Memorandum to Presidents

Date: April 24, 1981

From: Offices of Vice Chancellor for Educational Services and
     Vice Chancellor for Academic Programs, Policy and Planning

Subject: Implementation of SED Academic Progress and
         Program Pursuit Regulations for State Student
         Financial Assistance

In accordance with CEO 80-20 "Implementation of Revised Regulations of
the Commissioner of Education Related to Student Financial Assistance" and the
January 28, 1981 Resolution of the State University Board of Trustees, the
Central Offices of Educational Services and Academic Programs, Policy and
Planning submitted and received approval for University-wide minimum academic
progress standards for the awarding of State student financial assistance. The
approved standards and Guidelines for Implementation are attached.

Beginning September 1, 1981, matriculated full-time students must maintain
performance above the minimum standards indicated if they are to be certified
for State awards. In addition to academic progress, the students must meet
program pursuit requirements for each term. All students registering for terms
beginning September 1981 are academically eligible for State awards regardless of
previous performance; the new standards will be applied at the beginning of the
term following the September 1981 term and will be based upon academic
performance through the Fall term. All students should be notified about the new
regulations prior to their implementation.

Current campus academic standing policies and procedures should be
reviewed to determine their relationship to the financial assistance standards.
After appropriate comparisons are made, statements in the campus catalog and
other publications (student handbook) should relate the academic standards for
probation and dismissal to the standards for financial aid awards.

These regulations and standards are not intended for general institutional
use, but only to determine student eligibility for State awards. No other standard
is to be used for certifying eligibility for State awards.
Questions and comments regarding these standards and procedures should be referred to Dr. J. Norman Hostetter, Assistant Vice Chancellor for Access Services, (518) 473-1051.

Attachment

This memorandum addressed to:

Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges

Copies for information to:

President Neville
Vice Provost Spencer
Guidelines for the Implementation of SED Academic Progress and Program Pursuit Regulations for State Student Financial Assistance

Academic Progress

Before certification for State financial assistance, a SUNY student must meet the minimum credit accrual and grade point average outlined on the enclosed charts. Most SUNY colleges have set standards for academic dismissal at a higher level grade point average, so it will be unnecessary to check students making satisfactory grades and normal progress. When exceptions are made to the academic dismissal standards the exceptions will need to be tested against the financial assistance standard.

No student may be certified for State awards if the cumulative academic record falls below these standards.

An incoming transfer student is placed on the academic progress chart according to the number of credits transferred or according to the number of financial assistance payments received in previous years, whichever is to the student's advantage.

When a student is accepted as a transfer, after dismissal from another college, the receiving college must maintain a record of the basis for admission and must show evidence that appropriate programs and supportive services are available to aid the student.

Program Pursuit

The new program pursuit regulation requires a percentage of completion of courses in relation to the year of financial award. Therefore, in addition to certifying for academic progress the academic record of the previous semester must be reviewed for compliance with full-time study.

Implementation

To implement the academic progress and program pursuit regulations, the campus will need to:

a. Develop a waiver policy and mechanism to accommodate those students who require such action.

When a student fails to achieve minimum progress, a one-time waiver is available and can be awarded by an appropriate college official, provided proper counseling has been given to the student. A record of the waiver must be kept; it is suggested that a record of the counseling and waiver be kept in the financial aid folder and that the waiver be noted on the financial aid transcript required under Title IV of Federal funds.
The regulations provide for payment of State awards for less than full-time study upon the "presentation of satisfactory medical evidence ..." Such provision should be brought to a disabled student's attention. The Higher Education Services Corporation will issue appropriate instructions for certifying such cases.

In the near future, the State Education Department will issue guidelines for the use of the waiver.

b. Develop a reinstatement policy and mechanism which relates to financial awards.

When a student is dismissed for academic reasons and/or loses eligibility for failure to meet program pursuit requirements, there should be a clear statement of how the student can be reinstated. It is recommended that academic dismissal statements and current readmission requirements be reviewed to be sure that readmission constitutes reinstatement for financial aid awards.

Several campus offices will need to provide information and perform services to implement these regulations: the office responsible for reviewing academic standing, the Admissions Office, the Registrar's Office, the Financial Aid Office, the Bursar's Office, and the EOP Office will need to provide information and make decisions which may affect the financial aid award in the following semester. One office (campus official) should be designated as the recipient of pertinent data and the officer who determines a student's program pursuit and academic progress status.

A representative from each of the offices named above should attend regional meetings that will be convened by the Central Offices of Educational Services and Academic Programs, Policy and Planning to discuss the implementation of the regulations. The schedule of meetings is:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>June 9, 1981</td>
<td>Long Island area</td>
</tr>
<tr>
<td>June 11, 1981</td>
<td>Albany area</td>
</tr>
<tr>
<td>June 16, 1981</td>
<td>Syracuse area</td>
</tr>
<tr>
<td>June 18, 1981</td>
<td>Buffalo area</td>
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</tbody>
</table>

Other offices are welcome to send representatives. It is anticipated that SED and HESC officials will participate in these meetings. Additional information about the meetings will be forthcoming.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY
FOR STUDENT AID
ALL CAMPUS* - STATE UNIVERSITY OF NEW YORK

Calendar: ____________________________  Programs: Associate Degrees & Certificate Programs

<table>
<thead>
<tr>
<th>BEFORE BEING CERTIFIED FOR THIS PAYMENT</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Fourth</th>
<th>Fifth</th>
<th>Sixth</th>
<th>Seventh⁰</th>
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*Standards for Empire State College are pending.

⁰Applicable to associate's degrees requiring more than 64 semester hours for completion.

Non-credit remedial instruction can be counted toward a full-time academic load as set forth in 145-2.1 of the Commissioner's Regulations. The number of credits in this chart refers to work completed toward the degree.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY FOR STUDENT AID
ALL CAMPUSES - STATE UNIVERSITY OF NEW YORK

Calendar: ___________________________ Quarter ___________________________ Program: Associate Degree & Certificate Programs

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<th>Third</th>
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<th>Eighth</th>
<th>Ninth</th>
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Non-credit remedial instruction can be counted toward a full-time academic load as set forth in 145-2.1 of the Commissioner's Regulations. The number of credits in this chart refers to work completed toward the degree.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY
FOR STUDENT AID
ALL CAMPUSES - STATE UNIVERSITY OF NEW YORK

Calendar: ___________________________ Semester ___________________________ Program: Baccalaureate Degree

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<td>1.60</td>
<td>1.70</td>
<td>1.80</td>
<td>1.90</td>
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Non-credit remedial instruction can be counted toward a full-time academic load as set forth in 145-2.1 of the Commissioner's Regulations. The number of credits in this chart refers to work completed toward the degree.

*For the Colleges at Old Westbury, Purchase, and Harpur (Binghamton), an equivalent or higher standard is in effect. See Attachments. Standards for Empire State College are pending.

1/81
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY FOR STUDENT AID
STATE UNIVERSITY OF NEW YORK
State University College at Old Westbury

Satisfactory Academic Progress

Students will be considered to be making satisfactory academic progress if they successfully meet the following academic requirements:

1. The student has not been in an "endangered" (probationary)* status for two (2) consecutive semesters.

2. The student has not accumulated more than a total of three (3) semesters of an "endangered" (probationary) status while enrolled at the College.

*"Endangered" (probationary) status is defined as follows:

a. In the first year, failure to earn eight (8) credits or pass two (2) courses per semester.

b. In all succeeding semesters, failure to earn twelve (12) credits or pass three (3) courses.
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY FOR STUDENT AID
State University College at Purchase

Calendar: ___________ Semester ___________ Program: Baccalaureate Degree

<table>
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<th>BEFORE BEING CERTIFIED FOR FINANCIAL AWARD PAYMENT</th>
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<th>Eighth</th>
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<td>MINIMUM CREDITS ACCRUED BY FULL-TIME STUDENTS</td>
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<td>60</td>
<td>75</td>
<td>90</td>
<td>105</td>
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GRADING

Honors, Pass, No Credit, Incomplete (must be resolved within 4 weeks of the last day of a term), Failure (EOP only), Withdrawal, Satisfactory Progress for first half of Senior Project.

There is no cumulative grade point average. Minimum credits accrued (above) require grades of Honors or Pass.
Harpur College and the School of Nursing do not compute grade point averages and, therefore, do not use numerical grade points to determine satisfactory academic standing. To remain in good standing, students are required to demonstrate that they are passing courses at a satisfactory rate to earn a bachelor's degree in a reasonable period of time; i.e., students are required to show a reasonable rate of progress toward the degree. If "satisfactory progress" toward the bachelor's degree is not maintained, the student is not permitted to continue enrollment. The determination of whether a student's rate of progress is satisfactory is made in the following manner.

1. To maintain good academic standing, a student must successfully complete 6 out of the last 8 courses attempted (i.e., a 75% rate of passing). In this computation, 3 D's count as 2 F's (D = .67F). A course attempted is every course for which a student officially registers, and from which he does not withdraw by the deadline for withdrawals without penalty. A course is a four-credit course. Two-credit courses are considered half courses, eight- and twelve-credit courses, double and triple courses, etc. for the purpose of determining satisfactory progress.

2. Satisfactory progress is determined at the completion of each semester and is based on the last eight courses attempted. The student's progress is unaffected by the absolute number of courses taken during a given period of time; it is based on the ratio between the number of courses attempted and the number of courses completed. At the end of the semester in which an Incomplete is granted, an Incomplete does not count as part of the number of courses attempted. However, if at the end of the semester following that in which it was granted, no passing grade is recorded in lieu of an Incomplete, a grade of F is recorded, and such a course is considered as one attempted, but not completed.

3. Probationary action is taken when satisfactory progress toward the degree is not maintained. The student must then maintain satisfactory progress (as defined above) during the period of probation. Academic probation does not imply suspension or dismissal, and does not preclude a student from registering or from receiving financial aid. If satisfactory progress is not then attained, the student is dismissed.

4. Satisfactory progress toward the degree is determined only on the basis of all SUNY-Binghamton courses taken.
# Standard of Satisfactory Academic Progress for Purpose of Determining Eligibility for Student Aid

All Campuses - State University of New York

## Calendar: Quarter

### Program: Baccalaureate Degree Upper Division

### Before Being Certified for This Payment

<table>
<thead>
<tr>
<th>Before Being Certified for This Payment</th>
<th>Next Payment</th>
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Sixty semester hours or ninety quarter hours are required for admission to upper division study.

2/81
STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSE OF DETERMINING ELIGIBILITY
FOR STUDENT AID
ALL CAMPUSES - STATE UNIVERSITY OF NEW YORK

Calendar: ________________________  Programs: All Graduate Level Programs except Professional

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<tbody>
<tr>
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<td>3.00</td>
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*This includes successful completion of credit-equivalent work as set forth in 145-2.1 of the Commissioner's Regulations.