

## ARKANSAS STATE UNIVERSITY-NEWPORT

### SATISFACTORY ACADEMIC PROGRESS POLICY

All students enrolled at Arkansas State University-Newport (ASUN) campuses who receive federal financial aid through the Title IV Assistance programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study Program, and student loans under the Federal Family Educational Loan Program) must meet the following Satisfactory Progress (SP) requirements:

Students must be admitted and enrolled in a degree or certificate-granting program. The maximum time frame that a student is expected to complete the program of study cannot exceed 150% of the published length of the program. Students who exceed the maximum attempted credit hours and have not completed the program of study must complete the program at their own expense. A student may request to receive **ONLY ONE FULL TIME SEMESTER TO COMPLETE A CERTIFICATE OR DEGREE**. Full time summer enrollment will be evaluated as one semester.

- ◆ **NOTE:** Allowances will be made for semesters involving remedial courses on an individual basis.
- ◆ Each period of enrollment a student must earn a cumulative AND term grade point average (GPA) of 2.00. This is equivalent to a C average.
- ◆ Each period of enrollment a student must EARN a minimum number of hours.

Hours enrolled per term:

Hours earned per term:

12+  
9-11  
6-8  
3-5

8 hours per term (including remedial course work)  
6 hours per term (including remedial course work)  
3 hours per term (including remedial course work)  
3 hours per term (including remedial course work)

- ◆ Withdrawal from the university is viewed as unsatisfactory progress.
- ◆ Incomplete coursework will be evaluated as failing grades until the course has been satisfactorily completed. It is the student's responsibility to notify the financial aid office when an "I" has been removed and replaced on the official grade report with a grade.
- ◆ Students repeating courses after attempting 45 credit hours will not receive federal financial aid (Pell Grant and/or student loan) for those courses.
- ◆ Students repeating courses should have their academic transcript recalculated, and if appropriate, provide the Financial Aid Office a copy of changes made.
- ◆ Transfer work will be evaluated in the same manner as credit hours received at ASUN. Any hours taken at a previously attended institution(s) not accepted by ASUN as transfer credit will not be considered in the determination of satisfactory progress for financial aid purposes.
- ◆ Satisfactory Progress requirements are monitored at the end of each period of enrollment. Those students who do not meet the requirements stated above will be notified in writing and will be DENIED financial assistance from federal, state, and institutional sources and will receive a Financial Aid Denial letter.
- ◆ A student may appeal to have federal financial aid restored if there are extenuating circumstances (medical, family considerations, etc.) related to academic progress.

#### Appeal Process:

- ◆ The student should submit a legible letter of appeal to the Financial Aid/Student Services Office within 14 days of the date of the SP Notification.
- ◆ All documentation to be used supporting the appeal must be attached.
- ◆ Students will be notified in writing of the appeal decision within two (2) weeks.
- ◆ THIS DECISION IS FINAL; THERE IS NO FURTHER AVENUE.
- ◆ Any student denied an appeal will not receive Federal Title IV financial aid for the next enrollment period.

Re-instatement of Federal Title IV financial aid may be earned by successfully completing the required hours at student expense and earning a semester GPA of 2.00. It is the student's responsibility to notify the financial aid office when he/she is back in compliance with the SP policy.