

# Satisfactory Academic Progress Policy

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a degree. The review of satisfactory academic progress must include both quantitative and qualitative components. This is measured by the student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program.

This policy shall apply to the Federal Pell Grant Program, Federal Family Education Loan Program, Federal Perkins Loan Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work Study Program, Academic Competitiveness and SMART Grant Programs, Tennessee Student Assistance Awards, Tennessee Educational Lottery Scholarship Program, and any other Title IV or HEA approved programs.

This policy will be administered by the Director of Student Financial Aid, who will develop, revise and enforce the procedures for aid retention.

The following standards are applicable to all students applying for and/or receiving assistance administered by the Office of Student Financial Aid/Veterans Affairs:

## Standards

- To receive federal student aid, students must be enrolled at least half-time, with the exception of Pell Grant, SEOG and Federal Work Study recipients. Recipients who are enrolled less than full-time will receive a prorated award based on the number of hours enrolled. Only full-time enrolled students are eligible to receive a full Pell Grant.
- Special/non-degree students (as defined in the APSU University Bulletin) will not be considered for aid.
- Students may receive aid for no more than 30 attempted hours of remedial courses.
- Quantitative and qualitative standards are outlined below:

A student is in violation of maintaining satisfactory academic progress for financial aid purposes if he/she:

### I. ACADEMIC SUSPENSION OR PROBATION

- Is on academic probation or academic suspension

### AND/OR

### II. QUALITATIVE

- Has a cumulative GPA of less than 1.5 for 0-29 attempted hrs
- Has a cumulative GPA of less than 1.8 for 30-45 attempted hrs
- Has a cumulative GPA of less than 1.9 for 46-59 attempted hrs
- Has a cumulative GPA of less than 2.0 for 60 or more attempted hrs

- Has a cumulative GPA of less than 2.0 if pursuing a Second Bachelors Degree
- Has a cumulative GPA of less than 3.0 if pursuing a Graduate Degree
- Has a cumulative GPA of less than 1.8 if pursuing an Associate Degree

## AND/OR

### III. QUANTITATIVE

- Has attempted 36 or more hours if classified as Freshman
- Has attempted 90 or more hours if classified as Sophomore
- Has attempted 144 or more hours if classified as Junior
- Has attempted 180 or more hours if classified as Senior
- Has attempted 90 or more hours if classified as Second Degree
- Has attempted 54 or more hours if classified as Graduate
- Has attempted 90 or more hours if pursuing an Associate Degree

*The maximum time frame must be no longer than 150% of the published length of the educational program. If at any point it is clear the student will not be able to meet the quantitative standard by graduation, the student becomes ineligible for aid.*

#### Review Process

- A review of academic progress will be conducted twice each year; at the end of the Fall semester (to include all summer terms, Fort Campbell terms Fall I and Fall II) and at the end of Spring semester (to include Fort Campbell terms Spring I and Spring II).
- Official university notification will be made to student's APSU email accounts. In addition, financial eligibility status will be posted on AP One-Stop, which is the University's official self-service system.
- Limited conditional/probationary periods are allowable under the following conditions:
  - Warning Status – Students will be notified they are in warning status the first time they do not meet the standards outlined above. Students may receive aid while on this status. An appeal is not required. Students are advised to seeking academic tutoring assistance.
  - Probationary Status – Students may receive aid while on this status. An appeal is not required. Students who do not meet the standards at the end of this probationary period will not be eligible for aid until the standards are met.

#### Reestablishing Academic Progress and Appeal Process

Students may be required to complete a number of credits, or enroll for a number of academic periods without receiving Federal student aid, and a requirement that a student interrupt his or her attendance for one or more academic periods may be components of the process for reestablishment. **However, neither paying for classes, nor sitting out a semester affects a student's academic progress standing. Therefore, neither, by itself or in combination, is sufficient to reestablish the Federal student aid eligibility of a student who has lost his or her eligibility because he or she has failed to satisfy the standard for Satisfactory Academic Progress.**

Students will be expected to regain eligibility by improving their academics to meet the qualitative and quantitative standards outlined above. Only when there are unusual or extenuating circumstances may an appeal be granted.

The Appeal Process is outlined below:

- Appeals must be submitted, in writing, to the Office of Student Financial Aid. Documentation of extenuating circumstances is required. The Satisfactory Academic Progress Appeal form is available on-line and in our office. Students who are appealing should make their appeal as thorough as possible, indicating the reason(s) they failed to maintain satisfactory academic progress, and a plan of action that will allow them to be in compliance with the standards. Extenuating circumstances may include:
  - Serious illness or accident on the part of the student
  - Death or serious illness in the immediate family
  - Personal complications
- Deadlines for submitting the appeals will be provided in the notification correspondence sent to students in violation. Appeals submitted after the deadline date may not be processed until late registration.
- Appeals submitted during late registration will not be considered until the following semester/term.
- Students will be notified in writing via University email of appeal decisions. An updated financial aid eligibility status will be available on AP One-Stop, the university's official self-service system.
- Appeals are initially reviewed by the assigned financial aid counselor. If a student wishes to challenge a denied appeal, the student may make an appointment with the Director of Student Financial Aid. Additional documentation of extenuating circumstances may be required. The final authority in the appeal process is the Dean of Enrollment Management and Academic Support.
- The maximum number of appeals a student may normally have granted is two.

#### Making up Deficient Credit Hours/GPA without Aid

In the event the student's appeal is denied, he/she may regain eligibility for financial aid by taking the following actions:

- Earn the number of deficient credit hours (quantitative standards)
- Earn the required GPA (qualitative standard)
- Notify the Office of Student Financial Aid/Veterans Affairs when the deficient hours and GPA meet the compliance standards.

#### Questions

- Please contact the financial aid office at 931-221-7907 or 1-877-508-0057