



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)

- Students 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 current academic 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.

- A student must be admitted and enrolled in an eligible ASUN academic degree program.
- A student must complete at least 67% of cumulative hours attempted and maintain a cumulative 2.0 GPA.
- A student may not exceed 150% of the published length of their current ASUN academic degree program.

Transfer and Re-Admitted Student Eligibility

- Transfer and Re-admitted student eligibility will be reviewed upon admission to the university.
 - A transfer student must submit an official transcript from the last college attended and submit to the Office of 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.
- A transfer student that earned 0 hours in the last term of enrollment at their previous college will be placed on Financial Aid and Academic Suspension.
- A transfer and re-admitted student must meet the following requirements:
 - A transfer and re-admitted student must complete at least 67% of cumulative hours attempted and maintain a 2.0 cumulative grade point average.
 - A transfer and re-admitted student may not exceed 150% of the published length of their current academic degree program.

Failure to Meet SAP Requirements

- Students who do not meet cumulative GPA requirements will be placed on Financial Aid Warning and Academic Probation for their next term of enrollment.
- Students who do not successfully complete 67% of their cumulative attempted hours will be placed on Financial Aid Warning and Academic Probation for their next term of enrollment.
- Students who do not complete their current academic program within 150% of the published timeframe will be placed on Financial Aid and Academic 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 and Academic Suspension.
- 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 term of enrollment.

Financial Aid Warning and Academic Probation

- Students who are placed on Financial Aid Warning and Academic Probation 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 and Academic 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 and Academic Warning period will be placed on Financial Aid and Academic Suspension.

Financial Aid and Academic Suspension

- Students placed on Financial Aid and Academic 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 and Academic eligibility:
 1. If there were **no** extenuating circumstances, the student must sit out one 16-week term. After the student has sat out for one 16-week term, they must submit an Academic Readmission Form to reestablish academic standing and be allowed to enroll in courses. If the Academic Readmission Form is approved, the student will only be able to enroll in courses and **not be eligible for Federal Financial Aid**. Click here to access the Academic Readmission Form.

NOTE: In order to regain financial aid eligibility, the student completes coursework until they have a 2.0 cumulative grade point average and complete 67% of the cumulative hours attempted.
 2. If there were extenuating circumstances that affected their academic performance, students must submit an SAP appeal to attempt to have eligibility restored. Click here to access the current SAP Appeal.

Financial Aid and Academic Probation

- Students who have an approved SAP Appeal will be placed on Financial Aid and Academic Probation and will be allowed to receive Financial Aid for one term and enroll in courses.
- 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 Student Success Plan Parts I and II. (Part II includes an Academic Plan).
- 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 and Academic Suspension.

Student Success Plans and Academic Plans

A student who cannot meet the minimum SAP requirements by the end of the next term of enrollment is placed on Student Success Plan Parts I and II (Part II includes the 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 and Academic Suspension** for the next term and will be ineligible to receive Financial Aid and enroll in courses.

- Students placed on Financial Aid and Academic 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.**

Reestablishing Financial Aid Eligibility

- Students may submit a Satisfactory Academic Progress (SAP) 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.
- SAP Appeals must include:
 - An appeal request which can be submitted at https://fbrenderer-336.campusnet.net/#/renderer/2021_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 and academic eligibility will be restored.

SAP Appeal Review Information

The Satisfactory Academic Progress (SAP) Committee will notify the students of their appeal decision through their ASUN email address. Appeal results will not be given over the phone. To view SAP Appeal deadlines, visit www.asun.edu/financial_aid.

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

Questions? Email sap@asun.edu .

Scholarship Appeals

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

DATE EFFECTIVE: Fall 2020