

## Satisfactory Academic Progress Policy

Federal regulations require prospective and current recipients of student financial aid to make Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program.

Title IV Aid includes:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Subsidized and Unsubsidized Loans
- Federal PLUS Loans

Satisfactory Academic Progress will be evaluated at the end of each fall, spring, and summer semester. Transfer students will be reviewed during the application process.

NOTE: This policy is separate from the Academic Probation and Suspension Policy administered by the Registrar's Office.

It is a student's responsibility to review their academic progress and compare it to the standards of this policy to ensure awareness of their academic standing. Students are encouraged to proactively seek assistance with their coursework. It is especially important as the evaluation may immediately affect financial aid eligibility for the next semester.

### General Requirements

Academic progress is determined by three measurements: cumulative grade point average (CGPA), pace of completion, and maximum timeframe.

#### Qualitative Progress:

- Maintain a cumulative grade point average (CGPA) of 2.0
  - Transfer Credits are not included in ASU-Beebe's cumulative grade point average.

#### Quantitative Progress:

- Successfully complete 67% of all attempted courses toward enrolled degree program.
  - Attempted hours included in calculation:
    - Developmental/Remedial Hours
    - Repeated/Incomplete Hours
    - Academic Clemency Hours
    - Transfer/Concurrent Hours
    - Completed hours at ASU- Beebe
- Complete degree within 150% of the published degree program timeframe.

Examples of Maximum Time Frame Calculations	
Technical Certificate Program – 40 credits	150 percent x 40 = 60 credits
Associates Degree Program – 60 credits	150 percent x 60 = 90 credits

- Changing degree programs may exhaust financial aid eligibility prior to the completion of the academic program.
- Courses that are not part of a student's degree plan are excluded from the determination of enrollment status and are not eligible for financial aid but may count toward the maximum time frame.
- A student is eligible to receive financial aid for up to 30 credits of developmental/remedial coursework.

## Failure to Meet SAP Requirements

### Financial Aid Warning:

- Students who do not meet cumulative GPA requirements of 2.0 will be placed on Financial Aid Warning for their next semester of enrollment.
- Students who do not successfully complete 67% of their cumulative attempted hours will be placed on Financial Aid Warning for their next semester of enrollment.

### Financial Aid Suspension:

- Students who are on Financial Aid Warning and fail to meet the above requirements the next semester are placed on Financial Aid Suspension.
- Students who do not complete their 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 maximum timeframe, they will be placed on Financial Aid Suspension.

A *financial aid hold* is placed on students in Financial Aid Suspension status. The financial aid hold will not prevent students from registering for courses, but they will be responsible for paying their tuition and fees.

## SAP Revisions and Recalculations

If there is a late change to a student's academic transcript from a previous semester, a "SAP" recalculation must be performed. A late change could include a late grade change, a change in earned or unearned credits, or a change in grade from an incomplete to complete.

Please note that a grade change may result in a change to a student's SAP status.

## Notification of SAP Status

- The Financial Aid Office will email each student's ASU-Beebe email account notifying them if they were placed on SAP Warning, SAP Suspension, or are have changed to good academic standing.
- Transfer students are notified via their ASU-Beebe student email of their SAP status once all transfer work has been evaluated by Registrar's Office.
- Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive Financial Aid.

## Appealing Financial Aid Suspension

- Students have the right to appeal Financial Aid Suspension once per semester.
  - Appeal request forms are located on the financial aid website: <http://www.asub.edu/financial-aid/satisfactory-academic-progress.aspx> or at the financial aid office on each ASU-Beebe campus.
  - All appeals should include the following documents:
    - Satisfactory Academic Progress Appeal Request Form and Academic Success Plan
    - Typed and signed letter of explanation
    - Any additional documentation you can provide to support your appeal.
  - Appeal documentation may be submitted in person or via email at [finaid@asub.edu](mailto:finaid@asub.edu).

Possible Circumstances (but not limited to)	Suggested Documentation
Death in the family	Copy of death certificate or obituary
Physical and/or mental illness	Documentation from medical professional
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Change in economic situation	Unemployment statement, proof of when funding stopped
Learning disability	Individualized Education Program (IEP), DAC letter

Possible Circumstances (but not limited to)	Suggested Documentation
Imposed residential changes	Eviction notice, legal papers
Imposed change in employment	Statement from employer
Involuntary call to military service	Official military orders
Babysitter or daycare issues	Letter from a daycare provider
Victim of crime	Legal documentation, police records
Housing issues	Letter from the Hall Director, eviction notice, letter from transitional housing program

## Deadline to Submit Appeal

- All appeal documentation must be submitted to the ASU-Beebe Financial Aid Office no later than five business days prior to the end of the current semester of enrollment.
- Appeal requests received after the deadline will not be reviewed for aid eligibility until the next semester in which the student is enrolled.

## Review of Appeal

- SAP appeals are reviewed by the Director of Financial Aid. An email will be sent to the addresses on file explaining the decision of approved or denied. If the appeal is approved, the student will be placed on Financial Aid Probation and may receive financial aid for the probationary semester. All appeal decisions are final.

## Financial Aid Probation

- If the Financial Aid Office determines that a student cannot meet the SAP requirements after completing one semester on financial aid probation, the student will be placed on financial aid suspension and has the right to appeal the suspension.

## Evaluation of Academic Progress – Current and Transfer Students

*Current Student:* Academic progress is evaluated at the end of each semester, including the summer semester.

*Transfer Credit Hours:* Per the admissions policy, transfer students are required to send all official academic transcripts from previously attended colleges to the Admissions Office. An official academic transcript from each college attended is evaluated according to the ASU-Beebe SAP Policy general requirements.

Accepted transfer credit hours that are applicable toward a student's degree program are used in the calculation of Pace of Completion and Maximum Timeframe.

### Repeated Coursework:

Federal financial aid regulations will allow a full-time student to repeat a previously passed course one time. Passed means any grade higher than an "F," regardless of any academic program requiring a grade higher than a "D" to have passed the program or course. The repeated course is counted toward enrollment and may be eligible for financial aid.

A student who is receiving financial aid for retaking a passed class and fails the second attempt, the failed course counts as their second paid retake. The student cannot receive financial aid for a third attempt.

## COVID-19 SAP RELATED POLICIES

Section 3506 of the CARES Act allows ASU-Beebe to exclude from the Pace of Completion (quantitative measurement) attempted credits from which a student withdrew on or after March 13, 2020 as a result of the COVID-19 national emergency.

ASU-Beebe must reasonably determine whether or not a student's SAP suspension was based on uncompleted courses due to a COVID-19 related circumstance. To utilize the flexibility of the CARES Act, ASU-Beebe has modified its SAP policy and appeal process to assist its students in the possibility of retaining financial aid eligibility for their next semester of enrollment.

A COVID-19 SAP Appeal form has been created. Allowable circumstances related to COVID-19 include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via distance education, or inability to access Wi-Fi due to closed facilities.

Depending on the COVID-19 related circumstance, supporting documentation must be attached to the appeal form. Examples of supporting documentation may include, but are not limited to, a letter from the attending doctor, hospital discharge papers, letter from a student's employer or paystubs, and military papers. If supporting documentation cannot be provided, a student is required to provide a written, signed letter of explanation.

### **Revisions to Current Policy**

The Satisfactory Academic Progress Policy is subject to change as a result of new or revised federal financial aid regulations and/or institutional policies. Should a change occur, a notice will be published school-wide and the revised policy posted on the Financial Aid Office web page.

Revised 5/13/2021  
Effective 6/01/2021