

## AJR Student Satisfactory Academic Progress Policy

This policy applies to all matriculated AJR students regardless of whether they apply for, or receive, financial aid.

### 1. Course Load

- a. AJR distinguishes between a full-time course load for financial aid purposes and a full-time course load for other purposes:
  - i. A full-time course load *for financial aid purposes* is defined as a minimum of 8 credits per trimester. A half-time course load *for financial aid purposes* is defined as a minimum of 4 credits per trimester. Note that “financial aid purposes” includes both AJR financial aid as well as Federal Student Aid and is thus applicable to all students.
  - ii. A full-time course load for *non-financial aid purposes* is defined as a minimum of 14 credits per trimester. A half-time course load for *non-financial aid purposes* is defined as a minimum of 7 credits per trimester.
- b. Students’ course loads are assessed at the end of the add/drop period. However, if a student drops a course after the end of the add/drop period, this may result in a change to status of a student’s course load and may impact their eligibility for Federal Student Aid.
- c. Students are only eligible for Federal Student Aid if they are taking at least a half-time course load. Note that only credit-bearing courses that fulfill a student’s course requirements count towards the minimum half-time and full-time course load.
- d. A student’s minimum full-time course load can include repeated courses if the student is repeating a failed course or repeating a course where credit will be earned each time.
- e. During a student’s final year of study, the status of their course load is determined differently (see here for details: <https://www.hesc.ny.gov/partner-access/financial-aid-professionals/tap-and-scholarship-resources/tap-coach/full-time-study.html>)
- f. As per AJR’s attendance policy (Catalog, Section IV:C:v), students who miss two class sessions will be required to complete make-up work corresponding to the content of all sessions missed and students who miss a third class have the option of dropping the course or converting their status in that class to that of auditor with no academic penalty and no refund of tuition, and cannot use the class towards credit for Academy requirements. The Registrar has set up automatic attendance “flags” within Populi that alert academic advisors when a student’s attendance in any course falls below the required minimum. If a student’s attendance impacts their course load, this information will be immediately

conveyed to the Director of Financial Aid who will adjust their financial aid award accordingly.

## **2. Satisfactory Academic Progress**

- a. Satisfactory Academic Progress is determined by both quantitative and qualitative standards.
- b. Students participating in Federal Student Aid must maintain satisfactory academic progress even during trimesters for which they are not receiving Federal Student Aid.
- c. Calculation of satisfactory academic progress includes Mechina courses (both Hebrew and Judaic Studies Mechina courses) as well as courses taken in lieu of comprehensive examinations.
- d. Quantitative Standard
  - i. Rate of Progress
    1. In order to be eligible for Federal Student Aid, students must progress through their course requirements at a reasonable rate. AJR's minimum satisfactory rate of progress is .67 (i.e., 2/3s). If a student's rate of progress for any given trimester drops below .67, then they will be placed on academic probation.
    2. A student's rate of progress is determined by dividing the number of credit hours that they have successfully completed by the number of credit hours that they have attempted. For example, if a student takes 4 courses in a given trimester, but does not complete one of them, then that student's rate of progress for that trimester is .75 (for AJR's policy regarding Incompletes, see the Academic Catalog, Section IV:O)
    3. Courses for which students received a "W," "I," "FI," or "F" are counted towards the number of credit hours attempted and are considered incomplete for the purposes of calculating rate of progress. Note that an "IP" (in-progress) does not count towards the number of credit hours attempted.
    4. *It is important for all students to be cognizant that incompletes count toward the quantitative standard and thus students should ensure that they complete all incompletes in a timely fashion* (for AJR's policy regarding Incompletes, see the Academic Catalog, Section IV:O)
    5. Transfer credits do not impact students' rates of progress.
    6. Courses that are repeated for credit do impact students' rates of progress.
  - ii. Graduating within the Maximum Timeframe
    1. In order to be eligible for Federal Student Aid, students must complete all of the requirements for their program within the maximum time frame for their program (which is 150% of the

program length when taking a full course load of 8 credits per trimester). The following list details the maximum number of trimesters that students in each program have to complete their program while remaining eligible for Federal Student Aid. Please note that summer trimesters in which students take classes count towards this maximum:

- a. Ordination Program with an MA: 27 trimesters
  - b. Ordination Program alone: 20 trimesters
  - c. MA Program alone: 7 trimesters
  - d. *KolBo* Program with an MA: 30 trimesters
  - e. *KolBo* Program alone: 24 trimesters
2. Students are no longer eligible for Federal Student Aid at the point when it becomes impossible for them to complete the requirements for their program within the maximum number of trimesters when taking 8 credits per trimester. AJR uses the following equations to determine eligibility:
  - a. [The maximum number of trimesters allowed for the program] MINUS [the number of trimesters in which the student has taken classes that count towards the program] EQUALS [The number of remaining trimesters to complete the program].
  - b. [The number of credits for the program] MINUS [the number of credits the student has earned for the program] EQUALS [The number of remaining credits that a student needs to complete].
  - c. IF [The number of remaining credits that a student needs to complete] DIVIDED BY 8 (i.e., the number of credits in a full-course load) IS GREATER THAN [The number of remaining trimesters to complete the program] THEN it is no longer possible for the student to graduate within the maximum time frame and they are immediately ineligible for Federal Student Aid.
3. The AJR administration will work with students to do our best to ensure that all of the courses that students need to graduate will be offered with regularity, particular as students approach the maximum timeframe to graduation. However, if a required course that a student has yet to complete will not be offered within the remaining trimesters that the student has until they reach the maximum timeframe, and alternatives (e.g., transfer credits, independent studies, or exemption examinations) are not a viable option, then the student is no longer eligible for Federal Student Aid because it is impossible for them to graduate within AJR's maximum timeframe to graduation.

4. If a student becomes ineligible for Federal Student Aid because they are no longer able to complete their program within the maximum time frame, they may submit an appeal to the Academic Dean (see below).
- e. Qualitative Standard
    - i. Students must maintain a Grade Point Average (GPA) of at least 2.00. If a student's GPA for a given trimester, or their cumulative GPA, drops below a 2.00, then they will be placed on academic probation.
    - ii. Courses for which students received a "W" or "P" do not affect students' GPAs.
    - iii. Courses for which students received a "FI" or "F" count as 0 towards students' GPAs.
    - iv. If a student received an "I" in a course, then that "I" will become a "FI" if all remaining work is not submitted by the appropriate deadline (May 1<sup>st</sup> for Fall incompletes, September 1<sup>st</sup> for Spring incompletes, and November 1<sup>st</sup> for Summer incompletes).
    - v. Students who receive an "I" in a course and determine that they will not be able to submit all remaining work by the appropriate deadline may petition the Academic Dean for an extension. The date of the extension will be determined by the Academic Dean. If an extension is not granted, then the student must submit all remaining work by the appropriate deadline or their grade for the course will become a "FI."
    - vi. Transfer credits do not impact students' GPAs.
    - vii. Courses that are repeated for credit do impact students' GPAs.

### **3. Payment Period Review**

- a. At the end of each payment period (which corresponds to the end of each trimester) academic progress for each student participating in Federal Student Aid will be reviewed.
- b. This review will examine both quantitative and qualitative progress for the concluded trimester.
- c. If a student is not making satisfactory academic progress (as defined by either quantitative or qualitative means) for either the particular trimester, or for their cumulative record, then they will be placed on Financial Aid Warning (see below).
- d. As per the Higher Education Act (HEA), all students participating in Federal Student Aid will undergo a specific qualitative review of their academic progress at the end of their second academic year. This review will involve a meeting with the Academic Dean (or another member of the administration designated by the Academic Dean) to assess the student's rate of progress and projected timeframe to graduation.
- e. If a student's academic review results in the student being placed on Financial Aid Warning, Financial Aid Probation, or Academic Probation, or if the review

impacts a student's eligibility for Federal Student Aid, then the Academic Dean (or another member of the administration designated by the Academic Dean) must inform that student within two weeks of their annual review.

#### **4. Financial Aid Warning, Financial Aid Probation, Loss of Federal Student Aid Eligibility, and Academic Probation**

- a. "Financial Aid Warning" is a status for students who are failing to meet satisfactory academic progress requirements (whether according to quantitative or qualitative standards). Students with this status may be eligible for one additional payment period of financial aid without needing to appeal. If a student with a Financial Aid Warning fails to meet satisfactory academic progress requirements (as defined by either quantitative or qualitative means) for either the particular trimester, or for their cumulative record, then they will lose their financial aid eligibility. Students cannot have the status of Financial Aid Warning for two consecutive trimesters, after one trimester of this status they either are restored to normal eligibility, or are on Financial Aid Probation for the subsequent trimester.
- b. Any student who loses their financial aid eligibility is permitted to appeal to the Academic Dean. If the appeal is successful, then the student will be placed on Financial Aid Probation.
- c. "Financial Aid Probation" is a status for students who fail to meet satisfactory academic progress requirements while on Financial Aid Warning and consequently lose their financial aid eligibility, but successfully appeal to the Academic Dean. This status lasts for one trimester at the end of which the Academic Dean reviews the student's academic progress. If the student is still not meeting satisfactory academic progress standards, then they will no longer be eligible for financial aid. If a student with the status of Financial Aid Probation meets satisfactory academic progress standards then their regular financial aid eligibility status will be reinstated.
- d. A student who has lost financial aid eligibility and does not appeal for the subsequent trimester, or who successfully appealed and was placed on Financial Aid Probation but still failed to meet satisfactory academic progress standards, is eligible to appeal at a later period if they have been meeting satisfactory academic progress standards for at least two consecutive trimesters (during which they take courses).
- e. "Academic Probation" is a status for students who receive a grade of C, C-, or F in any course. This status will apply to students for the trimester after they received the grade of C, C-, or F in a course. If a student does not receive any grade of a C, C-, or F during the period of their Academic Probation, then this status will automatically be rescinded for the subsequent trimester. Any student placed on academic probation for two consecutive trimesters (during which they take courses) will be liable for suspension, subject to the review of a meeting of AJR advisors. This status does not necessarily entail a Financial Aid Warning as students who receive a single grade of C, C-, or F may still be meeting

quantitative and qualitative academic progress standards. Students who are placed on academic probation may appeal to the Academic Dean.

## **5. Appeals**

- a. A student who is on academic probation or who has lost Federal Student Aid eligibility may submit a written appeal to the Academic Dean using the Official Written Appeal Form.
- b. Appeals are typically based upon exigent circumstances such as serious injury or illness, death of a relative, or other situations that are recognized to have a dramatic impact upon student performance. In a student's appeal they must describe the exigent circumstances and explain what has changed that will allow them to make satisfactory progress at the next evaluation.
- c. Appeals regarding a particular trimester must be submitted within three business days of the date on which grades are posted for that trimester (which is 2 weeks after the end of classes).
- d. If the appeal was submitted on time, the Academic Dean will respond with a decision regarding the appeal no later than three business days before the start of the subsequent trimester.
- e. If the appeal is granted, then the Academic Dean and the student must create a reasonable academic plan for the student to get back on track to fulfilling satisfactory academic progress standards by a specified time.
- f. As long as a student continues to meet the requirements of their academic plan, then they may be eligible to receive Federal Student Aid.
- g. If an appeal is not accepted, or if an appeal is accepted but the student fails to meet the requirements of their academic plan, then the student will no longer be eligible for Federal Student Aid.