance.
3. Attach copies of supporting documentation (**documents will not be returned**). Appeals submitted without documentation will not be approved.
4. Return this form with your signed letter and documentation to the academic committee at the program to which the student is affiliated.

**Committee Responsibilities**
1. Prepare appeal for review by the Committee (determine/verify SAP deficit(s), print Touro College academic transcripts, etc.).
2. Submit the prepared appeal to the Committee for review.
3. Notify the student of the Committee’s decision and update the student’s file with the results. Students will be notified by email. The decision will also be listed on the student’s portal account. Details will only be provided in the emailed letter.
4. Information regarding the reason for a hold or the appeal decision cannot be discussed over the phone. If you need more detailed information regarding your SAP hold or decision, please email our Financial Aid office from your student email address.

You may visit the financial aid web site for more detailed information regarding the SAP policy.
SATISFACTORY ACADEMIC PROGRESS WORKSHEET
FOR MAXIMUM TIME FRAME

Student Section:

Student, you do not meet the Maximum Time Frame (MTF) component of Touro College’s SAP policy. Federal regulations mandate that students who cannot meet SAP requirements at the end of one approved payment semester (probation), the student must follow a plan to ensure that he or she can meet SAP within a specified length of time to continue to receiving financial aid. You are required to meet with your academic advisor and complete this form as part of your formal SAP appeal. Submitting a completed Plan does not guarantee an approved appeal. It is your responsibility to meet the requirements of your Plan and any other requirements specified in an approved appeal.

Name: Last First M.I.  
Student I.D.  
Degree/Program

Student’s Address (street, city, zip code)

Phone #  Confirm your Touro e-mail address

Student Signature  Date

Academic Advisor Section:

Advisor, this student currently does not meet Satisfactory Academic Progress (SAP) and has chosen to submit an appeal for financial aid. Federal regulations mandate that students who cannot meet SAP requirements at the end of one approved, payment period (probation) the student must follow a plan to ensure that he or she can meet SAP within a specified length of time to continue receiving financial aid.

This student does not meet Maximum Time Frame because he or she has exceeded 150% of the minimum hours needed to complete his or her program. Please use the section below to help the student outline an academic plan for the next two semesters. This plan should outline remaining courses necessary for the student to complete their program in a timely manner. Feel free to attach a signed letter to this form if you feel additional information is needed to support this student’s appeal.

Semester Term__________  Semester Term__________  Semester Term__________
Semester Hours required ___  Semester Hours required ___  Semester Hours required ___
Semester Term__________  Semester Term__________  Semester Term__________
Semester Hours required ___  Semester Hours required ___  Semester Hours required ___

Estimated number of total remaining hours: _________  Estimated graduation date: ______________________

Advisor Name/Signature  Date