

## **UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS**

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

As required by federal and state law and institutional policy, Touro College must establish reasonable standards of satisfactory academic progress for students to maintain academic progress and financial aid eligibility for all certificate and degree granting programs. These standards apply to all students including those applying for or currently receiving federal, state or institutional financial assistance and veterans' educational benefits administered by the College. These requirements will vary according to the student's status as an undergraduate, graduate, or professional student; the student's school or college of enrollment; and the student's enrollment status (full-time, half-time, three-quarter time, or less than half-time). All requirements for satisfactory academic progress can also be found on the Touro College website.

### **REQUIREMENTS OF ACADEMIC STANDARDS OF PROGRESS**

Federal regulations which govern the various federal financial aid programs stipulate that in order for a student to continue to receive financial aid funding, he or she must maintain "Satisfactory Academic Progress" as defined by the institution. These standards are applicable to all programs funded by the federal government including Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Iraq and Afghanistan Service Grants, Teacher Education Assistance for College and Higher Education (TEACH) Grants, Federal Perkins Loans, Federal Work-Study, Federal Direct Loans and Federal Direct PLUS Loans.

The standards that are applicable to the New York State Tuition Assistance Program (TAP) can also be found on the Touro College website. A specific program may have an academic probation and suspension policy that has different standards for suspension, probation and warning than those that have been established for financial aid suspension and financial aid probation for the same program of study. However, the program's established academic probation and suspension policy is required to be the same or as strict as the financial aid policy. However, if there are program requirements that are more restrictive those standards would be applied to determine the student's academic progress.

Touro College is required to evaluate three components of a student's academic record: qualitative measure - cumulative grade point average; quantitative measure - pace of completion; and maximum timeframe, to determine if a student has achieved good academic standing and is making satisfactory progress toward graduation.

#### **Qualitative Measure**

A student must maintain a minimum cumulative grade point average (CGPA) as specified by the chart below and will be measured at the end of each semester applicable to the program in which the student is enrolled. An undergraduate student is also required to achieve a cumulative grade point average that is consistent with Touro College's requirement for graduation. Please refer to the Academic Standing Charts below as applicable. If a student's cumulative GPA is below the minimum required CGPA, he or she is ineligible to receive federal, state, and institutional financial aid funds unless placed on financial aid warning or probation, and may be dismissed from Touro College.

## Quantitative Measure

A student must progress through his or her program of study at a pace that will ensure completion within the established maximum timeframe permitted. A student's pace of completion is determined by dividing the total number of credit hours the student has successfully completed in his or her program of study by the total number of credit hours the student has attempted in his or her program of study. Attempted credits include all credits attempted at Touro College combined with all accepted transfer credits and does not include remedial coursework which was performed as specified by the student's academic program. Successfully completed coursework includes all credit-bearing courses with grades of "A" through "D" (including plus and minus), and "P" grades. All periods of enrollment in the student's program of study will be included regardless of whether or not the student received financial aid. A student must successfully complete the designated cumulative minimum percentage of all attempted credits at the end of each semester as per the chart below, depending on the cumulative credits attempted at the College in his or her program and accepted transfer credits, in order to be considered progressing satisfactorily toward the completion of their program of study.

If a student's pace of completion is below the specified minimum he or she is ineligible to receive federal, state, and institutional financial aid funds unless placed on financial aid warning or probation, and may be dismissed from Touro College.

### NON-REMEDIAL STUDENTS\*

Total Credit Hours Attempted	Minimum Cumulative Grade Point Average	Minimum Percentage of Attempted Credits Successfully Completed
1 - 15	1.50	40%
16 - 30	1.75	50%
31 - 45	1.80	55%
46 +	2.00	66.7%

### REMEDIAL STUDENTS\*

Total Credit Hours Attempted	Minimum Cumulative Grade Point Average	Minimum Percentage of Attempted Credits Successfully Completed
0-9	1.00	40%
10-24	1.25	50%
25-35	1.50	60%
36 or above	2.0	66.7%

## CERTIFICATE STUDENTS\*

Total Credit Hours Attempted	Minimum Cumulative Grade Point Average	Minimum Percentage of Attempted Credits Successfully Completed
1 - 15	1.50	55%
16 +	2.00	66.7%

\*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.

### **Maximum Timeframe**

A student must complete his/her academic program in the maximum timeframe allowed for their specific program of study. A student is expected to complete his or her program of study within 150% of the length of the academic program of study in which they matriculate, measured in credit hours. For example, a student matriculated in a 120 credit hour baccalaureate program should complete his program before he has exceeded 180 attempted credits. A student enrolled in a 60 credit hour associate's degree program should have earned the associate's degree prior to exceeding 90 attempted credit hours.

A student will be considered to have reached the credit hour maximum when the satisfactory academic progress evaluation shows the student cannot mathematically finish the program within the maximum timeframe. Students who change their degree goals or their major program must file a change of degree/major request with the Registrar's Office to reset their maximum timeframe. All applicable courses that apply to a new program of study due to a change in degree/major will be included in the determination of the 150% requirement. For students who have completed 75% of their major requirements a maximum time frame reset may result in a loss of financial aid eligibility. The change of degree or major does not apply to students who have graduated. Please refer to <http://www.touro.edu/advisement> to review Touro College's change of major policy.

A student who has completed the academic requirements for a program but does not yet have the certificate or degree is not eligible for additional federal student aid funds for that program of study. A student who fails to complete their program of study requirements within the maximum timeframe is ineligible to receive federal, state, and institutional financial aid funds and may be dismissed from Touro College.

Touro College's Academic Scholarships, financial assistance programs administered by New York State, private scholarships, and other state grant programs may have academic standards

and requirements that are different than those in this policy. Students may contact the financial aid office or the agency that administers a specific program for additional information to determine what those requirements are.

### **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. Only tentative grades of “TC-“to “TF” are assigned. 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 educational 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.

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; please refer to the Remedial Students Academic Standing Chart. 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.

In addition 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 warning or 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 Committee on Academic Standing may grant a waiver to allow a student to repeat a remedial course for one additional semester.

### **Monitoring Academic Enrollment/Satisfactory Academic Progress**

Touro College reviews and evaluates the academic records of all matriculating students at the end of each semester (fall, spring and summer) to determine if a student is maintaining satisfactory academic progress and progressing toward program completion. A student who fails to maintain satisfactory academic progress may be placed on academic and/or financial aid warning; academic and/or financial aid probation; or academic and/or financial aid suspension. A status of academic suspension due to academic and/or disciplinary reasons is an ineligible status for enrollment (and thus financial aid); financial aid suspension makes one ineligible for the receipt of federal, state, and institutional financial aid. See also Touro's Code of Conduct policy, [www.touro.edu/las/bulletin](http://www.touro.edu/las/bulletin).

### **Academic and Financial Aid Warning**

A student, who for the first time, is not maintaining the minimum cumulative GPA, as specified by their program or Academic Standing Chart and/or pace of completion at the end of any semester, will be placed on academic and financial aid warning for one semester. Touro College will continue to disburse federal, state, and institutional financial aid to a student who is enrolled on academic and financial aid warning status. The student is allowed to continue enrollment with the expectation that he will improve his academic standing. The student will be notified of the determination of his status in writing.

### **Academic and Financial Aid Probation**

If at the conclusion of the academic and financial aid warning semester the student meets the standards of satisfactory academic progress, he regains good academic standing; but if the student does not meet the standards, the student will be academically suspended and will be placed on financial aid suspension unless the student successfully appeals. A student assigned a status of academic suspension cannot enroll in classes at Touro College and is therefore, not

eligible to receive federal, state, or institutional financial aid funds. A student on financial aid suspension is not eligible to receive federal state or institutional financial aid funds. If the student successfully appeals suspension, he will be placed on Academic and Financial Aid Probation. The student will be notified of the determination of his status in writing.

### **Academic Appeals**

Any student who is denied enrollment because of academic suspension and/or whose federal, state, or institutional financial aid is denied due to unsatisfactory academic progress, but who has mitigating circumstances may appeal in writing the determination that he is not making satisfactory academic progress to the Committee on Academic Standing.

Exceptions to the standards of academic progress may be granted if it is determined that the student's lack of academic progress was due to extraordinary mitigating circumstances, such as an illness or injury to the student, the death of a relative, or other exceptional circumstances.

If Touro College determines that allowing a student to continue on probationary status will enable the student to meet satisfactory academic progress standards, then the student must work with his academic advisor to develop an academic plan that may extend beyond the one probationary semester and that, if met, will ensure the student meets satisfactory academic progress standards by a specific point in time. The student will be sent an official notification of the decision. The decision regarding the satisfactory academic progress appeal by the Committee on Academic Standing is final.

A student granted an appeal by the Committee on Academic Standing may be enrolled on the status of academic and financial aid probation. The student's eligibility for financial aid will be reinstated for one payment period only and subsequent aid will be disbursed per payment period based on his or her academic progress measured at the end of each semester while the student is on an academic plan. A student who fails to meet the requirements of the academic plan will be placed on financial aid suspension and may be suspended from the College. The student will be notified of the determination of his or her status in writing.

### **Appeals Procedures**

A student who wishes to file an appeal with the Committee on Academic Standing should follow these procedures:

1. Consult with an Advisor/Counselor for assistance in completing a student appeal form. The appeal should:
  - A. Include the student's name, Touro ID number and address;
  - B. Specify the course(s) and/or semester(s) in question;
  - C. Explain clearly the reason for making the appeal in a detailed letter:
    - A detailed explanation for why the student failed to meet SAP standards
    - A detailed explanation of what has changed that will allow the student to meet SAP standards in the future;

- D. Include documentation to support the appeal;
  - E. Include the signature and recommendation of an Advisor/Counselor or Dean.
2. If the reference in the petition is to a medical or personal hardship, the student must submit documentation such as medical notes, notices of hospitalization, and birth or death certificates to support the appeal.
3. The signed appeal should be forwarded by the advisor to:  
**Dean Ira Tyszler, Chairperson (or Designee)**  
**Touro College Committee on Academic Standing**  
**27-33 West 23rd Street**  
**New York, NY 10010.**

The student will receive a written response from the committee stating its decision. The committee may respond by detailing sanctions or listing conditions under which the appeal is to be granted. Determinations by the committee may be made in the absence of the student, as long as adequate notice is provided. The committee's decisions are final.

Students who have questions or who wish to follow-up on the status of an appeal should consult with their advisor or may call the secretary to the committee, **Ms. Jacqueline Aponte, at (212) 463-0400 Ext. 5638.**

Please allow up to forty calendar days from receipt of the appeal (allowing for appeals that may just miss the last regularly scheduled Committee hearing date) for the Committee to issue a decision.

### **Academic and Financial Aid Suspension**

A student may be permitted by the Committee on Academic Standing 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 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 or the Academic Standing Chart 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.

## **Satisfactory Academic Progress Definitions**

### **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.

### **Academic and Financial Aid Warning**

Academic and Financial Aid Warning is a status assigned to a student the first semester the student fails to make satisfactory academic progress. The College will reinstate student's eligibility for enrollment and financial aid for one payment period and may do so without a student appeal.

### **Maximum Time Frame:**

For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program.

For a graduate program, a period the school defines that is based on the length of the program. (See Satisfactory Academic Progress Policy for the student's graduate program.)

### **Appeal**

An appeal is a process by which a student who is not meeting satisfactory academic progress standards, petitions the school 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.

### **Academic and Financial Aid Probation**

Academic and Financial Aid 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 Academic and Financial aid probation may receive financial aid for one subsequent semester. A student on Academic and Financial Aid Probation may be required to meet certain terms and conditions. A student placed on Academic and Financial Aid Probation will be placed on an Academic Plan. At the conclusion of the Academic and Financial Aid 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 is a written agreement between the student and the institution 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 Committee on Academic Standing 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 week 1 or 2 of the semester. Retroactive withdrawals are processed based on certain extenuating circumstances, such as student military obligations, etc.



UNDERGRADUATE DIVISION

Touro College

Academic Remediation Plan

Student: \_\_\_\_\_  
Name Signature

Program: \_\_\_\_\_  NYSCAS  LAS  LCW  LCM  SLE  IPS

Program Advisor: \_\_\_\_\_  
Name Signature

GPA to date: \_\_\_\_\_ # credits earned: \_\_\_\_\_ Date: \_\_\_\_\_

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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.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_