All students attending Arkansas State University-Beebe are required to maintain Satisfactory Academic Progress (SAP) standards in order to receive Federal Financial Aid. These standards apply to all financial aid applicants whether or not the applicant has previously participated in federal student aid programs. In keeping with guidelines published in the Federal Student Aid Handbook, all students receiving federal financial aid must be admitted and enrolled in an associate degree or technical certificate granting program. Non-degree seeking and concurrent students, and students auditing courses, are not eligible.

**Satisfactory Academic Progress Standards (Must meet all 3 parts)**

1. **Qualitative:** Student must maintain a minimum cumulative grade point average (CGPA) of 2.0
2. **Quantitative:** Student must complete at least 67% of ALL attempted credit hours
3. **Time Frame:** Student must complete a course of study within 150% of the published length of the program

Students may appeal Time Frame (150%) only once

SAP is checked at the end of EACH semester for Technical Certificates and at the end of EACH year for Associate Degrees.

**Exception:** Students who receive ALL W’s or F’s for a semester will have SAP checked at the end of the semester.

All hours attempted include remedial courses, repeated courses, and grades of F, W, I or AU. Incomplete course work will be evaluated as failing grades until the course has been satisfactorily completed. The “I” must be made up by mid-term grade date of the following semester. It is the student’s responsibility to notify the financial aid office when an “I” has been removed and replaced on the official grade report with a grade.

Students not meeting the SAP policy conditions are placed on Financial Aid Suspension and will not be eligible for any type of federal student aid (this includes Student Loans) until the student has completed the required coursework to bring him/her back into compliance with the ASU-Beebe SAP policy OR an appeal has been approved. Staying out of school any length of time and reinstatement by the Admissions and Credits Committee does not reinstate financial aid eligibility.

**STUDENTS NOT MEETING SAP MAY APPEAL – SEE FINANCIAL AID WEB SITE FOR APPEAL PROCEDURES**

**Transfer Students**

Transfer students pursuing a degree must meet ALL three parts of SAP mentioned above. Transfer students pursuing a degree that requires admission to that program must be admitted to the program upon transfer. ALL hours attempted previously at regionally accredited institutions are considered for maximum attempted hour limit whether or not aid was received. The CGPA requirement is taken from the last school of attendance. You MUST submit Official Transcripts from ALL Colleges including Career and Technical Institutions REGARDLESS of whether aid was received or not and REGARDLESS of the time span of enrollment. If you fail to submit transcripts, you may be administratively withdrawn, all aid may be cancelled, which may cause you to owe the university.

Transfer students NOT meeting SAP must pay for their first semester, minimum of 6 hours. At the end of their first semester, SAP will be reviewed to determine if student meets SAP requirements. If met, aid will be awarded for next semester per student’s eligibility and if not met, student may appeal based on ASUB appeal procedures.

**ADDITIONAL SATISFACTORY PROGRESS POLICY INFORMATION**

**Withdrawals and Repayment of Title IV funds** – The Return to Title IV calculation will be completed and a repayment of federal financial aid (including grants) may be required if a student receives all F’s and/or W’s in an academic term and attendance was less than 60% of the term.

**Remedial or Developmental Courses** – Students may receive financial aid for remedial courses, if needed to enroll in a course required for the degree (e.g. Developmental Algebra or Intermediate Algebra for College Algebra). A maximum of 30 remedial attempted credit hours is allowed.

**Repeating Courses** – Repeating courses can adversely affect financial aid eligibility due to the course being counted more than once as attempted hours.

**ACADEMIC CLEMENCY**

Federal regulations make no provision for academic clemency (sometimes referred to as academic forgiveness or a fresh start) for quantitative review of financial aid.

**All hours ATTEMPTED from regionally accredited institutions will count toward Satisfactory Academic Progress**
Additional Degrees or Certificates

Students seeking an additional Certificate or Associates degree must have their degree updated in the system to the new program and must notify the Financial Aid Office of their new degree choice. Financial aid will obtain a degree audit to determine if the degree can be completed within 150%. If it is not **obtainable within the 150% maximum**, student will be sent a SAP letter and the student may appeal if they have not previously appealed the 150% rule.

*Please be aware that the Federal Government has put a lifetime limit on the number of semesters a student can receive Pell grant. The lifetime limit is 12 Semesters or the equivalent of 600%*

*In addition, the Federal Government has implemented limits on how long a student may receive Federal Direct Subsidized Loans at a 2-year college. The limit is a maximum of 3 years of subsidized loan eligibility for two-year associate degrees and for 1 ½ years for students in a one-year certificate program*

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY APPEAL PROCEDURES

Students placed on Financial Aid Suspension may appeal ASU-Beebe’s Satisfactory Academic Progress Policy with documentation of extenuating circumstances. Examples of extenuating circumstances include, but are not limited to: prolonged illness under a doctor’s care, severe illness/accident requiring hospitalization or prolonged absence from class, prolonged illness of a dependent with proper documentation, or death of an immediate family member. The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. **A student may appeal only once in any given semester.**

SUBMITTING AN APPEAL

Students must submit a typed letter of appeal, a fully completed Student Aid Appeal Cover Page ([http://www.asub.edu/dotAsset/45533.pdf](http://www.asub.edu/dotAsset/45533.pdf)) and supporting documentation. Please follow all instructions, as appeal requests submitted without proper accompanying documentation may not be reviewed and the student must wait until the next appeal cycle for review. The appeal letter must clearly identify:

1. Why you currently do not meet Satisfactory Academic Progress
2. Your extenuating circumstances for the term(s) in question
3. What has changed that will allow you to make Academic Progress by end of the semester

NOTIFICATION

The SAP Appeal Committee’s decision will be sent to the mailing address and/or the student’s university email address. **Results will not be given over the telephone. The decision of the appeal committee is final.**

If approved, student will be placed on Financial Aid Probation and the student must comply with the process below determined by the reason of the student’s appeal:

**Qualitative or Quantitative** appeals approved require the student to meet with their campus assigned Student Success Academy (SSA). Student will be contacted by the SSA office to set up an appointment. If student fails to comply with SSA requirements, their probation status will be void and student is not eligible for aid until they are back into ASU-Beebe’s SAP policy. If student meets SAP at time of review, aid will be awarded based on eligibility.

**Time Frame** appeals approved requires the student to meet with their campus designated Advisor to determine that all courses required to complete the degree appealed are on the degree audit. This degree audit must be signed by student and advisor and submitted to the Financial Aid Office before aid will be awarded. **Financial Aid will pay only for courses required.** If student fails to successfully complete the courses designated on their degree audit, their probation status will be void.

The appeal committee normally meets every 1st Tuesday of the month. Appeals should be submitted no later than 3:00 p.m. the Thursday prior to the Tuesday of the appeal meeting. Appeal requests submitted after 3:00 p.m. Thursday; may not be reviewed until the next scheduled appeal meeting date (See website for dates). The committee will only review an appeal once in any given semester.