

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.

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 of classes attempted to those successfully completed courses.

Qualitative Requirement (Grade Point Average)

- 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.

Quantitative Requirement (Pace of Progress)

Completion Percentage

- Students must successfully complete and pass 67% of all courses attempted.
- The ASU-Newport Financial Aid office has the ability to utilize rounding when calculating completion percentage (i.e. 66.50% or greater will round up to 67%)

Maximum Time Frame

- Students may receive financial aid up to 150% of the published credit hour length of their declared academic program.

*EXAMPLE: 150% of a 60 hour credit hour Associate of Arts 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% of the published length of their declared program. The usual length of time to complete the

General Cosmetology Program is 12 months. The maximum time frame to complete this program is 18 months (150% x 12 months = 18 months).

- c. Developmental/remedial course work is included in the maximum time frame of 150%, however, 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. Courses that are not listed on a student's degree plan are not included in the determination of enrollment status (full-time, part-time, ¾-time), and these courses will not be paid for by financial aid should a student choose to enroll in them. Developmental courses are the exception.

Accepted transfer credits are counted as attempted and earned credits in the evaluation of the pace of progress and in the maximum time frame.

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.

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.

Transfer Credit Hours

- 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).
- All students attending ASU-Newport are required to stay within the maximum time frame of 150% of program pursued that is required by federal regulations. Transfer credits that are accepted and that count toward a student's degree do not count in the calculation of the GPA, however will be included in the calculation of both attempted and earned credit hours (In other words, transfer credit hours are only included in the PACE calculation and not GPA or Maximum Time Frame calculation).
- 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 progress appeal (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 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.

Withdrawals

- Failure to attend class does not automatically constitute withdrawal from a course.

SAP STATUSES

Satisfactory Academic Progress

The status of a student whose cumulative grade point average meets or exceeds the ASU-Newport required for continuing enrollment and graduation, and who has cumulatively attempted less than 150 percent of the credit hours required to complete his/her degree, and who has cumulatively completed 67 percent or more of his/her attempted hours.

Financial Aid Warning

A student who does not achieve satisfactory academic progress as defined by this policy is immediately placed on Financial Aid Warning, but is eligible to receive financial aid for the next term of enrollment. **No action is required by the student.**

- Students placed on Financial Aid Warning status are notified by ASU-Newport student email and personal email on file.

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 until they regain Satisfactory Academic Progress by non-Title IV, HEA funds or submit a financial aid appeal.
- Students placed on Financial Aid Suspension are notified by ASU-Newport student email and personal email on file.
- Students who earned a 0.0 GPA for the last term attended are placed on FA Suspension and are not eligible for Title IV, HEA funds. Students on Financial Aid Suspension are not eligible to receive financial aid until they regain Satisfactory Academic Progress through the use of non-Title IV funds or submit a financial aid appeal. In addition to being placed on FA Suspension, students could be responsible for repaying a portion of Title IV received during the term.
- If there are extenuating circumstances, students may submit a Satisfactory Academic Progress 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 Satisfactory Academic Progress.

Financial Aid Probation

Students who successfully appeal their FA Suspension status are on Financial Aid Probation (with the possibility of an Academic Plan) for one additional term of enrollment.

- Students who can regain compliance within the next term of enrollment ARE NOT required to complete an Academic Plan.
- Students who will not regain overall satisfactory academic compliance (FA GOOD STANDING) ARE required to complete an academic plan. The student is eligible to receive financial aid for the next term of enrollment.

Action is required by the student. Students will be notified if they need to complete an Academic Plan.

- At the end of the enrollment period, students who meet the terms of the Academic Plan and/or regain overall financial aid satisfactory academic progress will return to the status of Financial Aid Good Standing.
- At the end of the enrollment period, students who have not met the terms of the Academic Plan and/or regain overall financial aid satisfactory academic progress will return to the status of Financial Aid Suspension.
- Students placed on Financial Aid Probation status are notified by ASU-Newport student email and personal email on file.

Maximum Time Frame

- Students who reach their 150% maximum time frame of their program are immediately placed on Financial Aid Suspension. A student placed on Financial Aid Suspension has the right to appeal.

Inability to Meet Program Requirements within 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 placed on Financial Aid Suspension has the right to appeal.

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.

Reinstatement of Financial Aid

If you lose federal and institutional aid eligibility because you are not meeting the SAP Cumulative GPA or Pace standards, you may regain eligibility in one of the following ways:

- Submit a Satisfactory Academic Progress (SAP) Appeal Form with supporting documentation. That form provides a non-exhaustive list of circumstances for which you may appeal. You must advance toward attaining a degree and show progress within your SAP Academic plan for degree completion.
- Complete one semester using your own resources at ASU-Newport with at least half-time enrollment (6 credit hours). Courses taken must be chosen in consultation with an Academic Advisor. You must advance toward attaining a degree and adhere to SAP Standards. You must contact the ASU-Newport Financial Aid Office after grades have been posted by the Registrar's Office in order for your financial aid to be reviewed for reinstatement. If you are not meeting SAP standards after grades have been posted, you have the option to submit a SAP Appeal Form.

Satisfactory Academic Appeal Process

- The Satisfactory Academic Appeal process outlined below is for Title IV, HEA programs.
- Satisfactory Academic Progress Appeal Deadlines: http://www.asun.edu/financial_aid
- Satisfactory Academic Appeal (SAP) Form: http://www.asun.edu/financial_aid

Satisfactory Academic Progress Appeal: General Information

- Meet SAP Appeal Deadlines
- Only completed appeals will be sent to the Satisfactory Academic Progress Appeal 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.
- Students will be allowed to appeal Financial Aid Suspension twice (2) during their time at ASU-Newport.

Satisfactory Academic Progress Appeal: Possible Reasons to File 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

Satisfactory Academic Progress Appeal: Timeline

- Completed SAP Appeal is emailed to financialaid@asun.edu, or delivered in person to one of the ASU-Newport campuses.

- Decision results will not be released until the committee has reviewed all appeals.
- The Satisfactory Academic Progress Appeal Committee will notify the students of their appeal decision through their ASU-Newport email address and personal email address on file.
- Results will not be given over the phone.
- The committee's decision is final.

Satisfactory Academic Progress Appeal: Re-entry upon Acceptance of an Appeal

A student who re-enters based on an approved appeal is awarded financial aid for one additional term of enrollment and is placed on Financial Aid Probation.

Students are required to meet with a Student Success Coordinator to develop an academic plan. A copy of the completed Academic Plan is required by the Financial Aid Office.

- If at the conclusion of the term the student has regained Satisfactory Academic Progress (good standing) and/or the conditions of the Academic Plan, the student is eligible for Title IV, HEA programs with no action required by the student.
- 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 with the option to appeal one additional time.

Institutional Scholarship Appeals

Please note that the above appeal information is for Title IV, HEA programs only. Student appealing the loss of an ASU-Newport scholarship due to extenuating circumstances should contact Pam Smith via email pam_smith@asun.edu for additional information.

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