

Satisfactory Academic Progress

Federal regulations require the university to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria which outlines the definition of student progress towards a degree and the consequences to the student if progress is not achieved. The Hebrew University of Jerusalem (HUI) students who wish to be considered for federal student aid must maintain satisfactory progress in their selected course of study as set forth in this policy.

Institutional/Financial Aid Satisfactory Academic Progress Policy for Undergraduate and Graduate Students

The Office of Financial Aid together with relevant academic advisors evaluates student academic progress annually for Undergraduate degree students and Postgraduate students in a two year program or after each semester (Federal loan payment period) for one year PG programs. Students are evaluated on the basis of grade point average (GPA), credit hour completion, and maximum time frame limitation.

Federal regulations require the Office of Financial Aid to monitor the progress of each student (receiving Financial Aid) toward degree completion on two measures 1) Qualitative (cumulative GPA) and 2) Quantitative (completion of credits required). Students who fall behind in their coursework or fail to achieve minimum standards for Qualitative and Quantitative measures may lose their eligibility for Federal aid and/or Institutional aid administered.

The Office of Financial Aid determines this eligibility after the submission of spring semester grades for UG and PG students in a two-year program and after the submission of fall semester grades for PG students in a one year program. A student may

attend one or two semesters at the Hebrew University of Jerusalem before the financial aid office can begin to track their SAP standing.

Example for students in a 2 or 3 year program:

- a. If a student's start term at HUJ was the FALL 2012 semester, we will review their SAP standing for the first time after the submission of grades for the spring 2013 semester and at the conclusion of each spring term thereafter.
- b. If a student's start term at HUJ as the spring 2012, we will review their SAP standing after submission of grades for the spring 2012 semester and at the conclusion of each spring term thereafter.

Qualitative Measure

Each student is expected to successfully complete all of their classes with a good grade to continue receiving financial aid payments. A student must maintain a minimum of a 3.0 Cumulative GPA for their particular Degree of Study to be consistent with the requirements for graduation. A 3.0 GPA is achieved by receiving grades in required courses that cumulatively average to a grade scale of 75-100.

Quantitative Measure and Maximum Limit

In order to maintain federal aid eligibility, the maximum number of attempted credits for completion of a degree is 150% of the required credits for that particular degree. HUJ will review each student's eligibility at the end of each year or semester for one year programs. If the student has exceeded the maximum number of attempted credits for his/her degree program and/or is not making quantitative progress towards graduation, he/she will no longer be eligible for financial aid during any future semesters. The number of credits determined to be 150% of the course requirements is determined per program as the credit requirements for each program differ.

Example in credits:

- $120 \text{ credits} \times 150\% = 180$ attempted credits to include transfer credits is Maximum Timeframe
- $120 \text{ credits} / 180 \text{ credits} = 67\%$ is the pace of completion.

Example in years:

- UG 3 years program x 150% = 4.5 years
- PG 1 year program x 150% = 1.5 years
- PG 2 year program x 150% = 3 years

Transfer Students

All transfer credits accepted by HUI count toward the 150% maximum number of attempted credit and are included in the Satisfactory Academic Progress calculations whether or not financial aid was received for those courses. Transfer credits are also included and counted towards the total number of credits earned at the end of each term. Transfer credits DO NOT count towards a student's cumulative GPA, only credits earned at HUI are included in Cumulative GPA calculation.

Repeated Courses

If a student repeats a course, the course will count in the maximum number of attempted credits and be counted towards the 150% measurement.

Dropped Courses

If a student drops a course within the Add/Drop period, the course will not be included in the total number of attempted credit count. Courses dropped after the Add/Drop period will count towards the total number of attempted credit count.

Institutional Procedures

Students are notified of the SAP policy in the annual email communication along with other required disclosures.

Denial

A student will be denied assistance if any of the following occurs:

- 1) The student's GPA is below the 3.0 minimum requirements.

- 2) Exceed the number of credits needed to graduate within 150% of the published length of the program.
- 3) Graduate within 150% of published length of program.
- 4) It is determined during the evaluation point that the student will exceed the maximum time frame. For example, if a student in a 120 credit/3 year program does not complete a minimum of 27 credits by the end of each academic year.

Appeals Process

Students who experience extenuating circumstances causing poor academic performance and failure to meet SAP are welcomed to appeal. Students must submit a written appeal within 30 days of the release of final grades for the semester. Examples of extenuating circumstances include: the death of a relative, an injury or illness of the student or immediate family member that they are the caregiver for, national emergency, other extraordinary circumstance. The appeal submission must include:

- A letter from the student explaining:
- the student's circumstances/reason(s) for not meeting SAP requirements;
- what will change that will allow the student to satisfy SAP requirements in the future;
- any other relevant information.
- Supporting documentation relevant to the appeal (doctor's note, obituary stating relationship to the deceased, etc.)

The Administrative Manager and the Director will review all documentation thoroughly and make a determination. Student will be notified of this decision in writing in a timely manner.

SAP Probationary Period

All students whose appeals are approved are placed on probation for one term and are eligible for Title IV aid for one payment period or term. At the end of this term they will be manually reviewed by the Office of Financial Aid and their aid will be re-instated if they now satisfy the minimum standard academic progress outlined above. However, if the student fails to meet the minimum standard progress at the end of one term probationary period they are no longer eligible for FSA. In either case, the student is notified in writing.

A student can re-establish eligibility for federal aid as soon they are back in good academic standing.

The Hebrew University of Jerusalem Academic Regulations can be found here - <https://overseas.huji.ac.il/wp-content/uploads/2018/03/Nahal-2017-English-corrected-final.pdf>