
ASUN Operating Procedure - 4003

Operating Procedure Synopsis

Title: Administering Academic Plans

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 11/2019, 9/2020, 10/2022

Executive Cabinet Liaison: Vice Chancellor for Enrollment Management and Student Services

Responsible Manager: Dean for Financial Aid & Student Support Services

A. Purpose and Scope

This operating procedure outlines the processes for Academic Plans, ensuring continuation of financial aid eligibility for students who are on Academic and Financial Aid Probation. Individuals involved in fulfilling the requirements of this operating procedure include Dean for Financial Aid & Student Support Services and a Student Success Specialist.

B. Definitions

Academic Plan: A contract between the Student and ASU-Newport to provide for an additional semester of Academic and Financial Aid eligibility.

Academic and Financial Aid Probation: Status of a student who has had an approved SAP appeal.

Satisfactory Academic Progress (SAP): The standard that students must meet to remain eligible to register for courses and receive financial aid.

SAP Appeal: A process where a student who is not making satisfactory progress may submit a detailed statement with documentation to attempt to regain academic and financial aid eligibility for one additional semester.

Good Standing: Status of students who are meeting the requirements of Satisfactory Academic Progress.

C. Procedures

Background

- When a student has an approved SAP Appeal, they are placed on Academic and Financial Aid Probation. All students on probation must complete an Academic Plan.
- Students remain on their academic plan as long as they are making progress.
- Any student who violates the conditions of the academic plan are again placed on Academic and Financial Aid Suspension.

Process

- Student is placed Academic and Financial Aid Suspension due to failing to maintain SAP standards.
- Student submits a Satisfactory Academic Progress (SAP) appeal with documentation.
- SAP Appeal is approved, and student is placed on Academic and Financial Aid Probation for the next term of enrollment.

- Academic and Financial Aid Probation students are monitored at the end of the next term of enrollment to determine eligibility for the next semester
- The SAP Appeals Committee emails students who are placed on Academic and Financial Aid Probation. The email informs students that they are required to complete an Academic Plan which allows for continued academic and financial aid eligibility for the next semester of enrollment. A tracking requirement is added to their Banner account so that no aid will disburse until the plan is submitted.
- Students will meet with Advisors to complete the Academic Plan and will submit it via DocuSign.
- Once the Academic Plan is reviewed, the tracking requirement is updated so that the student's aid will disburse.

D. Related Information

Financial Aid Satisfactory Academic Progress Policy

[https://files.asun.edu/finaid/20-21/ASUN%20 SAP Policy 2020-2021.pdf](https://files.asun.edu/finaid/20-21/ASUN%20SAP_Policy_2020-2021.pdf)