

# **BOSTON UNIVERSITY SCHOOL OF SOCIAL WORK**

**264 Bay State Road, Boston, MA 02215**

## **Satisfactory Academic Progress Policy**

### **Satisfactory Academic Progress**

According to Federal regulations, students are required to demonstrate satisfactory academic progress (SAP) in their educational program in order to maintain eligibility for financial aid. SAP is reviewed by the Boston University School of Social Work (BUSSW) Financial Aid Office and is evaluated separately from the academic and other standards outlined in the BUSSW's Student Handbook: MSW Policies & Procedures.

Because there are two different standards – Federal and Institutional – involved, it is possible for a student to be making SAP as determined by the BUSSW Financial Aid Office, but fail to be in good academic standing under the BUSSW rules and regulations as outlined in the MSW Academic Policies and Procedures information. It is also possible for a student to be in good academic standing under the BUSSW rules and regulations as outlined in the MSW Academic Policies and Procedures information, but not making SAP as determined by the BUSSW Financial Aid Office.

### **Requirements for Satisfactory Academic Progress**

- All BUSSW students must meet applicable qualitative (grade-based) and quantitative (time-based) standards to maintain satisfactory academic progress.
- Qualitative measurement: Students must have a cumulative grade point average (GPA) of 3.0 by graduation. In line with the requirements for graduation, we use an escalating GPA. This means that a student may have a GPA as low as 2.5 earlier in the program, but must be able to achieve a GPA of 3.0 by graduation. Transfer credits will not be factored into the GPA at BUSSW.
- Quantitative measurement: Students must earn at least 2/3 or 67% of cumulative attempted credits at each point when SAP is measured by the Financial Aid Office. For the purposes of the SAP measure, earned credits are calculated by dividing the number of successfully completed credits by the number of attempted credits. Grades of F, I, and W will be counted as attempted, but not earned. All other grades will count as attempted and earned. Transfer credits will be included as attempted and completed credits. Credits dropped during the published drop/add period of the Fall and Spring semesters and credits dropped during the published drop/add period of a Summer program will not be counted as attempted credits. All courses dropped after the published drop/add period of the Fall and Spring semesters and after the published drop/add period of a Summer program will be counted as attempted credits.
- Students will not be eligible for financial aid to cover a repeated course.
- Financial aid eligibility is limited to 6 years after a student's original date of matriculation at BUSSW.

- The most recent grade for a repeated course will be the only grade counted in the GPA and will be considered the earned grade for the course. Both the original and repeated grades will be counted as attempted grades for that course.

## **Procedure for Measuring Satisfactory Academic Progress**

- The BUSSW Financial Aid Office will review each student's progress annually after the Spring semester. Students will be notified of the results of an evaluation if it impacts their eligibility for financial aid (GPA of 2.50 or below). Students not meeting the minimum satisfactory academic progress requirements will be put on probation for the duration of one semester. These students have one semester of academic probation to improve their GPA to be able to reach a GPA of 3.0 by graduation. Failure to do so will mean that the students are denied all eligibility for financial aid beginning with the Summer semester immediately following the most recent review of satisfactory academic progress or the Fall semester if the student was not enrolled in the Summer semester.
- The BUSSW Financial Aid Office will review each of those students' progress after the following semester and they will be notified of the results of an evaluation that impacts eligibility for financial aid. Students on probation who do not meet the minimum satisfactory academic progress requirements after the semester of probation, will be denied all eligibility for financial aid beginning the semester immediately following the most recent review of satisfactory academic progress.

## **Appeals Process**

- A decision to deny financial aid may be appealed by the student if extenuating circumstances exist (e.g., serious illness, hospitalization, death of a family member, etc.), which negatively impacted the student's ability to maintain satisfactory academic progress. A signed, written appeal must be submitted to the BUSSW Financial Aid Office describing the reasons that the student failed to make satisfactory academic progress and how the student plans to meet the standard by the end of the next semester. Financial Aid appeals must include all relevant supporting documentation that a student desires to be considered (e.g., hospital records, doctor's note, etc.).
- If an appeal is granted, the student will be placed on financial aid probation for one semester and an academic plan with conditions will be developed. The student must meet the terms of the conditions by the end of the probationary semester. At the end of the probationary semester, academic performance will be reevaluated. At that time, the student must either be meeting the conditions for satisfactory academic progress or have successfully met the terms of the academic plan in order to continue receiving financial aid.
- Appeals will be evaluated as needed. Decisions on appeals will be communicated by a letter emailed to the student's BU email address on file with BU. Decisions will be emailed within one week from the time an appeals decision is made. All appeal decisions are final.