



Satisfactory Academic Progress Policy (SAP)

Why monitor Academic Progress?

Federal regulations require all recipients of student financial aid to make Satisfactory Academic Progress (SAP) towards an eligible degree or certificate program.

Title IV Aid includes the following programs:

- Federal Pell Grants
- Federal Supplemental Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)
- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal PLUS Loans

Satisfactory Academic Progress will be reviewed each semester (including summer) and during the application process.

How is progress measured?

Satisfactory Academic Progress is based on the following:

Qualitative Progress (GPA)

- Students must maintain a minimum cumulative grade point average (GPA) of 2.0.
 - Grades of A, B, C, D, and S are considered as attempted courses that **are** successfully completed (passing), and grades of F, W, I, and U are considered as attempted courses that are **not** successfully completed (not passing).

Quantitative Progress (PACE)

- Student must successfully complete at least 67% of cumulative hours attempted
 - Attempted hours include:
 - Developmental/Remedial Hours
 - Repeat/Incomplete Hours
 - Incomplete coursework will be evaluated as unearned hours until the course has been satisfactorily completed
 - Incomplete coursework must be completed by the designated date agreed upon on the Incomplete Request Form.
 - Transfer Hours/Concurrent (High School) Enrollment
 - All hours regardless of whether a student received Financial Aid
- Students must complete their program within 150% of the published timeframe of their degree program
 - Example: Degree program requires 60 hours. $60 \times 150\% = 90$ hours maximum

ASUN Student Eligibility

- Student eligibility will be reviewed at the end of each semester (including summer terms) as well as during the application process.
- Students must be admitted and enrolled in an eligible degree program
- Students must complete at least 67% of cumulative hours attempted and maintain a cumulative 2.0 GPA
- Students may not exceed 150% of the published length of their degree program

Transfer and Re-Admitted Student Eligibility

- Transfer and Re-admitted student eligibility will be reviewed upon admission to the university.
 - Transfer students must submit an **official transcript** from the last college attended and submit to Admissions before eligibility can be determined.
 - Unofficial transcripts will not be used to determine eligibility.
- Eligibility will be based on the hours accepted by ASUN.
- Transfer students that earned 0 hours in the last term at enrollment at their previous college will be placed on Financial Aid Suspension.
- Transfer and re-admitted student must meet the following requirements:
 - Transfer and re-admitted student must complete at least 67% of cumulative hours attempted and maintain a 2.0 cumulative grade point average.
 - Transfer and re-admitted student may not exceed 150% of the published length of their degree program.

Failure to Meet SAP Requirements

- Students who do not meet cumulative GPA requirements will be placed on **Financial Aid Warning** for their next semester of enrollment.
- Students who do not successfully complete 67% of their cumulative attempted hours will be placed on **Financial Aid Warning** for their next semester of enrollment.
- Students who do not complete their program within 150% of the published timeframe will be placed on **Financial Aid Suspension**.
- If at any point it is clear that a student will not be able to complete their degree within the allotted timeframe, they will immediately be placed on **Financial Aid Suspension**.
 - Changing degrees does not affect the formula used in calculating the maximum timeframe.
- Students receiving all "F's or W's" for a semester may be required to return a portion of the Federal Financial Aid funds they received during that semester.

Financial Aid Warning

- Students who are placed on Financial Aid Warning will be allowed to receive federal financial aid for the next term of enrollment. **No action is required by the student.**

- Students placed on Financial Aid Warning are notified by ASUN student email and the personal email on file.
- Students must have a 2.0 minimum cumulative grade point average and complete at least 67% of their cumulative hours attempted by the end of the semester.
 - Failure to meet these requirements by the end of the Financial Aid Warning period will be placed on **Financial Aid Suspension**.

Financial Aid Suspension

- Students placed on Financial Aid Suspension are not eligible for Federal Financial Aid until they meet cumulative grade point requirements or are approved through the appeals process.
- There are two ways to regain Federal Financial Aid eligibility:
 - If there were **no** extenuating circumstances, the student must complete coursework until they have a 2.0 cumulative grade point average and complete 67% of the cumulative hours attempted. The student will **not be eligible for Federal Financial Aid**.
 - If there were extenuating circumstances that affected their academic performance, students must submit an appeal to attempt to have eligibility restored.

Financial Aid Probation

- Students who have an approved SAP Appeal will be placed on Financial Aid Probation and will be allowed to receive Financial Aid for one term.
 - At the end of the student's term of Financial Aid Probation, the student must meet Satisfactory Academic Progress requirements. Students who do not meet SAP requirements will be placed on Financial Aid Suspension.
 - If it is determined that a student will be unable to meet the terms of the SAP Policy in one term, the student will be placed on an Academic Plan.

Academic Plans

A student who cannot meet the minimum SAP requirements by the end of the next term of enrollment is placed on an Academic Plan. Academic Plans are designed to determine benchmarks that the student must meet within a certain number of terms. In order to be placed on an Academic Plan, it must be mathematically possible for a student to be making SAP by the end of the student's program of study.

- Progress is measured at the end of each term and evaluated based on the terms of the Academic Plan.
- Students who **fail** to meet the requirements of the plan will again be placed on **Financial Aid Suspension** for the next term and will be ineligible to receive Financial Aid.
 - Students placed on Financial Aid Suspension for violating the terms of an Academic Plan are not eligible to appeal unless there are different (new) reasons than the original appeal.
- Students **who meet** the SAP requirements while on the Academic Plan will then be in **good standing** for the next term of enrollment.

Notifications of Financial Aid Status

- Students that do not meet SAP requirement will be notified by their ASUN student email and personal email on file.
- For transfer students, notifications will be sent once their college transcript has been reviewed.
- **Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive Financial Aid.**

Submitting an Appeal

- Students may appeal to have their eligibility restored if there are extenuating circumstances that affected their academic performance.
 - Extenuating circumstances may be defined as situations beyond the student's control that do not allow them to maintain SAP requirements.
 - Examples include prolonged illness, accidents that require hospitalizations of the student or immediate family member, death of an immediate family member, or divorce of the student or the student's parents, etc.
- Students must appeal to have their eligibility restored once they have brought their academic record back in line with the cumulative SAP Policy.
 - Sitting out for a semester or an extended period of time does not restore eligibility to a student who failed to make Satisfactory Academic Progress or had their appeal denied.
 - If hours were completed at another institution, the student must submit official transcripts to the Office of the Registrar for evaluation.
- Appeals must include:
 - An appeal request which can be submitted at https://fbrenderer-336.campusnet.net/#/renderer/1920_sap_appeal using your ASUN login.
 - A letter explaining the circumstances that affected the student's academic performance, as well as an explanation as to what has changed that will allow the student to make Satisfactory Academic Progress.
 - Supporting documentation that validates the student's situation must be submitted with the appeal.
 - Documentation may include medical records, police reports, court records, professional letters on letterhead, etc.
 - The submission of an appeal does not guarantee that financial aid eligibility will be restored.

Appeal Review Information

The Satisfactory Academic Progress Committee will notify the students of their appeal decision through their ASUN email address.

- Appeals will be reviewed prior to the start of each semester.
 - Fall 2019 SAP Appeal Deadline*
 - Priority Deadline: August 16, 2019 by 11:59 pm
 - Final Deadline: September 2, 2019 by 11:59 pm

- Spring 2020 SAP Appeal Deadline*
 - Priority Deadline: January 10, 2020 by 11:59 pm
 - Final Deadline: January 29, 2020 by 11:59 pm
- Summer I and II 2020 SAP Appeal Deadline*
 - Priority Deadline: May 29, 2020 by 11:59 pm
 - Final Deadline: June 5, 2020 by 11:59 pm
- Appeal results will not be given over the phone.

*Students who are determined to be on Financial Aid Suspension after the appeal deadline will be reviewed on an individual basis.

Scholarship Appeals

Please note that the above appeal process is for Financial Aid only. Students appealing the loss of an ASU-Newport Institutional Scholarship due to extenuating circumstances, should contact scholaships@asun.edu.

Addendum for Spring 2020: Incomplete-Crisis and Withdrawal Crisis

- ASU-Newport will follow the processes for evaluating and determining Academic and Financial Aid Standing (Satisfactory Academic Progress) as outlined in the 2019-2020 ASUN Academic Catalog. Students who are currently on Academic/Financial Aid Probation and do not meet the academic requirements to maintain good academic/financial aid standing as required by the Student Success Plan (Academic Plan) will be placed on Academic/Financial Aid Suspension. The students will have an opportunity to appeal their Academic/Financial Aid Suspension Status.
- To be mindful of students who have experienced educational disruptions due to COVID-19, ASU-Newport will amend both the 2019-2020 Satisfactory Academic Progress policy and Academic Standing policy to take into consideration the Incomplete-Crisis and Withdrawal-Crisis grading options implemented in Spring 2020. The addendums will outline the academic/financial appeal process for students who were approved for the IC/WC during Spring 2020 term. Details of the process will note that the students still be evaluated for satisfactory academic progress (if they are on academic/fa suspension) and they can simply mark "approved for IC/WC Spring 2020" as their reason for the appeal. Students approved for IC/WC grades for Spring 2020 will have that status taken into consideration during the appeals process. (See Appeal Process on page 4)
- Students whose appeals are approved will be placed on Academic/Financial Aid Probation. This means that they will be eligible for aid and enroll in courses for an additional term. During the upcoming term, the students on Academic/Financial Aid Probation will be expected

to complete a Student Success Plan [Part 1 and Part II (if needed)]. While on the Student Success Plan, the student will be required to participate in academic support activities that will help them regain good Academic and Financial Standing. (See Academic Plans on page 3)

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