ARKANSAS STATE UNIVERSITY - NEWPORT
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ASUN Operating Procedure – 4006

Operating Procedure Synopsis

Title: Satisfactory Academic Progress
Approval Date/Revision Date(s):
Review Date(s): 3/2018, 11/2019, 12/2020, 9/2021
Executive Cabinet Liaison: Vice Chancellor for Enrollment Management and Student Services
Responsible Manager: Dean for Financial Aid & Student Support Services

A. Purpose and Scope

The Satisfactory Academic Progress Operating Procedure assures ASUN's compliance with federal regulations (34 CFR 668.34) for students who receive federally funded grants or loans. Federal student financial assistance regulations, at 34 CFR 668.34(a), require institutions to establish "reasonable" satisfactory academic progress (SAP) policies for determining whether otherwise eligible students are making SAP in their educational programs, and may therefore receive assistance under Title IV of the Higher Education Act (HEA).

Satisfactory Academic Progress Procedure will be administered by the Financial Aid Office staff. The quantitative and qualitative standards listed in the definitions section below are used to evaluate the cumulative results of all periods of enrollment, including those payment periods during which individuals did not receive Title IV funds or other types of financial assistance. Thus, a student who has not previously received Title IV aid may be ineligible to do so at initial application due to SAP standards.

B. Definitions

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

Completion Requirement (Quantitative Progress): Students must successfully **complete 67% of attempted courses** in a semester or term by earning grades of A, B, C, D, S. Grades of AU, F, U, W, or I are not successful course attempts. See examples below:
- 9 credit hours earned / 12 credit hours attempted = 75%. Student is making SAP
- 50 credit hours earned / 90 credit hours attempted = 55%. Student is not making SAP

Grade Point Average Requirement (Qualitative Progress): 2.00 GPA or a "C" average on a 4.0 scale

Maximum Timeframe Requirement: Students become ineligible for Title IV aid when it becomes mathematically impossible to complete the program within 150% of the length of the published program length, even when the student has not yet reached 150%.
- Example:

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

Award	Published Program Length	Calculation	Maximum Timeframe
Associate	60 credit hours	60 x 1.50	90 credit hours
Technical Certificate	30 credit hours	30 x 1.50	45 credit hours

Payment Period: The definition of a payment period applies to all FSA programs except Federal Work-Study. FSA program disbursements must be made on a payment period basis, and a student's satisfactory academic progress (SAP) evaluation is required to correspond with the end of a payment period. For clock-hour programs, the payment period is defined not only in clock-hours but also in **weeks of instructional time**. A student must successfully complete the clock-hours and weeks of instructional time in a payment period to progress to the next payment period. A student's progression is based on completion of hours and **weeks**.

C. Procedures

The Financial Aid Office monitors SAP at the end of each semester; fall, spring, and summer. Students enrolled in clock hour programs (such as Cosmetology and Cosmetology Instructor Trainee) will have SAP reviewed at the end of each payment period.

The review of a student's SAP status is based on the entire academic record at ASUN and transfer hours that apply to the student's current declared major/degree plan. All attempted hours must be evaluated even if the student did not receive federal student aid for those hours. Additionally, federal student aid may only pay for one repeat of a previously passed course. All attempted hours are included in the evaluation of SAP.

Incomplete classes will result in a grade of "I", and will be considered the same as an "F" when evaluating SAP. 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**. When the "I" grade is changed to a letter grade, the financial aid office must be notified so that SAP can be recalculated.

In reviewing SAP, Financial Aid Office Staff evaluate GPA (2.00), completion rate (67%), and maximum timeframe (150%). The review process is cumulative.

At the conclusion of each semester, students who do not meet the minimum SAP requirements are notified and either placed on Academic and Financial Aid Warning or Academic and Financial Aid Suspension.

- Students placed on Academic and Financial Aid Warning are eligible to register for classes and receive financial aid for the next semester of enrollment.
  - Students who fail to meet minimum SAP requirements by the end of the next semester of enrollment will be placed on Academic and Financial Aid Suspension.
  - If a student is making SAP at the end of the Academic and Financial Aid Warning semester, he or she will return to a status of Good Standing with no loss of federal student aid eligibility.
- Students placed on Academic and Financial Aid Suspension are no longer eligible to register for classes or financial aid. Suspended students may submit a SAP appeal to attempt to regain eligibility.
  - Students who have an appeal that is denied, are not eligible to register for classes or receive financial aid.
  - Students who have an approved appeal are placed on Academic and Financial Aid Probation and are able to register and receive financial aid for the next semester of enrollment.

D. Related Information

Financial Aid Satisfactory Academic Progress Policy:
https://files.asun.edu/finaid/20-21/ASUN%20_SAP_Policy_2020-2021.pdf

Financial Aid Satisfactory Academic Progress- Appeal Form:
https://fbrenderer-336.campusnet.net/#/renderer/AIO

SAP Webpage
https://www.asun.edu/resources/satisfactory-academic-progress