

Satisfactory Academic Progress (SAP) Policy

It is a student's responsibility to review their academic progress and compare it to the standards of this policy to ensure awareness of their academic standing.

Federal regulations require prospective and current recipients of student financial aid to make Satisfactory Academic Progress (SAP) toward an eligible degree or certificate program.

Please note: *Academic Probation and Suspension administered by the Registrar's Office may have different requirements.*

Satisfactory Academic Progress is evaluated for all students after every semester of enrollment, regardless of whether financial aid was received.

I. GENERAL REQUIREMENTS

Students must meet three requirements to maintain SAP and be considered for financial aid or reinstatement of financial aid:

- A. Maintain a minimum cumulative Grade Point Average (GPA) of 2.0.
 - a. A, B, C, D, and F grades are used to calculate a student's cumulative GPA.
 - b. Grades from courses transferred from colleges outside ASU-Beebe (ASUB) are not included in the GPA calculation.
- B. Successfully complete at least 67% of all courses attempted which count toward the degree program listed in the student information system, regardless of whether financial aid was received.
 - a. All grades, including withdrawals, incompletes, repeated hours, developmental hours, Academic Clemency hours, transfer/concurrent hours, and F grades are considered attempted hours.
 - b. Grades from courses transferred from colleges outside ASU-Beebe (ASUB) are not included in this calculation.
- C. Complete their program before attempting 150% of the maximum hours required. For example:

Most Certificates: 40 hours are needed to graduate; the maximum timeframe (MTF) to complete the program would be 60 attempted hours ($40 \times 150\% = 60$).

Most associate degrees: 60 hours are needed to graduate; the MTF to complete the program would be 90 attempted hours ($60 \times 150\% = 90$).

 - a. All attempted hours (as defined above) will be included when determining MTF.

- b. All hours from colleges outside ASUB that count towards the student's current degree will be included when determining MTF.
- c. Even if meeting the standards outlined in A and B, if it is determined that the student cannot complete their program within the MTF, the student will be placed on Financial Aid Suspension.
- d. It is the student's responsibility to notify the Financial Aid Office of any change of degree program. Changing degree programs may exhaust financial aid eligibility prior to the completion of the degree program.

II. FINANCIAL AID WARNING

Students not meeting the requirements outlined in sections A and B at the end of a semester will be placed on SAP Warning. Students are notified of the SAP status through their school email once SAP has been determined. Students on Warning may continue to receive financial aid for one semester if otherwise eligible, after which they must meet all SAP requirements.

Students who complete a semester on SAP Warning must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the brief time between semesters, there may be a delay in notification of eligibility. If eligible, disbursements of student aid may also be delayed.

III. FINANCIAL AID SUSPENSION

Students not meeting all requirements at the end of their SAP Warning semester and students exceeding MTF will be placed on SAP Suspension. Students on SAP Suspension are not eligible to receive federal financial aid and may not be eligible to receive other types of financial aid, such as academic scholarships. Students are responsible for knowing the eligibility requirements for the aid they receive.

Students placed on SAP Suspension will also receive a financial aid hold; however, this hold will not prevent students from registering for courses. Students on SAP Suspension will be responsible for paying their tuition and fees if they do not have other types of aid.

IV. REESTABLISHING AID ELIGIBILITY

Students on SAP Suspension may reestablish financial aid eligibility, if they have not reached MTF, by meeting a cumulative 2.0 GPA, and receiving credit for at least 67% of the total hours attempted at ASUB.

V. GRADE CHANGES

The Financial Aid Office will recalculate student eligibility due to grade changes at the next semester's SAP evaluation, unless the student notifies the Financial Aid Office. Please note, a grade change may result in a change to the SAP status.

VI. APPEALING FINANCIAL AID SUSPENSION

Students not meeting SAP standards of either SAP Warning or SAP Suspension will be notified via their student email after every term of enrollment and provided with information and steps to file an appeal.

Failure to receive notification does not dispute or reverse the termination of a student's eligibility to receive federal financial aid.

Under certain conditions, students placed on SAP Suspension may file an appeal for reinstatement of financial aid eligibility. The institution may consider a broad range of special circumstances deemed appropriate. Supporting documentation is required.

A student may file one appeal per semester. The SAP Appeal Cover Letter is located under Financial Aid Forms on the ASUB website, or at the financial aid office on each ASUB campus.

All appeals should include the following documents:

1. A completed and signed SAP Appeal Cover Letter.
2. A typed and signed letter of explanation indicating why the student is not meeting SAP policy requirements and how the student intends to meet them moving forward.
3. Any documentation to support letter of explanation.
4. A degree audit from Degree Works signed by both the student and an academic advisor.

All appeal documentation must be submitted to the Financial Aid Office no later than two weeks prior to the end of the current semester of enrollment. Appeals are reviewed by the Director of Financial Aid. Once reviewed, an email will be sent to the student's school email with the decision of approved, approved with conditions, or denied.

VII. APPROVED APPEALS

Students with approved appeals are placed on Probation.

Students who complete a semester on Probation must have their academic progress reviewed before their financial aid eligibility for the following semester is determined. Due to the brief time between semesters, there may be a delay in notification of eligibility. If eligible, disbursements may also be delayed.

If the student meets SAP requirements at the end of the Probation semester, the SAP status will change to SAP Meets. If the student does not meet those requirements, the SAP status will change to SAP Suspension and the student may reappeal.

VIII. DENIED APPEALS

The decision of the Director of Financial Aid is final; there is no higher appeal process.

IX. REVISIONS TO CURRENT POLICY

The Satisfactory Academic Progress Policy is subject to change because of new or revised federal financial aid regulations and/or institutional policies. Should a change occur, the revised policy will be posted on the Financial Aid page of the ASUB website.