



Satisfactory Academic Progress Policy (SAP) for Clock Hour Programs

Federal regulations require all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program. Students applying for assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Loan, Direct Unsubsidized Loan, Direct Parent PLUS Loan, and other programs as determined by the Financial Aid Office must meet the requirements listed below to determine initial or continued financial aid eligibility at ASU – Newport (ASUN), including the Jonesboro and Marked Tree campuses. Rules are applied uniformly to all students whether or not aid has been previously received.

Satisfactory academic progress is based on meeting qualitative and quantitative requirements.

1. Qualitative Requirement: Students must maintain a cumulative grade point average of 2.0 or better on a 4.0 scale.

For the purpose of this policy, grades of “A”, “B”, “C”, and “D” are considered making satisfactory academic progress.

Grades of “F”, “W”, and “I” are considered *not* making satisfactory academic progress.

2. Quantitative/Pace of Progress Requirement: students must successfully complete attempted courses:

Students must successfully complete and pass 67 percent of all courses attempted.

3. Maximum Time Frame: Students may receive financial aid up to 150 percent of the published credit hour length of their declared program. For example, 150percent of a 60 hour credit hours AS degree is 90 credit hours (150% x 60 hours = 90 credit hours).
 - a. Students are expected to complete their degree or certificate within a reasonable time frame. Taking extra courses not required in a student’s degree plan may exhaust financial aid eligibility prior to completion of a degree or certificate.
 - b. Developmental/remedial course work is not included in the maximum time frame of 150% nor is the cumulative grade point average include in the qualitative requirement. Students can received financial aid up to 30 hours of developmental/remedial coursework.
 - c. Students who enroll in courses that are not part of their degree plan are not included in the determination of enrollment status and are not eligible for financial aid, with the exception of developmental/remedial courses.
 - d. Transfer credits are counted as attempted and earned credits in the evaluation of the pace of progress and in the maximum time frame.
 - e. For financial aid purposes, grades of A, B, C, D, F, S, I, W, U, and AU are all considered attempted hours and will be counted towards the maximum time frame.

Failure to attend class does not automatically constitute withdrawal from a course. Should a student decide to withdraw from a course or courses, he or she can do so on the Portal at www.portal.asun.edu. Failure to officially withdraw from a course will result in a grade of "F".

4. Period of Evaluation: Satisfactory academic progress is evaluated at the end of each term of enrollment. The evaluation is based on the student's earned cumulative grade point average and cumulative percentage classes attempted to those of successfully completed courses.
5. Financial Aid Warning: Student who do not achieve satisfactory academic progress as defined by this policy are immediately placed on Financial Aid Warning and are eligible to receive financial aid for the next term of enrollment. **Students are required to meet with a retention specialists to develop an academic plan. A copy of the signed plan is required by the Financial Aid Office.**

Students placed in a warning status are notified by email.

6. Financial Aid Suspension: Students who are in a financial aid warning status and do not make satisfactory academic progress in their term of warning status, are placed on financial aid suspension. Students on financial aid suspension are not eligible to receive financial aid for their next term of enrollment. Students placed on suspension are notified by email.

In addition, students who have a 0.0 GPA for the last term attended are placed on *FA Suspension* and are not eligible for financial aid. Students may, however, submit a SAP appeal to be considered for financial aid for one semester.

Unless placed on academic suspension by the Registrar's Office, students are allowed to continue enrollment without the benefit of financial aid until he or she meets the requirements of this policy.

7. Financial Aid Suspension for Maximum Time Frame: Students who reach their 150% credit hour length of their program are immediately placed on financial aid suspension.
8. Financial Aid Suspension for Inability to Meet Program Requirements with Time Frame: If determined by the financial aid office that a student cannot possibly raise their cumulative grade point average or rate of course completion within the maximum time frame, the student is immediately placed on financial aid suspension.

A student who is placed on financial aid suspension has the right to submit a Suspension Review Request form to the Director of Financial Aid. The form along with any supporting documentation is forwarded to the Appeals Committee for review. Students are notified of the committee's decision by email. The committee's decision is final.

9. Reasons that may be Acceptable for an Appeal:

- Personal injury, illness, physical disability or victim of a crime
- Death and/or illness of an immediate family member
- Separation/Divorce
- Fire or other catastrophic events
- Legal problems
- Other circumstances beyond a student's control that occurred during the term for which a student lost eligibility

10. Re-entry upon Acceptance of an Appeal: Student who re-enter based on an accepted appeal are awarded financial aid for their next term of enrollment and are placed on financial aid probation for that term.

Students are required to meet with a retention specialists to develop an academic plan. A copy of the signed plan is required by the Financial Aid Office.

If at the conclusion of the term the student is not making satisfactory academic progress in accordance with this policy, the student is placed on financial aid suspension.

11. Repeated Courses: Federal student aid may only pay for one repeat of a previously passed course for a full-time student. All attempted hours are included in the evaluation under the maximum time frame.
12. Incomplete Classes: Incomplete classes will result in a grade of "I", and are considered the same as an "F" when evaluating SAP. A student MUST do the work to complete the class in order for the "I" to be changed to an actual letter grade (A, B, C, D, or F) by the last day to enroll in the following term.
13. Transfer Students: Prior to the awarding of financial aid for students who attended other college(s) are required to submit *all* academic transcripts to the financial aid office regardless if the student received financial aid at their previous college(s). Students whose academic transcript report a term grade point average below a 2.0 for their last term of enrollment, are placed on financial aid warning for their first term of enrollment at ASUN.

Transfer students who have a 0.0 GPA for the previous term from the last college attended are placed on *FA Suspension* and are not eligible for financial aid. Students may, however, submit a SAP appeal to be considered to receive financial aid. An approved appeal will allow a student to receive financial aid for their first term of enrollment. Academic progress will be evaluated at the end of the term. If at the conclusion of the term the student is not making satisfactory academic progress in accordance with this policy, the student is placed on financial aid suspension.

14. Disbursement of Financial Aid Funds for Student in a Warning or Probation Status: Students who are in either status are to receive their financial aid disbursement within the normal disbursement period which is approximately 14 days after census date. First time student loan borrowers will expect to receive their disbursement 30 days from the start date of the term.



2015 – 2016 SATISFACTORY ACADEMIC PROGRESS APPEAL (SAP) FORM

Student Name (*Please print*) _____

Student's ID # _____

ASU-Newport is required by federal and state financial aid regulations to monitor satisfactory academic progress for students who are recipients of federal and state financial aid. Satisfactory academic progress is determined at the end of each term the student is enrolled. Students who do not meet the College's standards for Satisfactory Academic Progress (SAP) are placed on financial aid warning for their next term of enrollment. If the student fails to meet policy standards, the student is placed on financial aid suspension and will no longer be eligible to receive financial aid.

Students who experienced a serious hardship situation during their period of financial aid warning and were placed on financial aid suspension may apply for an appeal for their suspension. Appeals are reviewed by the Financial Aid Appeals Committee. *The Committee's decision is final.*

To submit an appeal of financial aid suspension, the student is required to complete this form along with any required supporting documentation, and provide a written statement of appeal. All documentation should include the student's name and relate to the specific period of time during which your academic performance failed to meet the College's SAP policy.

Examples of hardship and/or circumstances that be deemed appropriate for an appeal:

- Personal injury, illness, physical disability or victim of a crime
- Death and/or illness of an immediate family member
- Separation/Divorce
- Fire or other catastrophic events
- Legal problems
- Other circumstances beyond a student's control that occurred during the term for which a student lost eligibility

Completion of this form and the student's written statement of appeal must be typed or written in blue or black ink. The student's appeal statement must include the following:

Paragraph 1: Explain the circumstances that contributed to your academic situation.

Paragraph 2: Explain the changes in your circumstances that will allow you to focus on your future academic performance.

Paragraph 3: Explain the steps you will take in order to improve your academic performance.

Decisions for appeal are determined within 10 business days upon receipt of the appeal and supporting documents. Submission of an incomplete appeal will be automatically denied unless proper documentation is submitted by the date requested. Please note that appeals may take longer during peak processing times. *Submission of an appeal will not guarantee that the appeal is approved.*

Students waiting for an appeal decision should be fully prepared to assume responsibility for all tuition, fees and other college charges, regardless of the result of the appeal.

Please provide the following information:

Appeal to regain financial aid eligibility for which academic term? _____ Fall 2015 _____ Spring 2016 _____ Summer 2016

What SAP standard(s) are you not meeting? Please check all that apply:

- Cumulative GPA: Cumulative GPA must be a minimum of 2.0.
- Pace of Progress: Students must successfully complete 67% or more of attempted credit hours.
- Maximum Time frame: Students must complete their program within 150% of the published credit hours required for their degree or certificate. (**NOTE:** If your suspension notice was in regard nearing or exceeding the SAP Maximum Time Frame, you and your advisor will be required to complete an academic plan).

Extenuating Circumstance (Please check one)	Required Documentation (All documents must be signed and attached)
<input type="checkbox"/> Personal Injury, illness, physical disability, or victim of a crime	<ul style="list-style-type: none"> • Student appeal statement detailing the circumstances that impaired performance and why future academic performance will not be impaired by circumstances. • <u>If a victim of a crime</u>: Copy of police reports of incident in which student was the victim. • <u>If injury, illness or physical disability</u>: Statement from healthcare provider detailing the medical condition that impaired academic performance: <ul style="list-style-type: none"> ○ Student’s limiting medical condition and timeframe for which conditions existed. ○ How the condition may have impaired academic performance. ○ How the student has rehabilitated to such an extent that the medical condition should not significantly impair future academic performance.
<input type="checkbox"/> Death/Illness of an immediate family member	<ul style="list-style-type: none"> • Student appeal statement detailing the circumstances that impaired performance and why future academic performance will not be impaired by circumstances. • <u>If illness of immediate family member</u>: Statement from doctor detailing medical condition incurred by the family member. Statement should specifically address the medical condition(s) and timeframe for which the condition(s) existed. • <u>If deceased</u>: Copy of death certificate.
<input type="checkbox"/> Separation/Divorce	<ul style="list-style-type: none"> • Student appeal statement detailing the circumstances that impaired performance and why future academic performance will not be impaired by circumstances. • Copy of separation agreement or divorce decree.
<input type="checkbox"/> Other extenuating circumstances not listed above	<ul style="list-style-type: none"> • Student appeal statement detailing the circumstances that impaired performance and why future academic performance will not be impaired by circumstances • <u>If work related</u>: Statement from employer explaining work-related difficulties. The statement should specifically address the following: <ul style="list-style-type: none"> ○ Student’s specific work-related difficulties and timeframe for which difficulties existed. ○ How the work situation has changed to such an extent that it should not significantly impair future academic performance. • <u>If other extenuating circumstances</u>: Relevant documentation to support the student’s statement.

Note: Third party documentation must be on letterhead or an official form (i.e. police report/death certificate) and include an official signature.

Prior to the submission of this form, make sure all of your supporting documentation is attached, including your written statement of appeal. Please send your appeal form and all supporting documentation directly to:

ASU-Newport
 Financial Aid Office
 7648 Victory Blvd.
 Newport, AR 72112

Student Certification:

By signing below, I acknowledge that I have read and understand the information of this form. I certify that all information submitted with my appeal is true and correct to the best of my knowledge. If asked, I will provide any additional to verify the accuracy of my appeal. I have read and understand ASUN’s Satisfactory Academic Progress policy (SAP) and understand that my appeal does not guarantee that it will be approved.

 Student’s Signature

 Date