



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 specialist 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 fulltime 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.