



SATISFACTORY ACADEMIC PROGRESS POLICY (S.A.P)

Overview

All degree-seeking students at Tel Aviv University Lowy International School (full-time, part-time, undergraduates, and graduates) must meet the following standards in order to establish and maintain eligibility for Title IV Federal Student Financial Aid from the U.S. Department of Education. The Standards of Satisfactory Academic Progress (S.A.P) are monitored and enforced in all periods of enrollment. S.A.P is evaluated at the end of each semester/term and once all S.A.P review has been completed all students are notified of their current S.A.P standing should their results impact their Title IV eligibility.

Measuring S.A.P

Students in postgraduate and undergraduate programs will have their progress checked at the end of each payment period/semester. The U.S. Federal Loan Administrator will obtain progress reports from each Program Coordinator to ensure U.S. Federal Loan borrowers are maintaining S.A.P. Quantitative and qualitative standards are used to determine academic progress in all periods of enrollment including periods in which a student did not receive U.S. Federal Loans.

1) Qualitative Standards (GPA Requirement):

- Students must maintain a minimum cumulative Grade Point Average (GPA) of 60.
- A GPA, or final grade, is calculated for each student who has completed the requirements of his/her studies. The Lowy International School will determine the components of the GPA and their relative weight. The method of weighting is the weighted average of the grades in accordance with the number of study hours.
- The Low International School is also responsible for checking each student's GPA at the end of each term.

2) Pace of Completion Requirement

In order to meet S.A.P.'s maximum timeframe, students must complete their academic program at a pace that ensures they will graduate within the maximum timeframe of their program. Students are required to maintain a minimum cumulative rate of 67%. This is calculated by dividing the number of completed credits by the number of attempted credits.

Degree/ Standard published length	Program Length in Credits	Maximum Timeframe for completion	Pace
Undergraduate 3-Year Degree Program (Liberal Arts)	120	4.5 years	67%
Undergraduate 3-Year Degree Program (Management and Liberal Arts)	134	4.5 years	67%

- Students must progress toward the completion of their declared degree and must earn a final course grade of 60 as a passing grade for the course.
- The Lowy International School is entitled to terminate the studies of a student who has 5 failures in a course (including elective courses and incomplete grades). The student's status will then be considered as a withdrawal.
- For students who change programs within Lowy International, all credits that count towards their degree in their new program are considered both attempted credits and earned credits.
- Credits that are not applied towards their degree in the student's new program count neither as attempted credits nor as earned credits.





- All repeated courses count as both attempted and earned credits.
- All types of incompletes count as attempted credits but not as earned credits.

3) Maximum Timeframe Requirement

- Undergraduate students must be able to complete their declared degree within 150% of the published length of the program. The BA in Liberal Arts and BA in Management and Liberal Arts are 3 years long.
- Graduate students must complete their degree within 150% of the published length of the program. All graduate programs are 1 year in length.
- The Lowy International School handles and designates a minimum amount of work a student should successfully complete during each semester in order to complete the degree within the maximum timeframe.
- Periods in which a student is not eligible to receive Title IV aid will count towards the maximum time frame (150%).
- Regarding transfer students, please note that in order to receive a degree from Tel Aviv University; a student must study at TAU in the scope of at least 60% of the course hours required for one's degree. A student cannot receive exemptions for more than 40% of the course hours required to earn his/her degree.
- Courses offered during the summer as part of the academic curriculum are counted towards the maximum time frame of the published length of the program.

Please note: If a S.A.P review makes it clear that a student cannot mathematically complete his/her declared degree program or a student cannot raise their GPA to the minimum 60 within the maximum time frame in any status ("Good Standing", "Warning", or "Probation"), the student is placed on "Suspension" (see "Statutes of Title IV Recipients, section C").

- 4) Institutional policies and procedures include specific policies defining the effect of incompletes, course repetitions, withdrawals, and noncredit remedial courses on Satisfactory Academic Progress.**

A. Incompletes/Failed courses

- A student who receives a final course grade of less than 60% and/ or "incomplete" will be considered as having an "Incomplete" on their official university transcripts.
- A student who is registered for a course and does not take the exam will be considered to have failed the exam.
- An appeal of a grade, including a passing grade, received on a final exam, quiz, or seminar paper must be based solely on what is written in the exam booklet or the seminar paper and must be submitted in writing. Appeals, whether on substantial or technical grounds, must be submitted within five days of publication of the exam results or the return of the seminar paper. In special cases in which an extension is justified, the Dean of Student Affairs has the authority to extend the appeal period by an additional seven days.

In an appeal, the head lecturer of the course will check whether a mistake was made in reference to the grade given. The lecturer is entitled to decide that the grade will be lowered.

The decision of an appeal will be given within five days from the final date of submitting the appeal.





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B. Repeated Courses

- A student who fails a mandatory course must take the course again the following academic year and fulfill all the course's academic requirements, including attendance, assignments, and oral quizzes. The student may ask the instructor for an exemption from attendance, submitting assignments, or exercise requirements. Exemptions are not counted as part of the full course load of the student for S.A.P purposes.

C. Withdrawals of courses

- Courses that a student withdraws from are considered in "hours attempted" toward the maximum time frame and GPA.

D. Cessation of Studies

i. Voluntary Withdrawal

Students who decide to cease their studies must notify the Lowy International School North America Office in writing of their decision immediately.

Only written confirmation from the Lowy International School North America Office will be considered proof of notification that the student has decided to cease his/her studies. Notifications by telephone are not acceptable.

ii. Expelled Students

Students that are expelled from the school are officially notified by the Program Coordinator/Dean and are considered as withdrawals. The official date of withdrawal is established by the Dean at Tel Aviv University.

iii. Approved Leave of Absence (also defined as "freezing all studies")

● **Non-title IV Fund Recipients**

Non-title IV fund recipients may take time off from their studies only once per period that does not exceed 5 years. The right to take time off for a period of five years as described above is granted only to students who have completed at least one year of studies and who are eligible to advance to the next year of their program.

Cessation of studies for more than two years will require the student to reapply to Tel Aviv University Lowy International School, meet its current admissions standards, and begin his/her studies all over again.

Notwithstanding aforesaid, the Committee for Student Affairs is authorized to approve, under special circumstances, tie off students who do not fulfill the above conditions and for a period exceeding that stipulated above.

● **Title IV Recipients**

Title IV recipients may take time off from their studies only once for a period that does not exceed 180 days in any 12-month period.

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If the student on the approved leave of absence does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal.

5) Statuses for Title IV Recipients

A) Good Standing

Students who meet all of the Standards of S.A.P and are not in a period of “Suspension”, or “Probation” are in good standing, and no additional enrollment, advising, or academic contract requirements are specified.

B) Warning

Students who have been in “Good Standing” and who have not met one or more of the Standards of Satisfactory Academic Progress will be placed on “Warning” and are strongly encouraged to meet with their academic advisor to develop a plan for academic success. A “Warning” does not prevent a student from receiving financial aid and scholarships. A “Warning” is intended to alert the student to a current deficiency in their academic progress. Continued lack of progress will ultimately lead to “Suspension”.

C) Suspension

Students who have not met one or more of the Standards of Satisfactory Academic Progress will be placed on “Suspension.”

Students who cannot mathematically complete their declared degree/certificate within the maximum timeframe while on any status (“Good Standing” or “Probation”), will be placed on “Suspension”.

Students who cannot raise their graduation GPA to the minimum of 60 within the maximum timeframe in any status (“Good Standing” or “Probation”), will be placed on “Suspension”.

Students who have been placed on “Suspension” may appeal. Appeals are reviewed and either approved or denied – submitting an appeal does not guarantee approval.

Without an approved appeal, students who have been placed on “Suspension” are not eligible for Title IV federal financial aid.

During suspension, the student will not be eligible for Title IV financial aid (students may continue to acquire private scholarships and private non-federal loans.) Eligibility for financial aid will be returned when the student meets the Satisfactory Academic Progress standard.

D) Appeal (Regaining Eligibility for Aid)

i. Appeal Eligibility

Students who are placed on “Suspension” may appeal if there are extenuating circumstances that led to academic difficulties.

Extenuating circumstances are those over which the student has no control and may include death in the student’s immediate family, hospitalization, accidents, and illness.

Supporting documentation is required. If supporting documentation is not submitted the appeal will automatically be denied.

Students who are placed on “Suspension” as a result of “Incomplete” or missing grades may also appeal using the standard appeal form and procedure.





ii. **Appeal Process**

The Appeal application must contain the following:

- A S.A.P appeal, signed by both the student and the Program Director
- Letter from the student explaining the reasoning for the appeal
- Supporting documentation from the student (i.e. medical statement, police report, etc.)
- A printout of the student's online appointment request/appeal form
- A copy of the student's education plan requirements
- A copy of the student's education plan
- A copy of the student's graduation evaluation listing the student's current major, catalog year, and remaining course requirements in their degree/certificate program.

S.A.P appeals must be reviewed by the Federal Loans Administrator in charge of Title IV funds and the Dean of the school in which the student is studying.

Students who are approved will be placed on financial aid probation for **one semester**. The student will remain eligible for financial aid and will continue to receive financial assistance during the approved probationary semester.

Please Note: If a review of a S.A.P appeal makes it clear that a student cannot mathematically complete his/her declared degree/certificate program or cannot raise their graduation GPA to the minimum of 60 within the maximum timeframe, the appeal will be denied and the student will NOT be eligible for federal financial aid.

E) **Probation**

Students who have been placed on "Suspension" and have successfully appealed are placed on "Probation" **for one semester (payment period)** in the period of enrollment.

Students placed on "Probation" regain eligibility for Title IV financial aid **if**,

- the student is able to meet **ALL** of the Standards of Satisfactory Academic Progress by the end of one subsequent semester **or**
- the student is placed on an education plan leading to graduation that, if followed, ensures that the student is able to meet **ALL** of the Standards of Satisfactory Academic Progress by a specific point in time.

Students who again meet all the Standards of Satisfactory Academic Progress while on "Probation" will be placed in "Good Standing" at the conclusion of the semester (payment period) of the period of enrollment during which they were on probation.

Progress in an academic degree is measured at the end of each period of enrollment. Students who do not meet all the Standards of Satisfactory Academic Progress while on "Probation" will again be placed on "Suspension."

