



# Johnson Cornell SC Johnson College of Business

## Federal Satisfactory Academic Progress (SAP) Policy for MBA Students

At Johnson, this policy on Satisfactory Academic Progress (SAP) is applied to all Johnson students, regardless of whether financial aid was awarded in the term. In addition to meeting the standard for receiving financial aid, students must also meet the academic standards for their specific MBA program. Failure to meet the below standards will have academic as well as financial aid implications.

Federal regulations require that Johnson review the academic progress of students who apply for and/or receive financial assistance. SAP is comprised of three areas as required by federal regulations. A student must:

1. Complete their degree within a specified maximum timeframe;
2. Demonstrate they are making progress towards the completion of their degree within the maximum timeframe; and,
3. Achieve a grade point average (GPA) that is consistent with meeting graduation requirements.

This regulation applies to each financial aid applicant, whether a previous recipient or not.

### Evaluation

Academic progress is evaluated at the end of each term. This evaluation is completed through a review of grades received, courses attempted, progress toward completing the program/graduate degree and GPA. Students failing to meet SAP after one term will receive a warning letter with an academic plan designed to get the student back into SAP standing.

Students who do not meet the outlined three requirements at the end of the warning term will be placed on Financial Aid Probation. Students on Financial Aid Probation are not eligible for federal financial aid for the next term.

### 1. Maximum Time Frame for Degree Completion

Students are required to complete their program of study within 150% of the length of the academic program. Failure of a student to complete their program within 150% of the published program length will result in failure to make SAP. For a 60-credit MBA program, a student would reach the maximum timeframe when reaching an attempted 90 credits. Note that this regulation measures credits attempted, even if they are not earned. All grades of Incomplete (I), withdrawal (W), failing grades (F) and unsatisfactory (U/UX) are counted in the measure of attempted credits. A repeated course is counted two times in a student's attempted credits.

### 2. Required Completion Rate

Federal regulations require that a student must progress through their program at a pace that will ensure graduation within the maximum timeframe. Progress is measured for students cumulatively. In order to graduate within the maximum timeframe, a student must complete at least 67% of credits attempted. For example, a full-time student who attempts 18 credits in a term must successfully complete 12 credits in that term to meet this requirement. All grades of Incomplete (I), withdrawal (W), failing grades (F) and U/UX are counted in the measure of attempted credits, even though they are not earned credits. Advanced Standing credits awarded in the One-Year Ithaca MBA program will also count in the measure of attempted credits.

(Please note Johnson does not award transfer credit outside of Advanced Standing.)

### 3. Required Grade Point Averages

Federal regulations require that a student meet minimum cumulative GPA standards to retain eligibility for aid. To meet SAP standards, a student must maintain a cumulative GPA and a Core GPA as defined in the table below. For the purposes of this regulation, the overall Johnson GPA will be used. The overall Johnson GPA is comprised of all courses designated as NCC, NBA (including NBAB, NBAE, NBAT, and NBAY), NMI, HADM, AEM, and any Cornell University elective courses at the 5000 level or higher and any course the student petitions to be counted towards their MBA. All grades of Incomplete (I), failing grades (F) and Unsatisfactory (U/UX) are considered an F in the calculation of GPA each term.

Term	Core GPA	Cumulative GPA
Summer 1*	2.50	2.50
Fall 1	2.50	2.50
Spring 1	2.50	2.70
Fall 2	2.50	2.70
Spring 2	2.50	2.70

\*Not all programs have a summer term

### Failing to Meet Satisfactory Academic Progress

The first time a student fails to meet one or more of the areas of progress above by the end of the term, the student will receive a warning letter. The letter will outline the area or areas that need improvement. A student who receives a warning letter will have one additional term to meet SAP. If a student again fails to meet SAP, the student will be placed on Financial Aid probation and will have one final term to meet SAP by the end of that term. Failure to meet SAP by the end of a probation term will result in denial of financial aid benefits and possible academic sanctions. Students terminated from receiving financial aid can reestablish eligibility by successfully earning the cumulative credits and GPA required for SAP. Neither paying for one's classes nor sitting out a term is sufficient to reestablish the financial aid eligibility of a student who has failed to meet SAP. If a special or unusual circumstance contributed to a student's inability to meet SAP, the student may appeal the denial of financial aid.

### Appeal Process

The letter of denial from the Johnson Financial Aid Office will describe the appeal process and will provide a link to the appeal form, also found [here](#). The appeal must explain the circumstances leading to failure to make SAP, and how the special or unusual circumstances have been resolved so that the student will now be able to complete the required number of credits or attain the required GPA. The student may submit supporting documentation from health care providers, faculty, etc., in order to support the appeal. The appeal form will be reviewed by a Committee of staff members from Johnson Student Services, the Johnson Registrar's Office, and the Johnson Financial Aid Office.

If the appeal is approved and the College determines that the student should be able to meet cumulative SAP standards by the end of the next term, the student's financial aid will be reinstated for one term and the student will be given an academic plan to follow. By the end of that term, the student must have successfully completed the required number of credits and/or attained the overall required GPA. Students who fail to make SAP by the end of that term will have their future financial aid eligibility terminated.

Federal regulations prevent a student from submitting an appeal two terms in a row unless there are new circumstances preventing the student from meeting SAP standards.

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