



ASUN Operating Procedure – 4003

Operating Procedure Synopsis

Title: Administering Academic Plans

Approval Date:

Revised: 9/11/2016

Responsible Officer: Vice Chancellor of Student Affairs

Responsible Operating Procedure Manager: Dean of Enrollment Services

Responsible Department: Enrollment Services

A. Purpose

This SOP explains the process for administering Academic Plans, ensuring continuation of financial aid eligibility for students who have not met Satisfactory Academic Progress (SAP) standards.

B. Definitions

Academic Plan: A document which establishes a best plan for a student's success after being placed on financial aid warning or probation.

SAP Satisfactory Academic Progress: Qualitative and quantitative standards for evaluating student grade point average (2.00); course success and completion rate (67%); and program completion timeframe (within 150% of the published program length).

SAP Appeal: The process by which a student who is not meeting SAP standards petitions ASUN for reconsideration of eligibility for financial aid funds.

Financial Aid Warning: Status of a financial aid recipient who has not met the institution's SAP standards.

Financial Aid Probation: Status of a financial aid recipient who has had a SAP appeal approved.

C. Scope

Vice Chancellor of Student Affairs oversees the Director of Financial Aid & Dean of Enrollment Services, who work in conjunction with the Center for Academic Retention and Success; Academic Plan Coordinator; Student Success Coordinators.

ASUN students are required to have an Academic Plan if

- Placed on **Financial Aid Warning**
 - Not meeting Satisfactory Academic Progress (SAP) policy

Or

- Placed on **Financial Aid Probation** upon having a SAP appeal approved by the Financial Aid Appeals Committee
- Earning a 0.00 grade point average during their last term of enrollment at ASUN or another post-secondary institution

D. Statement of Authority

Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish “reasonable” satisfactory academic progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may therefore receive assistance under Title IV of the Higher Education Act (HEA).

E. Procedures

1. **Financial Aid Office (FAO) notifies students who are required to have an Academic Plan in place and Academic Plan Coordinator**
 - FAO sends an email to students who are placed on Financial Aid Warning or Financial Aid Probation. The email informs students that they are required to meet with a Student Success Coordinator to establish an Academic Plan, which allows for continued financial aid eligibility.
 - FAO sends a list of students newly placed on Financial Aid Warning to the **Academic Plan Coordinator** at the close of each term.
 - FAO sends a list of students newly placed on Financial Aid Probation to the **Academic Plan Coordinator** immediately following the SAP Appeal Committee meetings per the following guidelines.

Fall SAP Appeal deadline: Last Monday in **July**
 Spring SAP Appeal deadline: 2nd Monday in **December**
 Summer SAP Appeal deadline: Last Monday in **April**

2. **Upon receiving lists from the FAO, the Academic Plan Coordinator**
 - places a Retention hold on each student’s account
 - assigns each student on the list to a Student Success Coordinator
3. **When Student Success Coordinators receive assigned students from the Coordinator, they contact students via email and telephone, encouraging them to schedule an appointment.**
4. **Student schedules an appointment to see Student Success Coordinator.**

At the appointment, the Academic Plan is developed; signed and dated by the student.
5. **The Student Success Coordinator scans the completed Academic Plan to the Academic Plan Coordinator.**
6. **Academic Plan Coordinator completes the “Office Use Only” section of document**
 - * **Removes each retention hold**
 - * **Enters date received on Financial Aid POISE module**
 - * **Forwards the document to the Student Affairs Specialists.**

- enters plan information from the for office use only box into ACCESS database
- ✓ scans and indexes Jonesboro students' Academic Plans into Docubase
- Student Affairs Specialist-ASUN Marked Tree
 - ✓ scans and indexes Academic Plans into Docubase

****Student** submits weekly reports via telephone; email; office visit; or webform.

Student Success Coordinator monitors student progress weekly, documenting contact in the ACCESS database.

F. Responsible Officer

Vice Chancellor of Student Affairs

G. Related Information

See attached Academic Plan Form
