

University of Louisiana Monroe Satisfactory Academic Progress Policy (SAP)

Federal regulations require the University of Louisiana at Monroe to establish a satisfactory academic progress (SAP) policy to ensure that students receiving financial aid are making reasonable progress towards completing their degree. Students who fail to make progress toward the completion of their education will be suspended from receiving financial aid.

IMPORTANT:

- It is the student's responsibility to know and to understand the policies and procedures relating to maintaining eligibility for financial aid.
- Satisfactory Academic Progress is required of all financial aid applicants including those applicants that have never received federal aid.

The policy covers the following financial aid programs:

- Federal and State Grants
- Federal Loans
- Federal Work Study
- Parent Plus Loans
- Alternative Bank Loans

The Three Standards of SAP:

SAP is measured by three standards; failure to meet even one of the requirements will result in the loss of all financial aid.

1. **Grade Point Average (GPA)** The minimum cumulative GPA required for undergraduates is 2.0. Graduate students must maintain at least a 3.0 GPA.
2. **Credit Completion Ratio.** This is the number of hours completed compared to the number of hours attempted. Students must successfully complete at least 67% of all hours attempted.
 - Successfully completed hours are those for which a letter grade of A, B, C, D, or CR is received.
 - Courses with letter grades of F (failure), I (incomplete), W (withdrew), AU (audited), or NC (no credit) will not be considered successfully completed.
 - Classes dropped during the allowed drop/add period will not be included.
 - All transfer hours will be included in the total of hours attempted.
 - All hours are included, even those received without the assistance of financial aid.
3. **Maximum Time Frame (Maximum Hours)** Students receiving financial aid must graduate within a reasonable length of time. A student reaches maximum hours after having attempted 150% of the hours required to complete their degree. Once you have attempted your maximum credit hours, you are no longer eligible for financial aid.
 - All hours are counted, even if no financial aid was received.
 - Maximum time frame is not increased for changes in major, double majors, or adding a minor in another subject area.
 - There is no warning status for maximum hours, it is the student's responsibility to be aware of and understand the maximum time frame allowed for their particular degree program.
 - A student enrolled in a pre-program will be reviewed for academic progress to ensure the student is making progress toward program entry.
 - Maximum hours allowed for the following degree programs.

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| ▪ Associate Degree | 90 hours |
| ▪ Bachelor Degree | 180 hour |
| ▪ Master Degree | 60 hours |
| ▪ PhD | 100 hours |
| ▪ Pharmacy Program | |
| First 2 years | 215 hours |
| Last 2 years | 300 hours |

- Maximum hours allowed to complete pre-program requirements:
 - Pre-Nursing 75 hours
 - Pre-Dental Hygiene 75 hours
 - Pre-Communicative Disorders 90 hours
 - Pre-Radiological Technology 75 hours
 - Pre-Clinical Lab Science 100 hours
 - Pre-Occupational Therapy 45 hours
 - Pre-Toxicology 100 hours
 - Pre-Pharmacy 100 hours
 - Pre-Social Work 75 hours

Points of Clarification:

- Incomplete Grades, Missing Grades, Withdrawals and Failing grades all lower the completion ratio, because they are counted as attempted, but unearned hours.
- Repeated Courses count each time taken against the maximum time frame, as well as in the calculation of the completion ratio.
- Courses taken on an audit basis do not count when determining enrollment for financial aid, but are considered against both the maximum time frame and completion ratio.
- Transfer Credits will count toward the maximum time frame and completion ratio.

Academic Renewal:

- Students granted academic renewals are not automatically eligible for financial aid.
- Federal regulations require that all coursework must be considered, even those hours eliminated by the university, for purposes of academic renewal.
- To be considered for financial aid, academic renewal students must submit an appeal to the ULM Financial Aid Office.
- Submitting an appeal does not guarantee your financial aid will be reinstated. All appeals are reviewed on a case by case basis.

Evaluation of Financial Aid Eligibility:

- Progress will be evaluated before financial aid is awarded for the upcoming academic year.
- Evaluation will include all hours attempted, at the conclusion of the spring semester.
- An academic year includes the fall and spring semesters.

Students making satisfactory progress will not be reviewed again until financial aid is awarded for the next academic year unless attending summer classes.

Satisfactory Academic Progress for Summer:

- SAP will be reviewed when you apply for summer financial aid.
- If your aid for the spring semester has been awarded on a probationary basis, summer aid cannot be awarded until progress has been evaluated for the spring semester.
- If you have met the terms and conditions of your appeal for the spring semester, you will not be required to submit an appeal for summer. Your probation will be extended through the summer term. Your aid for the fall semester can not be processed, until summer grades have been reviewed.
- If your financial aid for the summer is awarded on a probationary basis, your aid for the fall and spring semester cannot be awarded until academic progress is evaluated at the conclusion of Summer II.
- Failure to make satisfactory progress for the summer term, can affect aid that has been awarded for the upcoming academic year.

Notification:

- Notification of the loss of financial aid eligibility will be sent to the student's university e-mail account.
- An explanation of your options and all required forms will be included in your notification.
- Required forms will be available on your Arrow Account at the time of your notification and not before.

Reinstatement of Financial Aid Eligibility:

- Once a student meets the minimum SAP standards, financial aid will automatically be reinstated.
- A student may request reinstatement of financial aid through the appeal process, if unusual circumstances prevented them from meeting satisfactory academic progress standards.
- Sitting out for a semester, will not reinstate financial aid eligibility.

Appeals Process:

1. A student may appeal the loss of financial aid if extenuating circumstances interfered with the ability to meet satisfactory progress requirements. Examples of extenuating circumstances;
 - Personal illness or accident
 - Illness or death of an immediate family member
 - Significant trauma that impaired your emotional or physical health
 - Other documented circumstances
2. Supporting documentation of circumstances must be submitted with the appeal. Supporting documentation could include;
 - Medical records that document illness and the length of recuperation
 - Court Documents
 - Statement from physicians and counselors
3. A letter of explanation must also be submitted with the appeal. The letter must include;
 - A letter describing the circumstances that prevented the student from making SAP.
 - Explanation of how the circumstances affected student's ability to maintain SAP requirements.
 - How the circumstances have been resolved and the steps taken to ensure academic progress.
4. Appeals are typically not approved for personal choices, such as;
 - Failure to study.
 - Transportation reasons within your control.
 - Failure to read and understand SAP policy.
5. Students that have reached the maximum hours allowed for their degree or pre-program must meet with their advisor, submit a plan of study for completion, along with a current degree plan listing all remaining classes.

Important Facts About Filing An Appeal:

- Submitting an appeal does not guarantee reinstatement of your financial aid.
- An incomplete appeal will not be reviewed by the committee.
- After submitting an appeal, monitor your Tribe-email account or Arrow for a request for any additional information that might be needed for your appeal.

Review of Appeals:

- Every appeal is reviewed on a case by case basis. The committee will take into consideration the following information:
 1. Circumstances of the appeal
 2. Letter of explanation.
 3. Supporting documentation.
 4. Steps taken to ensure future progress.
 5. Academic progress for past semesters
 6. Past appeals, the number of appeals and the reason for all past appeals.

- Appeals with insufficient documentation will be considered incomplete and will not be reviewed by the committee.

Checking the status of an appeal:

- Allow at least three weeks for the committee's decision. Notification of the decision will be sent to the student's university e-mail.
- A student should continue to monitor their university e-mail account for notification of the committee's decision.
- The student should not call the Financial Aid Office concerning appeal decisions because the financial aid staff will not give appeal results over the phone.

The decision of the committee is final.

If an appeal is denied:

- The student must re-establish eligibility without the assistance of financial aid.
- The student cannot submit another appeal until they have successfully completed the minimum of one semester without the assistance of financial aid and completed the requirements listed below:
 - Successfully complete 100% of all attempted hours
 - "F" grades, "I" grades, and "W" withdrawals will be considered unearned hours
 - Earn the minimum 2.0 GPA required by SAP Policy. (3.0 for graduate students)
 - Attempt a minimum of six credit hours in that semester.
- Attending a semester without financial aid does not guarantee approval of an appeal. The committee's decision will be based on the six factors listed above

If an appeal is approved, financial aid will be awarded on a probationary basis. While on probation the student must meet the following terms and conditions:

- Successfully complete 100% of all attempted hours.
- "F" grades, "I" grades, and "W" withdrawals will be considered unearned hours.
- The student must earn a minimum 2.0 GPA (3.0 for graduates) each semester, while on probation.

Additional conditions, for students exceeding maximum hours

- All attempted hours must be required for the completion of degree or pre-program.
- Financial aid cannot be used to re-take classes to increase GPA.
- Student will be expected to complete the plan of study submitted with the appeal.

Academic progress will be reviewed at the completion of each semester, while on probation. Failure to meet all terms and conditions, listed above will result in the cancellation of all pending aid for the following semester.