

Arkansas State University

SATISFACTORY ACADEMIC PROGRESS POLICY

EFFECTIVE FALL 2016

WHY MONITOR ACADEMIC PROGRESS?

Federal Regulations require that students must be monitored for Satisfactory Academic Progress (SAP) to determine eligibility for Title IV Aid.

WHAT IS SATISFACTORY ACADEMIC PROGRESS?

Satisfactory Academic Progress is the monitoring of the student's progression toward their degree in a timely manner.

Title IV Aid Includes the Following Programs:

- Federal Pell Grants
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Work Study
- Federal Direct Subsidized and Unsubsidized Loans
- Federal PLUS Loans (Parent Loan)

Satisfactory Academic Progress will be reviewed during the application process each semester (including summer).

HOW IS PROGRESS MEASURED?

1. Qualitative Progress

- Maintain a minimum cumulative grade point average (CGPA) per sliding scale below:

| Attempted Hours | Required CGPA |
|-----------------|---------------|
| 1-15 | 1.50 |
| 16-29 | 1.75 |
| 30+ | 2.00 |

2. Quantitative Progress

- Successfully complete at least 67% of cumulative hours attempted.

Attempted Hours include:

- Attempted hours at ASU-Beebe (Passed, Failed, Withdrawn, Administratively Withdrawn & Etc.)
- Repeat Hours
- Incomplete Hours, student's responsibility to notify Financial Aid once updated
- Academic Clemency Hours
- Transfer Hours accepted by ASU-Beebe
- Concurrent (High School) Enrollment Hours
- All Hours regardless of whether the student received Financial Aid
- Audited Hours

3. Time Frame

- Students seeking their first undergraduate degree must complete their program within 150% of the published timeframe of their degree program.
(ie: Associates Degree requires 60 hours: $60 \times 150\% = 90$ hours maximum)
(ie: Technical Certificate requires 30 hours: $30 \times 150\% = 45$ hours maximum)

Remedial hours will be excluded from attempts and earned hours for all three categories above, but only a maximum of 30 remedial attempts are eligible for Title IV aid eligibility per federal regulations.

STUDENT ELIGIBILITY

- Students must be admitted and enrolled in an eligible Degree Program.
- Students must complete at least 67% of cumulative hours attempted and maintain a cumulative GPA based on the sliding scale under the Qualitative Progress Section above.
- Students must not exceed 150% of the published length of their degree program.

ADDITIONAL ELIGIBILITY INFORMATION

TRANSFER STUDENTS

- Financial Aid eligibility cannot be determined until all official transcripts have been received and evaluated by the offices of Admissions and Registration.
- Unofficial transcripts cannot be accepted to determine eligibility.
- Eligibility will be based on the hours accepted by Arkansas State University-Beebe.
- A degree audit will be requested by the Financial Aid Office if the student has a Pell LEU greater than 500% **or** has a high loan volume. Evaluation of the 150% category will be reviewed at this time.

INCOMPLETE and REPEAT COURSEWORK

- Incomplete coursework will be evaluated as a failing grade until the course has been satisfactorily completed.

PURSUING A SECOND UNDERGRADUATE DEGREE

- Students must submit a Degree Plan signed by them and their Academic Advisor. This Plan must indicate the courses and timeframe required to complete the additional degree.
- Students who are unable to complete their SECOND degree within all three of the measures above, will be denied financial aid.

FAILURE TO MEET SAP REQUIREMENTS

- All students that fail to meet SAP requirements will be notified via their ASUB email at the end of each semester once final grades have been posted for the semester.
- Failure to receive notification does not dispute or reverse the termination of eligibility to receive Financial Aid.
- Students that do not meet the cumulative GPA requirements will be placed on Financial Aid Warning for their next semester of enrollment.
- Students that do not successfully complete 67% of their cumulative attempted hours will be placed on Financial Aid Warning for the next semester of enrollment.
- Students who do not complete their degree program within 150% of the published timeframe will be placed on Financial Aid Suspension.
- If at any point it is clear that a student will not be able to complete their degree within the allotted timeframe, they will be placed on Financial Aid Suspension.
- Students who receive all Fs and/or Ws and/or WX grades will be placed on Financial Aid Suspension.
- Although a student may be pursuing more than one degree, only the one degree will be considered in the maximum timeframe calculation.
- Changing degrees does not affect the formula used in calculating the maximum timeframe.

FINANCIAL AID WARNING

- Students placed on Financial Aid Warning must have a minimum cumulative GPA based on the sliding scale mentioned above AND have completed at least 67% of their cumulative hours attempted by the end of the semester.
- Failure to meet these requirements will result in Financial Aid Suspension.

FINANCIAL AID SUSPENSION

- Students placed on Financial Aid Suspension are not eligible for Federal Financial Aid until they meet cumulative SAP requirements or are approved through the appeal process.

TWO OPTIONS TO REGAIN FINANCIAL AID ELIGIBILITY

1. Students may use their own resources to complete coursework until they meet cumulative SAP requirements.
2. Students may appeal if they had extenuating circumstances that affected their academic performance. Appealing does not guarantee approval.

NOTIFICATIONS of FINANCIAL AID STATUS

- Students that do not meet SAP requirements will be notified at the end of each semester (including summer) via ASUB gmail accounts upon final posting of semester grades.
- For transfer students, notifications will be sent once all transfer work has been reviewed and evaluated by the Registrar's Office.

SUBMITTING AN APPEAL

- Students may appeal to have their eligibility restored if there are extenuating circumstances that affected their academic performance.
 - Extenuating circumstances may be defined as situations beyond the student's control that do not allow them to successfully complete their semester.
 - Examples include: prolonged illness; accidents that require hospitalization of the student or immediate family member; death of an immediate family member; or divorce of the student or the student's parents.
- Appeals must include:
 - An appeal cover page, available at: <http://www.asub.edu/academics/student-support/financial-aid/appeals>
 - A typed explanation describing your extenuating circumstance(s) which caused you to not meet Satisfactory Academic Progress (SAP) **AND**
 - You must acknowledge within your letter which category or categories of Satisfactory Academic Progress you are not meeting:
(Qualitative-CGPA; Quantitative-67%; Time Frame-150%) **AND**
 - You must give an explanation of what has changed that will allow you to now be successful.
 - You MAY attach supporting documentation (no medical documentation allowed, ask for a letter from the physician or hospital as needed).
 - Visit with your Advisor
 - Confirm major is correct within the University's Software (must match degree marked on your appeal cover page).
 - Confirm Academic Catalog Year is correct within the University's Software. Update as needed.
 - Get a Degree MAP from your advisor (Student and Advisor must sign) for the specified degree and catalog year, making sure ALL courses needed are added to the Degree Map. (ie: remedial; substitutions, repeats and Etc.).
 - Confirm/verify that you do not have an outstanding balance with the Cashier's Office that would prevent you from enrolling in classes. It is the Student's responsibility to resolve any balance **before** an approved appeal can be activated.
 - Confirm/verify that ASU Beebe has all **final** transcripts from all schools attended in your complete college history. An appeal will not be approved without official copies of all transcripts.
 - Submission of an appeal does not guarantee that financial aid eligibility will be restored.

SUBMISSION DEADLINE

- Students must submit appeals by 5pm on the first Thursday of each month
- Appeals will begin with current semester of enrollment as marked on Student's Appeal Cover Page
- Approved appeals will pay ONLY for courses required for your degree at ASU Beebe and ONLY for hours enrolled at the time of the appeal approval
- Student must be enrolled ONLY in courses required for their degree once appeal is approved

APPEAL DECISIONS

- Students will be notified of the outcome of their appeal via email supplied by the student on the Appeal Cover Page. If a current ASUB student, the email used will be your ASU-Beebe gmail account.
- Results will not be given over the phone and our goal is to submit the results within 72 hours after the committee has met (excluding weekend hours).
- Appeals are normally reviewed by the second Thursday of each month.
- Students will be able to view their Satisfactory Academic Progress status via the student portal once updated.
- The decision of the appeals committee is final.