

Satisfactory Academic Progress Policy

34 CFR 668.34

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 pace of 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 Direct Loan Program, Federal Perkins Loan Program, Federal Supplemental Educational Opportunity Grant Program, TEACH Grant, Federal Work Study Program, 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 (6 hours), with the exception of Pell Grant, SEOG, Perkins, 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.
- Students must meet both quantitative (Pace) and qualitative (GPA) standards to be eligible for aid.

A student is in violation of maintaining satisfactory academic progress for financial aid purposes based on the following outline.

I. ACADEMIC SUSPENSION OR PROBATION

- On academic probation or academic suspension
- Has a 0.0 GPA for the semester/term

AND/OR

II. QUALITATIVE (GPA)

Students must earn at least the minimum academic requirements outlined in the undergraduate and graduate bulletins to remain eligible to receive financial aid. This includes grades earned at both APSU and transfer grades.

- Cumulative GPA of less than 1.5 for 0-29 attempted hrs
- Cumulative GPA of less than 1.8 for 30-45 attempted hrs
- Cumulative GPA of less than 1.9 for 46-59 attempted hrs
- Cumulative GPA of less than 2.0 for 60 or more attempted hrs
- Cumulative GPA of less than 2.0 if pursuing a Second Bachelors Degree
- Cumulative GPA of less than 3.0 if pursuing a Graduate Degree
- Cumulative GPA of less than 1.8 if pursuing an Associate Degree

AND/OR

III. QUANTITATIVE/PACE of Completion

Students must earn at least 67% of their hours attempted in order to remain eligible to receive financial aid. This includes both hours earned at APSU and transfer hours. This applies to associate, undergraduate and graduate students.

Example – A student is classified as a freshman for 0 to 29 hours earned. If you have attempted 20 hours, you should have earned at least 13 hours (20 hours x 67% = 13). If you have earned less than 13 hours, you are not meeting satisfactory academic progress guidelines.

Example – A graduate student has attempted 35 graduate hours and earned 20 graduate hours. This student has earned less than 67% of their attempted graduate hours (35 x 67% = 23). This student should have earned at least 23 graduate hours to meet the satisfactory academic progress guidelines.

Maximum Time Frame

The maximum time frame must be no longer than 150% of the published length of the educational program. Most undergraduate programs require 120 hours; therefore 180 hours attempted is the maximum time frame allowed. If at any point it is clear the student will not be able to meet time frame or exceeds the maximum time frame, the

student becomes ineligible for aid. All transfer hours are included with the exception of remedial or developmental.

Academic Amnesty/Fresh Start

All courses, including courses excluded from Fresh Start or Academic Amnesty type programs, must be included in evaluating a student's academic progress.

Repeat Coursework

A previously passed course may be repeated only once. Passing includes grades of A, B, C, D. You may find full details regarding repeat coursework at http://www.apsu.edu/sites/apsu.edu/files/financialaid/Repeat_Coursework_Regulations_with_Examples_Revised_Dec_14_2011.pdf.

Change of Major

Students who change their major, thus requiring additional hours to complete their must still complete their program of study within the maximum time frame allowed of 180 attempted hours described above.

Second Degree

A second degree student is defined as a student with a previous degree at the same classification – either undergraduate or graduate. An example is a student pursuing an undergraduate degree in a new field AFTER earning a previous undergraduate degree.

Additional credit hours for the second-degree will be limited to the credit hours required to complete the second degree. Students **must** have their status changed to a second degree through the Office of Admissions and Registrar.

Review Process

- A review of academic progress will be conducted three times each year; at the end of the Fall semester (to include main campus, Fort Campbell terms Fall I and Fall II) and at the end of Spring semester (to include main campus, Fort Campbell terms Spring I and Spring II), and at the end of summer (to include main campus and Fort Campbell summer terms).
- 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 warning/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 for one semester/term while on warning status. An appeal is not required. Students are advised to seeking academic tutoring assistance.

- Probationary Status – Probationary status is assigned to students who fail to meet satisfactory academic progress guidelines who have submitted an appeal AND the appeal has been approved. Students may receive aid for one semester/term while on this status.

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. **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/pace 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 at <http://www.apsu.edu/financialaid/online-forms>, 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, or after the term has started, 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 Associate Vice President of Enrollment Management and Academic Support.
- Students who have an appeal approved must:
 - Meet satisfactory academic progress standards by the end of the next term;
OR
 - Be placed on an academic plan to ensure standards are met by a specific point in time.
- 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/pace 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