

New Policy Effective Beginning Fall 2011:

Note: Due to changes in federal regulations, a new Satisfactory Academic Progress Policy (SAP) will be in effect beginning in the 2011-2012 school year.



ASU-Newport

Satisfactory Academic Progress Policy

All students enrolled at ASU-Newport who receive financial aid must meet the following Satisfactory Academic Progress (SAP) Policy requirements according to federal and state laws and regulations. Being eligible to register for courses does not mean the student has an eligible SAP status for financial aid. Being financially eligible according to results from the FAFSA does not mean the student is eligible for federal aid at ASU-Newport.

All students applying for and/or receiving financial aid will have their academic progress reviewed at the conclusion of each semester, and/or during the packaging process. In reviewing academic progress, the Financial Aid Office personnel will review GPA, percentage of completion, and enrollment status. Students who have not met satisfactory academic progress will be notified in writing.

Academic records are reviewed for all students receiving financial aid or being considered for financial aid from the following sources:

- Federal Pell Grant
- Federal Work Study Program
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Parent PLUS Loan
- Federal Direct Stafford Loan Program (Subsidized and Unsubsidized)
- Other programs as determined by the Office of Financial Aid

The review of a student's SAP status is based on the entire academic record, even if the student did not receive financial aid for previous semesters of enrollment. Transfer work will be evaluated in the same manner as credit hours received at ASUN

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1. Students must be admitted and enrolled in a degree or certificate granting program to be eligible for Federal Financial Aid. Students enrolled in a two-year associate program will be allowed 150% of the degree plan requirements to complete the degree. Technical certificates must be completed within the 100% timeframe. Summer enrollment will be evaluated as one semester.
2. Students seeking an associate degree who have attempted 45 credit hours must submit a degree plan to the financial aid office. After attempting 45 hours, students will not receive financial aid for courses previously taken for which the student received a "W", "F", "I" or "AUDIT". Students also will not receive aid for courses not needed to complete the submitted degree plan.
3. All students must complete 67% of their attempted coursework each semester and maintain a 2.00 grade point average (GPA). Remedial course hours will be used in calculating the hours remaining for federal financial aid (150% time frame) and will be counted as hours attempted and earned each semester. Remedial grades will not be included in calculating GPA.

See chart below for examples of calculating percentage of coursework completed.

Measure	New Policy																								
GPA	Must maintain term & cumulative 2.00																								
Percentage of Completion	<p>Percentage of completion will be calculated by dividing overall hours earned by overall hours attempted Completion rate must be 67% Example:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">1st semester attempted</td> <td style="padding-right: 20px;">12</td> <td style="padding-right: 20px;">earned</td> <td>9</td> </tr> <tr> <td>2nd semester attempted</td> <td><u>15</u></td> <td>earned</td> <td><u>10</u></td> </tr> <tr> <td></td> <td>27</td> <td></td> <td>19</td> </tr> </table> <p style="text-align: center;">$19 / 27 = .70$ meets SAP</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">1st semester attempted</td> <td style="padding-right: 20px;">12</td> <td style="padding-right: 20px;">earned</td> <td>9</td> </tr> <tr> <td>2nd semester attempted</td> <td><u>15</u></td> <td>earned</td> <td><u>9</u></td> </tr> <tr> <td></td> <td>27</td> <td></td> <td>18</td> </tr> </table> <p style="text-align: center;">$18 / 27 = .66666$ does not meet SAP</p>	1 st semester attempted	12	earned	9	2 nd semester attempted	<u>15</u>	earned	<u>10</u>		27		19	1 st semester attempted	12	earned	9	2 nd semester attempted	<u>15</u>	earned	<u>9</u>		27		18
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Maximum Time Frame	<p>150% of hours needed to earn a degree Example: 62 hour Associate degree $62 \times 1.50 = 93$</p>																								

4. Withdrawal from the university and/or receiving a 0.00 G.P.A. for a semester is viewed as unsatisfactory progress and is a direct violation of the Satisfactory Academic Progress Policy for Financial Aid. Any student that withdraws from all courses, or receives a 0.00 GPA, will automatically be placed on Financial Aid Suspension.
5. All students must maintain a minimum GPA of 2.0. If a student does not receive a 2.0 GPA for the semester, or if they do not pass or complete the required percentage of attempted hours for the semester, they will not be eligible for federal financial aid until the student regains compliance. Students who receive a final grade of "A", "B", "C", "D", or "P" for a course have successfully completed those hours. However, withdrawals from courses, or a final grade of "F", "I", "W", "NP" or "AUDIT" are not considered satisfactory.
6. If at any point it is clear that the student will not graduate within the 150% timeframe, the student becomes ineligible for federal financial aid. Students may not exceed 150% of the published length of their academic program.
7. Incomplete coursework will be evaluated as failing grades until the course has been satisfactorily completed or an explanation accepted by the financial aid committee. Incomplete coursework must be completed by the end of the semester.
8. Students pursuing a second technical certificate or associate degree must submit an additional technical certificate degree request and academic plan approved by an academic advisor indicating the required courses and time frame needed to complete the degree. Second technical certificate / degree requests must be approved by the financial aid committee. Students may be denied aid based on the number of hours attempted. Students may be allowed to complete one additional technical certificate or degree if the program is defined as a high need area.
9. When compliance has been regained after placement on financial aid suspension, it is the student's responsibility to notify the financial aid office in writing. To regain compliance, coursework must be completed at the student's expense.

Submitting an Appeal

- A student may appeal to have eligibility restored if there are extenuating circumstances related to academic progress. A student requesting an appeal must submit a typed, signed and dated letter explaining why he/she failed to make academic progress, as well as an explanation of what has changed in their circumstances that will allow them to make Satisfactory Academic Progress by the end of the semester. In addition, a technical certificate/degree plan must be included. Extenuating circumstances are typically identified as situations beyond the student's control that do not allow them to successfully complete the semester; such situations may include unplanned medical conditions, victim of a severe crime, or a participant in a vehicle accident.
- These situations do not ensure that your appeal will be approved; they are merely examples of situations that have been reviewed in the past and might be considered extenuating.
- Any necessary documentation that can validate the student's situation should be turned in with the appeal. Such documentation may include medical records, police records, court records, or letters from a doctor. The committee will review your appeal only once; therefore all information related to your appeal should be submitted to the committee.
- Students who submit an appeal are **required** to also submit a signed technical certificate or associate degree plan. Appeals submitted without a signed technical certificate or associate degree plan will **not** be reviewed. If the appeal is approved, any deviation from the technical certificate or associate degree plan submitted may result in loss of financial aid eligibility.
- Submit your appeal with all documentation to the Financial Aid on the ASU-Newport campus that is processing your financial aid.
- **Incomplete appeals will not be reviewed.**
- On behalf of the appeal committee, financial aid office personnel will notify the student in writing of the committee's decision. Neither the committee nor the financial aid staff will give appeal results over the phone.

ALL DECISIONS OF THE COMMITTEE ARE FINAL