

## University of North Alabama Student Financial Services

### Policies and Procedures Regarding Satisfactory Academic Progress (SAP) *Effective July 1, 2011*

#### Qualitative and Quantitative Components

- **Hours Completed/Hours Attempted Comparison-** Students must complete at least **75%** of all coursework, including institutional **AND** transfer hours (completion rate or pace).
- Pace= total hours completed/ total hours attempted.
- Incompletes, course failures, withdrawals, repeat/recomputed coursework, repeated coursework will affect completion percentage rate (See chart below).

Grade	Course Registration Status	Counted in Attempted Credit Hours	Counted in Earned Credit Hours	Counted in GPA Calculation
A, B, C, D	RE, RW	YES	YES	YES
F		YES	NO	YES
NC		YES	NO	NO
I, IP		YES	NO	NO
S		YES	YES	NO
U		YES	NO	NO
W, WP, WF		YES	NO	NO
WD, WS, WU		YES	NO	NO
	Non-credit course (audit)	NO	NO	NO
	Repeat/Recomputed course	YES (each course counts twice)	YES (only the repeated course counts here)	Only the repeated course grade counts
	Second Chance Provision	<b>*Notify SFS if you plan to apply for Second Chance Provision</b>		
	Repeated course (grade of C, D or F)	*Please refer to current UNA catalog		
	Repeated course (grade of A or B)	*Please refer to current UNA catalog		

- **Grade Point Average (GPA)**- Students must meet the university's minimum academic GPA requirement for the student's respective academic class level. The institutional GPA minimums are as follows:

<b>Freshman</b>	<b>(0-31 earned hours)</b>	<b>1.60</b>
<b>Sophomore</b>	<b>(32-63 earned hours)</b>	<b>1.85</b>
<b>Junior</b>	<b>(64-95 earned hours)</b>	<b>1.95</b>
<b>Senior</b>	<b>(96+ earned hours)</b>	<b>2.00</b>

- **Maximum Time Frame**- Student financial aid is available for up to 150% of the number of hours required to complete degree requirements. Students are allowed a maximum of **172 hours** to complete first undergraduate degree requirements; an additional **45 hours** is allowed to complete graduate requirements. Students are allowed a maximum of **216 hours** to complete a second undergraduate degree (combination of first and second undergraduate degree hours).
- **Changing Majors**- Students who change majors during the academic year are strongly encouraged not to withdraw from any classes as they must complete 75% of all hours attempted. Students who change majors or degree programs are at risk of exceeding the maximum timeframe allotment before obtaining a degree. Students who are considering dropping classes in order to change majors should talk to Student Financial Services first.
- **Repeat Courses**- All repeated courses and their grades will be included in the 75% and 150% totals. (See Repeat/Recompute in chart for additional information).
- **Incomplete Courses**- Students must notify Student Financial Services when a final grade is received.
- **Additional Bachelor's Degree**- Students pursuing a subsequent bachelor's degree will be eligible for an additional 45 hours of eligibility after earning their first undergraduate degree. The 75% completion standard still applies.
- **Academic Re-Admission**- University approval of Academic Re-Admission does not take the place of Satisfactory Academic Progress requirements. A student that has been readmitted to the university may not be eligible for Title IV federal student aid.

### **Frequency of Evaluations and Student Notification**

Students must meet ALL requirements (completion rate, GPA and timeframe) in order to be eligible for Title IV Federal Student Aid.

- Satisfactory Academic Progress will be checked at the end of each academic term/payment period (Fall, Spring and Summer).
- Students will be notified via UNA Portal email and Self-Service if they have not met the eligibility requirements for Title IV Federal Student Aid.

- Students may view their current Satisfactory Academic Progress standing by clicking on *Self Service, Financial Aid, Eligibility (select term), Academic Progress*.
- Student Financial Services will cancel any Title IV Federal Student Aid that has been previously awarded to a student if that student is not meeting Satisfactory Academic Progress.

### **Loss and Reinstatement of Title IV Federal Aid Eligibility**

- Students not making Satisfactory Academic Progress will be placed on **financial aid warning or probation** following the first semester in which they fail to meet the Satisfactory Academic Progress requirements. If the student is meeting the completion rate and GPA requirements at the end of the **financial aid warning/probation** semester, the student will be eligible for Title IV Federal Student Aid for the next payment period, with the exception of those students who are over maximum timeframe. Students who fail to meet the Satisfactory Academic Progress requirements at the end of the **financial aid warning/probation** payment period will be suspended from Title IV Federal Student Aid eligibility.
- To regain Title IV Federal Student Aid eligibility, students must their improve completion percentage rate and/or GPA by taking courses paid for without the benefit of Title IV Federal Student Aid. **Note-Students cannot take additional courses to improve maximum timeframe.** Title IV Federal Student Aid can also be temporarily reinstated through the successful approval of an appeal.

### **Appeals of Loss of Eligibility**

- Students may appeal the loss of Title IV Federal Student Aid eligibility by submitting a written or electronic appeal once a semester.
- Students should cite the mitigating factors that impacted their academic performance in the respective semester(s) of poor academic performance as well as the dates of these occurrences.
- Acceptable appeal criteria include (but are not limited to) the following: death of a student's relative, injury or illness of the student, or other special circumstance warranting reconsideration of the student's Title IV Federal Student Aid eligibility.
- The student **SHOULD NOT** address financial need or the impact of not receiving financial assistance in the written appeal. The need for financial assistance will not be considered by the SFS Appeals Committee in evaluating whether the student should be approved for continuation of Title IV Federal Student Aid eligibility.
- The appeal must address why the student has failed to make Satisfactory Academic Progress, and what has changed in the student's situation to enable him or her to demonstrate Satisfactory Academic Progress at the next evaluation.

- To approve an appeal, Student Financial Services must determine that the student should be able to make Satisfactory Academic Progress during the next payment period and meet overall SAP requirements by the end of that payment period OR Student Financial Services may develop an **academic plan** with the student that will ensure that the student is able to meet overall SAP requirements by a specified point in time.
- If the appeal is approved, the student will be placed on **financial aid probation** status and Title IV Federal Student Aid eligibility is reinstated for the next payment period (with possible **academic plan** requirements specified by Student Financial Services). If the student is not meeting SAP or does not adequately follow the **academic plan** by the end of the next payment period, the student will lose Title IV Federal Student Aid eligibility again.
- Each student's academic plan will be personalized and will be a collaborative effort between Student Financial Services and other student services departments. Each student's academic plan may include, but is not limited to, the following requirements:
  1. Complete a certain minimum number of credit hours in the semester.
  2. Complete a certain minimum percentage of credit hours in the semester, i.e., 80% or 100%.
  3. Complete all credit hours with a minimum grade for all credit hours in the semester, i.e., a grade of C or better in all credit hours.
  4. Complete all credit hours with a minimum Grade Point Average in the semester, i.e., 2.500 or 3.000 for the semester, without respect to a minimum grade in all courses.
  5. Be restricted to registering for no more than a certain maximum number of credit hours for the semester, i.e., 9 hours or 12 hours.
  6. Be restricted to registering for certain courses, i.e., a Freshman student cannot register for 300 and 400 level courses.
  7. Be restricted to registering only for courses that are creditable for the student's academic degree requirements.
- It is not necessary for the student to file a written appeal each semester if the student is meeting the terms and conditions of the academic plan under which the student is continuing to receive Title IV Federal Student Aid. Student Financial Services will review the student's academic record at the end of the semester, determine if the student is meeting the terms of the academic plan, and, if so, will continue the student's eligibility for Title IV Federal Student Aid in the next academic semester.
- Students may appeal again if they fail to meet the requirements of their academic plan.

- Stricter guidelines have been enacted by the U.S. Department of Education regarding the appeals process and the reinstatement of Title IV Federal Student Aid; therefore, the outcome of the appeal is FINAL and is not subject to debate or further review.

It is strictly the student's responsibility to:

- Check with Student Financial Services regarding the impact of dropping classes or receiving low grades on completion rate and/or GPA
- Contact Student Financial Services regarding the impact of transfer work on completion percentage rate
- Contact Student Financial Services to determine how many classes or what grades it will take for the student to once again be meeting Satisfactory Academic Progress
- Check his or her UNA Portal email and Self-Service for current Satisfactory Academic Progress status at the end of each payment period
- Notify Student Financial Services of a grade change

### Sample Scenarios

#### 75% completion rate scenario

Semester	Overall hrs completed at end of semester	Overall hrs attempted at end of semester	Meeting completion rate requirement?	SAP status	Hours to complete to meet percentage requirement
Fall 2010	12	18	No (66.67%)	Probationary status (WARN) for Spring 2011. <b>Still eligible for aid.</b>	6 hours
Spring 2011- (You register for 6 hours but completely withdraw)	12 (12+0)	24 (18+6)	No (50%)	FAIL for Summer 2011. <b>Not eligible for aid.</b>	24 hours
Summer 2011	24 (12+0+12)	36 (18+6+12)	No (66.67%)	FAIL for Fall 2011. <b>Not eligible for aid.</b>	12 hours
Fall 2011	36 (12+0+12+12)	48 (18+6+12+12)	Yes (75%)	PASS for Spring 2012. <b>Eligible for aid.</b>	Avoid dropping or failing classes

**GPA -Undergraduate Minimum Requirements Scenario**

<b>Semester</b>	<b>Cumulative UNA GPA at end of semester</b>	<b>Classification at end of semester</b>	<b>Minimum Required GPA</b>	<b>Meeting Required GPA?</b>	<b>SAP Status</b>
Fall 2010	1.40	Freshman	1.60	No	Probationary (WARN) Status for Spring 2011. <b>Still eligible for aid.</b>
Spring 2011	1.55	Freshman	1.60	No	FAIL for Summer 2011. <b>Not eligible for aid.</b>
Summer 2011	1.65	Sophomore	1.85	No	FAIL for Fall 2011. <b>Not eligible for aid.</b>
Fall 2011	1.87	Sophomore	1.85	Yes	PASS for Spring 2012. <b>Eligible for aid.</b>