

## ULM Office of Financial Aid Satisfactory Academic Progress Policy (SAP)

**This policy will remain in effect until July 1, 2011. The updated 2011-2012 Satisfactory Academic Policy will go into effect at the end of the Summer 2011 term. You will be notified through your Warhawks email of the policy changes.**

Federal regulations require that all students receiving Federal Title IV Financial Aid funds maintain standards of satisfactory academic progress in the pursuit of their degree or certificate. Satisfactory academic progress is defined as passing a required number of hours and achieving a required grade point average during a reasonable period of time. Regulations require that your entire academic history be considered, even if you have never received federal aid.

Three standards are used to measure academic progress for financial aid purposes:

### 1. Cumulative Grade Point Average

In order to retain financial aid eligibility a student must progress according to the following grade scale:

Hours Attempted	Minimum Cumulative GPA
1-29	1.50
30-59	1.80
60 +	2.00
Graduate	3.00

### 2. Credit Completion Rate

This is the number of hours completed compared to the number of hours attempted. To retain financial aid eligibility a student must earn a minimum of 67% of the total number of hours attempted.

- Completion Rate = cumulative earned hours ÷ cumulative attempted hours
- All attempted hours are counted, including transfer hours

### 3. Maximum Time Frame

A student is no longer eligible to receive financial aid once he/she has attempted more than 150% of the credits required for the major the student is **currently** enrolled. For example, a program requiring 120 hours for graduation would allow 180 attempted hours (120 x 1.5 = 180).

**To determine the maximum allowable hours for a specific major, refer to the University Catalog or Flightpath, note the total hours required for the degree, and multiply that number by 1.5.**

The maximum time frame is **not** increased for changes in major, double majors, or adding a minor in another subject area.

**NOTE: MAXIMUM TIME FRAMES FOR SECOND DEGREE WILL BE DETERMINED ON A CASE BY CASE BASIS.**

**The following are considered when evaluating a student's satisfactory academic progress:**

- Grades of A, B, C, or D are considered attempted and earned hours.
- Withdrawals (W), Incompletes (I), Failures (F), No Credit (NC), and In Progress (IP) grades are considered attempted but not earned.
- Audited courses are included in the attempted hours but not in the total of hours earned.
- Remedial courses are included in the calculation of both attempted and earned hours.
- Transfer credits are included in the calculation of both attempted and earned hours and the cumulative GPA.

- Repeated courses and courses for which the student has been granted **Academic Renewal** are included in the calculation of both attempted and earned hours. **Academic Renewal cannot be granted for financial aid purposes.**

### **Satisfactory Academic Progress Review**

- Satisfactory academic progress will be reviewed at the end of the spring semester for currently enrolled and re-admitted students.
- Transfer students will be reviewed for satisfactory academic progress once all official transcripts have been received and grades have been posted on the Banner system.

### **Appeal Process**

A student may appeal the loss of financial aid eligibility if extenuating circumstances that interfered with the ability to meet satisfactory progress standards. In order to appeal the loss of your financial aid, you must submit a letter explaining the extenuating circumstances that resulted in your lack of academic progress and documentation to support your extenuating circumstances.

#### **Your circumstances must meet one of the following criteria:**

- Prolonged illness, medical condition, or injury to student or **immediate** family member
- Death of an **immediate** family member
- Extenuating circumstances beyond the student's control

#### **Your letter must include the following information:**

- **Your** circumstances and how the circumstances affected your academic performance.
- Include dates and time periods involved.
- Explain how your situation has changed and the steps you are taking to resolve the circumstances.

#### **Documentation may include:**

- Physician' letters and hospital records (**must include dates of illness and recovery time**).
- Death certificate or obituary.
- Court or police documents.
- Letters from third party professionals on his/her letterhead.

#### **Students that have exceeded the maximum time frame must include additional information:**

- Explain why you were unable to complete your program within the Time Frame allowed for your degree.
- Include the number of hours needed to complete current degree and your intended graduation date.
- You must submit a copy of your degree plan listing all remaining classes need to graduate.

### **ATTENTION: INCOMPLETE APPEALS OR APPEALS SUBMITTED PAST THE DEADLINE WILL NOT BE REVIEWED**

#### **Appeal Decisions**

- All decisions of the SAP Appeals Committee are final.
- Notification of the decision will be sent to the student's WARHAWKS email.
- Appeals can be approved for one semester or two.
- If an appeal is approved, financial aid will be awarded on a probationary basis.
- Terms and conditions of appeal approval will be included in the Appeal Approval Agreement that the student must sign before financial aid will be awarded.

#### **Regaining Financial Aid Eligibility**

Financial aid eligibility can be re-established after the student improves their academic record to meet the minimum standards required by the SAP Policy, without the assistance of financial aid funds.