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## ASUN Operating Procedure - 4003

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### Operating Procedure Synopsis

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**Title:** Administering Academic Plans

**Approval Date/Revision Date(s):**

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

**Executive Cabinet Liaison:** Vice Chancellor for Student Affairs

**Responsible Manager:** Director of Financial Aid

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### A. Purpose and Scope

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This operating procedure outlines the processes for Academic Plans, ensuring continuation of financial aid eligibility for students who are on Financial Aid Probation. Individuals involved in fulfilling the requirements of this operating procedure include Director of Financial Aid and Financial Aid Staff.

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### B. Definitions

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**Academic Plan:** A document which establishes a best plan for a student's success after being placed on financial aid probation.

**Financial Aid Probation:** Status of a financial aid recipient who has had a SAP appeal approved.

**SAP Satisfactory Academic Progress:** Qualitative and quantitative standards for evaluating student grade point average (2.00); course success and completion rate (67%); and program completion timeframe (within 150% of the published program length).

**SAP Appeal:** The process by which a student who is not meeting SAP standards petitions ASUN for reconsideration of eligibility for financial aid funds.

**Student Success Plan:** An agreement between ASU-Newport and a student who has been placed on FA Probation to grant one additional term of financial aid eligibility.

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### C. Procedures

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#### Background

- When an Arkansas State University-Newport student has a financial aid satisfactory academic progress appeal approved, they are placed on Financial Aid Probation with a Student Success Plan. Being placed on Financial Aid Probation means that the student is allowed one more semester of financial aid eligibility.
- Students will remain on a Student Success Plan until they regain full Satisfactory Academic Progress with the Office of Financial Aid or be placed on Financial Aid Suspension again. The

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Student Success Plan is an agreement between the student and the ASU-Newport Office of Financial Aid.

- All students are required to complete Part I of the Student Success Plan. Part I outlines expectations of the student during the next term of enrollment.
- Students who cannot regain Satisfactory Academic Progress in one term of enrollment are also required to complete Part II of the Student Success Plan: Academic Plan. The Academic Plan is a plan that outlines the semester it is estimated when the student will regain Satisfactory Academic Progress.

**Process**

- Student is placed FA Suspension due to academic progress.
- Student submits a Satisfactory Academic Progress (SAP) appeal to try to regain financial aid eligibility for one additional term.
- SAP Appeal is approved, and student is placed on Financial Aid Probation for the next term of enrollment.
- FA Probation students are placed into student groups based on their ability to regain SAP.
- FAO sends an email through (Campus Nexus Student) to students who are placed on Financial Aid Probation. The email informs students that they are required to complete a Student Success Plan (Part I only-Standards for Success or Parts I and II-Standards for Success and Academic Plan), which allows for continued financial aid eligibility for one additional term.
- Students must return their completed parts to the Office of Financial Aid. The Navigators also assist the FAO with assisting students in completing the required parts.
- The FAO staff scans and uploads the Student Success Plan to each students' file.

<b>Part</b>	<b>Details</b>	<b>Component</b>
Part I Only	Student can regain SAP within one term.	Standards of Success
Parts I and II	Student will regain SAP in more than one term.	Standards of Success Academic Plan

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**D. Related Information**

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**Financial Aid Satisfactory Academic Progress Policy**

[https://files.asun.edu/finaid/20-21/ASUN%20SAP\\_Policy\\_2020-2021.pdf](https://files.asun.edu/finaid/20-21/ASUN%20SAP_Policy_2020-2021.pdf)