



Satisfactory Academic Progress Policy (SAP)

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”, “D”, and “S” are considered making satisfactory academic progress.

Grades of “F”, “W”, “I”, and “U” 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, 150 percent of a 60 hour credit hour AS degree is 90 credit hours (150% x 60 credit 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. Cosmetology/Clock Hour Programs: Students may receive up to 150 percent of the published length of their declared program. The usual length of time to complete the General Cosmetology Program is 16 months. The maximum time frame to complete this program is 24 months (150% x 16 months = 24 months).
 - c. Developmental/remedial course work is included in the maximum time frame of 150 percent, though it is not calculated into the cumulative grade point average. Students can receive financial aid up to 30 credit hours of developmental/remedial coursework.
 - d. 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.
 - e. Transfer credits are counted as attempted and earned credits in the evaluation of the pace of progress and in 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 <https://mycampus.asun.edu> portal. 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: A student who does not achieve satisfactory academic progress as defined by this policy is 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 Student Success Coordinator to develop an academic plan no later than the last day of the first week of the term.**
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 earned 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 Satisfactory Academic Appeal Request 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 percent maximum time frame 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 appeal.
Appeal Procedure: Appeal meeting dates, deadlines, and the Satisfactory Academic Appeal (SAP) Form is available on the ASUN financial aid webpage at www.asun.edu/financial_aid. Forms are also available in the Student Affairs Office on each ASUN campus. The form provides specific directions to file an appeal.

- **The deadline to submit a completed form and any required documentation to the Financial Aid Office is the Monday prior to the start of the academic term in which you plan to attend. Completed appeals will be sent to the Satisfactory Academic Progress Committee for review.**
- Appeals will be reviewed prior to the start of each semester.
- No new appeals will be reviewed once the semester begins.
- Appeals received after the published deadline will not be reviewed.

Appeal Decisions:

- The Satisfactory Academic Progress Committee will notify the students of their appeal decision through their ASUN email address. If a student's ASUN email address is not available, a letter will be mailed to the current address on file.
- Decision results will not be released until the committee has reviewed all appeals.
- Decision information may also be found on the <https://mycampus.asun.edu> portal.
- Results will not be given over the phone.
- The committee's decision is final.

- Scholarship Appeals: Please note that the above appeal information is for federal financial aid only. Student appealing the loss of a scholarship due to extenuating circumstances should contact Pam Smith via email pam_smith@asun.edu for additional information.

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: A student who re-enters based on an accepted appeal is awarded financial aid for their next term of enrollment and is placed on financial aid probation for that term.

11. **Students are required to meet with a Student Success Coordinator to develop an academic plan no later than the last day of the first week 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.

12. 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.

13. Incomplete Classes: Incomplete classes will result in a grade of "I", and are considered the same as an "F" when evaluating satisfactory academic progress. 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.

14. Transfer Students: Prior to the awarding of financial aid, students who attended other college(s) are required to submit *all* official academic transcripts to the financial aid office regardless if the student received financial aid at their previous college(s). Students whose academic transcript(s) report a cumulative grade point average below a 2.0 and/or is determined not meeting the cumulative requirements for pace for their last college of enrollment, are placed on financial aid warning for their first term of enrollment at ASUN. Pace is a quantitative measurement which determines the rate a student completes attempted courses. This measurement will establish if a student can complete their academic program within the allotted time frame. At ASUN, a student must successfully complete and pass 67 percent of all courses attempted.

Transfer students who have earned 0.0 GPA for the previous term at the last college attended are placed on *FA Suspension* and are not eligible for financial aid. Students may, however, submit a satisfactory academic 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 at ASUN. 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.

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