

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

**1. SATISFACTORY ACADEMIC PROGRESS (SAP)**

**1.1 “AT LEAST AS STRICT...”**

The financial aid requirements for SAP are indeed as strict as the school’s academic progress policies. Students are held to the same academic standards regardless of their status as federal aid recipients.

**1.2 CONSISTENT APPLICATION**

Across all of our graduate programs, there is a consistent application of SAP standards.

**1.3 REGULAR EVALUATIONS**

An official review of SAP will happen once per academic year (after 2 semesters for MBA, EMBA Fri/Sat and EMBA Americas and after 3 semesters for EMBA Saturday and EMBA Global programs) to determine federal aid eligibility. In addition to this evaluation, our office will work with the academic area of each program (MBA, EMBA and MS) to identify students that could benefit from an early notification of their status.

**1.31.1. MANUAL ADJUSTMENTS DUE TO SYSTEM LIMITATIONS**

In cases in which there are any other limitations or nuance of a student’s academic records in SIS or any other system in use for the storage of academic records, such that what is reflected in the system does not fully represent what BU is utilizing for the measuring of academic progress in accordance with its own academic policy, the Office of Financial Aid will accept the decision of advisors in the Office of Student Affairs as overriding the data in SIS. This includes, but is not limited to, GPA, pace of completion, maximum time frame, inclusive, as well as any additional scenarios that may be added to this document at a later date.

**1.4 GRADE POINT AVERAGE (GPA)**

**Points associated with the grading scale are as follows:**

<b>Letter Grade</b>	<b>Points</b>
H+	11

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

H	10
H-	9
HP+	8
HP	7
HP-	6
P1+	5
P1	4
P1-	3
LP	1
F	0

MBA & MS programs: BUMBA, BUMSAA, BUMSMK and BUMSF1/2

<b>Timing</b>	<b>GPA Requirement</b>	<b>Consequence</b>
After Term 1:	GPA equal to or less than 5.900	Warning
	GPA equal to or less than 4.800	Probation
	GPA equal to or less than 4.400	Dismissal
Subsequent Terms:	GPA equal to or less than 5.900	Warning
	GPA equal to or less than 5.20	Probation
	GPA equal to or less than 4.80	Dismissal
Graduation:	GPA greater than or equal to 5.50	

EMBA Fri/Sat, EMBA Americas, and EMBA Global programs: BUEMB1/2/3, BUEAM1/2/3, BUGMB1/2/3, BUHKL1/2/3

<b>Timing</b>	<b>GPA Requirement</b>	<b>Consequence</b>
After Terms 1 and 2:	GPA equal to or less than 5.900	Warning
	GPA equal to or less than 4.800	Probation
	GPA equal to or less than 4.400	Dismissal

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

Subsequent Terms:	GPA equal to or less than 5.900 GPA equal to or less than 5.20 GPA equal to or less than 4.80	Warning Probation Dismissal
Graduation:	GPA greater than or equal to 5.50	

EMBA Saturday: BUSAT1/2/3

Timing	GPA Requirement	Consequence
After Term 1:	GPA < or = 5.400 GPA < or = 4.300 GPA < or = 3.900	Warning Probation Dismissal
Terms 2 & 3	GPA < or = 5.900 GPA < or = 4.800 GPA < or = 4.400	Warning Probation Dismissal
Graduation:	GPA greater than or equal to 5.50	

**1.5 MAXIMUM TIME FRAME AND PACE OF COMPLETION**

For all programs, students are required to achieve a minimum pace of 67% of the required number of credits at the time of SAP evaluation as stated in section 1.3.

**MBA and EMBA:** The maximum allowable timeframe for receiving aid is equal to 150% of the length of your academic program. If you are a student in the full-time MBA program, which requires 60 credits for graduation, you would reach the maximum timeframe at 90 credits attempted.

**MS:** The maximum allowable timeframe for receiving aid is equal to 150% of the length of your academic program.

If you are a student in the **MSFE** program, which requires 48 credits for graduation, you would reach the maximum timeframe at 72 credits attempted.

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

If you are a student in the *MSMK* program, which requires 30 credits for graduation, you would reach the maximum timeframe at 45 credits attempted. If you are a student in the *MSAA* program, which requires 33 credits for graduation, you would reach the maximum timeframe at 49.5 credits attempted

**1.6 EFFECT/TREATMENT OF “ATYPICAL” COURSES/SITUATIONS**

**1.6.1 EFFECT OF INCOMPLETES**

Not counted in GPA calculation, but impact and are counted toward pace calculation.

**1.6.2 EFFECT OF WITHDRAWALS**

Not counted in GPA calculation, but impact and are counted toward pace calculation.

**1.6.3 EFFECT OF COURSE REPETITIONS**

If the student is allowed to remain in the program, a grade of F for a core class means that the student needs to repeat the course and both grades factor into the GPA calculation as well as pace. Occasionally, we might decide to dismiss a student from the program and readmit them at a later date. If this happens, prior course work exists on all SIS screens and a GPA already exists as well. A new GPA calculation, which will be calculated manually, will then occur by the academic affairs team in this instance to ensure that the old grades do not count against the student.

**1.6.4 EFFECT OF DUAL DEGREES**

For dual degree students, the Business School GPA is determined by the grades received while in residence at the Business School and

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

includes all courses taken in those semesters, even those offered by the student's other school. Grades for Business School courses taken while in residence at their other school are not included in their cumulative GPA for the Business School.

**1.6.5 EFFECT OF ADVANCED STANDING**

NA

**1.6.6 EFFECT OF TRANSFERS OF CREDIT FROM OTHER SCHOOLS OR INSTITUTIONS**

NA

**1.6.7 EFFECT OF CHANGES OF MAJOR OR PROGRAM OF STUDY**

NA

**1.6.8 Emergency Declarations and University-wide Changes**

In the event of a national or state-wide emergency, and/or where a pass/fail grading system is implemented University-wide:

Any courses graded as pass/fail will be counted in the total number of attempted hours. When a course is successfully completed and given a grade of "P", the credits are added to the total number of attempted and earned credits hours; but the Pass grade is not included in the GPA calculation.

When a course is not successfully completed and the student is given a grade of "F", it will be treated as a standard grade of "F" and this will negatively impact the progression and GPA of the student.

Any student who fails a SAP assessment as a result of a qualifying emergency will be allowed to submit an appeal, even if an appeals process is not included in the individual school's SAP policy.

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

Any and all treatment of Satisfactory Academic Progress (SAP) updates and changes will abide by existing statutory regulation on SAP, any temporary statutory relief provided by Congress, and any temporary guidance provided by the Department of Education (ED).

Grades will be used appropriately to reflect the disruption from COVID-19 and the shift to online instruction in late spring and summer 2020.

Minimum GPA requirements remain unchanged. However, the school will implement several changes related to academic probation and dismissal:

No student in good standing will be placed on academic probation at the end of the spring 2020 term. However, a formal Warning will be given to students if their cumulative GPA falls below the standard cutoff. The purpose of a Warning is not punitive but, rather, to inform and support students who are struggling academically.

Students already on academic probation in spring 2020 will have their cumulative GPA calculated both with and without spring 2020 B-term and full-term grades of courses in which they received a Pass. Grades of Fail will be included in both calculations. The higher of the two calculations will be compared to the standard cutoff used to evaluate removal from academic probation and dismissal; no student will be dismissed after the spring 2020 term if they pass all courses.

Subsequently, cumulative GPA will be calculated with and without spring 2020 B-term and full-term letter grades when students received a Pass. The higher GPA will determine placement on (removal from) academic probation and dismissal.

## **1.7 STATUS DEFINITIONS**

### **Financial Aid Probation**

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

This status is assessed to students who are failing SAP and who successfully appeal the academic review. Eligibility for aid may be reinstated for one payment period or longer in accordance with an Academic Plan.

**1.8 APPEALS**

Students are required to continue to make satisfactory progress towards the completion of the degree requirements as defined by their academic program. Students who have lost their financial aid eligibility due to failure to maintain satisfactory academic progress (SAP), do have the option to appeal. To begin the appeal process, students should complete the following steps:

- Initiate the appeal process by submitting a written appeal detailing the circumstances that led to the loss of your financial aid eligibility (along with any supporting documentation). Examples of circumstances that could be appealed include (but are not limited to): the serious physical or mental illness of the student, the serious physical or mental illness of a student's immediate family member, death of a student's immediate family member, or other extenuating special circumstances.
- In consultation with an academic advisor, an Academic Plan will outline the action that the student will need to take in order to ensure that academic progress improves in the subsequent term.

If the appeal is approved, students will have one semester to meet the requirements listed in the Academic Plan in order to remain eligible for financial aid in the subsequent term.

**1.9 ACADEMIC PLANS**

**Columbia School of Business**  
**POLICY ON SATISFACTORY ACADEMIC PROGRESS**  
**FOR FEDERAL STUDENT AID (FSA) RECIPIENTS**

In consultation with an academic advisor, students must develop an Academic Plan that will outline the action that the student will need to take in order to ensure that academic progress improves in the subsequent term.

If the appeal is approved, students will have one semester to meet the requirements listed in the Academic Plan in order to remain eligible for financial aid in the subsequent term.

**1.10 RESTORING ELIGIBILITY**

Students, who are denied Financial Aid from a prior semester, may be eligible for reinstatement and regain eligibility for federal financial aid, upon regaining satisfactory academic progress, as defined by the academic affairs office.

Students who successfully appeal failure to meet SAP requirements will be reinstated as eligible for federal aid, provided they meet the associated Academic Plan requirements.

**1.11 NOTIFICATIONS**

A student who fails to maintain satisfactory progress will be advised in writing of both the academic deficiency and the required corrective steps to take, and apprised of the consequences of failing to take those steps.