

Satisfactory Academic Progress Policy Austin Peay State University

Federal Policy 34 CFR 668.34 (Effective for the 2017-18 aid year)

Federal regulations require 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 State, Title IV or HEA approved programs. Students are reviewed for eligibility whether or not the student received aid during the period reviewed.

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:

I. Standards

- A. To receive federal student aid, students must be enrolled at least half-time (6 hours), with the exception of Pell, SEOG, Perkins, Teach and Federal Work Study recipients. Recipients of Pell, SEOG, Perkins, Teach and Federal Work Study 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.
- B. Special/non-degree students (as defined in the APSU University Bulletin) will not be considered for aid.
- C. Graduate-level students are eligible for graduate student loans only and must be enrolled half-time to receive these funds.
- D. Students must meet both quantitative (Pace) and qualitative (GPA) standards to be eligible for aid.
- E. The entire academic record will be reviewed, to include courses that were part of a Fresh Start or Care Policy program(s).

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

II. Academic Suspension or Probation

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

AND/OR

III. 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 both grades earned at APSU and transfer grades.

- Cumulative GPA of less than 1.5 for 0-29 attempted hours
- Cumulative GPA of less than 1.8 for 30-45 attempted hours
- Cumulative GPA of less than 1.9 for 46-59 attempted hours
- Cumulative GPA of less than 2.0 for 60 or more attempted hours
- Cumulative GPA of less than 2.0 if pursuing a Second Bachelor's 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

IV. Quantitative/PACE of Completion (overall attempted vs. overall earned hours)

Students must earn at least 67% of their cumulative overall combined 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. All courses for credit will be counted as hours attempted including withdrawals, incompletes, and repeated coursework. The 67% rate is determined by dividing the cumulative overall combined number of earned credit hours by the overall combined number of attempted hours.

To determine your completion/pace percentage:

Take the total number of your overall combined attempted hours divided by your overall combined earned hours. For example, you have attempted 45 hours and earned 25. You would take the 25 earned hours and divide by the 45 hours attempted ($25 / 45 = 55\%$). Your completion rate is 55% and you are not eligible for financial aid because you are below the required 67% completion rate.

In this same scenario, you should have earned at least 30 hours in order to remain eligible for financial aid. This was determined by multiplying the total attempted by 67%. ($45 \text{ attempted} \times 67\% = 30$).

V. 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. Graduate length varies by program and will be measured according to the published length of the program; in cases where the program length may vary, the shortest length will be utilized. If at any point it is clear the student will not be able to meet maximum 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.

A request for an adjustment for maximum time frame may be considered for credit that does not apply towards the current degree program. This may include military credit, change in major, etc.

VI. Academic Amnesty/Fresh Start

Courses excluded from Fresh Start or Academic Amnesty type programs count against your maximum attempted credits, and also lower your completion ratio because the credits count as attempted but not earned.

VII. Repeat Coursework

A previously passed course with a grade of A, B, C, or D may be repeated only once. 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.

VIII. Change of Major

Students who change their major, thus requiring additional hours to complete their degree, must complete their new program of study within the maximum time frame allowed of 150% described in Section V. *Changing majors, particularly more than once, may lead to not completing degree requirements within the maximum time frame described in Section V.*

IX. 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.

Second Undergraduate – The maximum time frame allowable for financial aid eligibility is 150% of the hours needed to complete the first degree, plus up to 60 additional hours. Example – $120 \times 150\% = 180 + 60 = 240$.

Second Graduate – The maximum time frame allowable for financial aid eligibility is 150% of the hours needed to complete the first degree, plus up to 17 additional hours. Example – $33 \times 150\% = 50 + 17 = 67$.

Students **must** have their status changed to a second degree through the Office of Admissions and Registrar.

X. Review and Notification

A review of academic progress will be conducted annually at the end of the Spring period. For the 2017-18 academic year, this will include Fall, Fall I and Fall II of 2017, and Spring, Spring I and Spring II for 2018.

Note: Summer 2017 is under our 2016-17 policy. Going forward to 2018-19, Summer 2018, Fall, Fall I, Fall II 2018, Spring, Spring I, Spring II 2019 will be included when the review is conducted May, 2019.

Official university notification will be sent to student's APSU email accounts. In addition, financial eligibility status may be viewed on AP One-Stop, which is the University's official self-service system.

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.

If the student does not meet the probationary requirements, their aid will be cancelled for future terms. A student may appeal, and if granted, may be placed on an academic plan.

Maximum Timeframe

The fail status notification will require an academic plan to verify the remaining number of hours required to complete a student's degree. If the number of remaining hours exceeds the fail status in the chart below, an appeal will be required.

Degree Type	Fail Status
Associate	61—Above
Bachelor	140—Above
Second Degree	200—Above
Graduate*	24—Above

*If you are in a graduate program requiring more than 36 hours, we will review and calculate your program manually. Call our office if you have any concerns.

Fail Status – Students will be notified their eligibility for financial aid has been suspended when they do not meet the eligibility requirements.

If you are in a failed status as an undergraduate and then are admitted to a graduate degree program, you will be eligible to receive financial aid as a graduate student. Submission of an appeal is required. You must be in a degree seeking status and fully accepted into the graduate program. Once our office has verified you have received an undergraduate degree and admitted to a graduate program, the appeal will be approved.

Transfer Students

- If transcript has been evaluated, eligibility will be calculated on quantitative and qualitative criteria outlined in Sections I – V.
- If transcript has not been evaluated, a transcript pending hold will be placed on the student's record and aid not disbursed until evaluation is complete and eligibility determined. If ineligible for financial aid, an appeal will be required.

Readmit Students

Readmitting students who have not attended another institution since attending APSU, should check their financial aid status in AP OneStop.

XI. Appeal Process

- Appeals must be submitted, in writing, to the Office of Student Financial Aid. Documentation of extenuating circumstances is required. ***In person appeals are not permitted.*** The Satisfactory Academic Progress Appeal form is available online at <http://www.apsu.edu/financialaid/online-forms>. 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 signed plan of action, if required, 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
- Documentation is required. Documentation may include a medical statement on official letterhead, copy of death certificate and/or signed statements on the student's behalf. Statements from relatives are not typically accepted. Submission of documentation does not guarantee approval of an appeal.
- Appeals containing fraudulent documentation will be denied.
- Deadlines for submitting the appeals will be provided in the email notification sent to students and will be posted on our website. Appeals submitted after the deadline date may not be processed until late registration.
- Appeals submitted after the final deadline, may not be considered until the following semester/term.

- Students will be notified in writing, via APSU Email, of appeal decisions. A reason for denial will be included. An updated financial aid eligibility status will be available on AP One-Stop.

The initial review will be conducted by a counselor. If an approval cannot be determined the appeal will be forwarded to the financial aid committee. The committee is comprised of staff from the financial aid office, enrollment management and other members of the campus community. **The decision of the committee is final.**

Approved Appeal

- 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.
 - Academic Plan for not meeting both GPA and Pace standards -- A semester completion rate of 75% and 2.25 GPA is required while on the academic plan. A course plan is required.
 - Academic Plan for not meeting Pace standards – A semester completion rate of 75% and 2.0 GPA is required while on the academic plan. A course plan is required.
 - Academic Plan for not meeting GPA standard – A 2.25 GPA is required while on the academic plan. A course plan is NOT required.
 - Academic Plan for maximum timeframe standards. A course plan is required.

Important! If a student does not meet the conditions of the academic plan, the student is ineligible for financial aid. A new appeal and documentation will be required. A new academic plan will not be required unless the student has changed their program of study.

Denied Appeal

- Students who have a denied appeal remain on financial aid suspension and are not eligible to receive financial aid. A reason for denial will be provided and the student may refer to this policy for regaining eligibility.
- If the committee determines there is insufficient documentation during the review of an appeal, the committee may ask for additional documentation. If additional documentation is not provided, a decision will be rendered based on the original appeal.
- The committee typically meets monthly; however, more frequent meetings will be scheduled during high volume periods. The dates will be published on our website.
- The maximum number of appeals a student may generally have granted is two.

The decision of the financial aid committee is final.

Regaining Eligibility -- 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.

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 a period of non-enrollment re-establishes eligibility.**

Should students decide to pay fees out-of-pocket, there is no guarantee an appeal will be approved. If an appeal is approved, financial aid will be awarded based on eligibility.

Academic Circumstances that Affect Your Eligibility Status

- **Changes in major, double majors or minors** – may cause you to reach your maximum attempted hours and lose your eligibility before earning a degree.
- **Incomplete grades, missing grades, failing grades, course withdrawals** – All reduce your completion ratio (pace), because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.
- **Taking courses not required for your degree** – may cause you to reach your maximum attempted hours and lose your eligibility before earning a degree.
- **Repeated Courses** – count as attempted credit hours each time you register for them. They also count against the allowed maximum. This can also reduce your completion ratio (pace) because repeated credits count as earned credits only once.
- **Transfer credits** – count in your total attempted hours.
- **Academic Fresh Start** – count against your maximum attempted credits, and also lower your completion ratio (pace) because the credits count as attempted but not earned.
- **Academic Suspension** – automatically suspends financial aid eligibility. Approval to re-enroll at Austin Peay by the Academic Standing Committee does not automatically restore financial aid eligibility.
- **Summer Term Enrollment** – is reviewed the same as fall and spring periods of enrollment.
- **Late reported grades or grade changes** – will be recalculated for financial aid eligibility once we receive formal notification from the student and/or Office of the Registrar.

Questions

- Please contact the financial aid office at 931-221-7907 or 1-877-508-0057 or email at sfao@apsu.edu.