

## **SECTION 11: SATISFACTORY ACADEMIC PROGRESS**

### **11.1 Process Overview & Responsibilities**

Harris-Stowe State University is required to establish and monitor academic progress standards for students who are federal and state financial aid applicants. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid. The SAP review will be completed once a year at the end of spring.

In order to maintain eligibility for financial aid, a student must meet the standard requirements listed below. Failure to meet these requirements will result in the loss of aid. Programs affected by Standard Requirements are:

- Federal Pell Grant Federal Stafford Loan
- Federal SEOG Federal PLUS Loan
- Missouri Access Grant
- Designated HSSU Foundation Scholarships
- Private Loans

### **11.2 Quantitative Measure**

The quantitative measure for satisfactory academic progress requires that a student successfully complete 66% of attempted credit hours. This will be measured on a yearly basis using the cumulative attempted and complete hours. Example: If a student enrolls for a total of 30 credit hours their first year, the student must satisfactorily complete 19 credit hours ( $30 \text{ credit hours} \times .66 (66\%) = 19 \text{ credit hours}$ ).

Satisfactory academic progress requires that a student complete his/her program of study within 150 percent of the time frame allotted for that program. For example, a student who is pursuing a degree at HSSU and the degree program is 120 hours in length can attempt 180 credit hours (150 percent of the program length) to complete the program. If the program cannot be completed within 150 percent of the program length (i.e., example student attempts over 180 hours), the student is placed on Time-Frame Suspension and is ineligible for additional financial aid at HSSU for their current degree program. This can be appealed and an academic plan must be established to ensure the student reaches graduation.

Enrolling in courses outside your degree program of study, as well as withdrawing, repeating and failing courses, results in accumulating hours greater than 100 percent of your program length. Remedial courses and transfer courses that don't count toward your program of study are excluded from attempted hours when determining maximum time-frame status.

### **11.3 Qualitative Measure**

The qualitative measure for satisfactory academic progress requires that a student maintain a minimum cumulative grade point average of (CPGA) 2.0.

### **11.4 Financial Aid Notification**

A student that falls below the required cumulative GPA (2.0), cumulative completion rate (66 percent), or BOTH, will be notified by e-mail. A student that received a notification must earn a CGPA of 2.0 AND a cumulative completion rate of 66 percent by the end of the spring semester, in order to regain good standing. If a student does not meet both of these requirements by the end of the notification semester, they will be placed on suspension the following spring semester.

### **11.5 Financial Aid Suspension**

Suspension occurs when a student fails to meet either the cumulative GPA or cumulative completion rate requirements, or both when the review is completed after the spring semester. Students may regain good standing after they have completed enough courses to bring their cumulative GPA to at least 2.0 AND their cumulative completion rate to at least 66 percent.

### **11.6 Suspension Appeal**

Students may submit a suspension appeal if documented extenuating circumstances contributed to their lack of academic progress. Contact the Office of Financial Assistance for more details.

### **11.7 Academic Plans**

A student whose suspension appeal has been approved must enroll and successfully complete ONLY the courses specified in their academic plan. The academic plan is a component of their suspension appeal; it is provided in the form of a plan devised to bring the student back into good standing. Failure to follow the academic plan will return a student to suspension status and the student will not be able to submit another suspension appeal for the same extenuating circumstances.

If the student is close to regaining eligibility for federal aid a student is allowed to complete an academic plan and receive aid for one semester. At the end of that semester the student could regain eligibility by meeting the SAP standards. However, if they are unable to reach the SAP requirements by the end of one semester they must submit an appeal documenting why they failed to meet the SAP requirements and lose their eligibility for federal aid.

## **11.8 Probation**

A student is considered on probation for the semester(s) in which they have a Suspension Appeal approved or in some cases signed an academic plan. At the end of the probationary period, a student must either be in good standing or meet the requirements set forth in their academic plan in order to continue receiving financial aid for the following semester(s).

## **11.9 Regaining Eligibility**

Students who have not met the standard requirements or received an approved appeal retain the right to regain eligibility by completing the number of credit hours necessary to achieve the 66% requirement and/or minimum cumulative grade point average need. This will be at the student's own expense. When these hours have been complete, the Office of Financial Assistance must be notified so eligibility for aid can be reinstated.

## **11.10 Treatment of Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals, Incompletes and Developmental Courses**

Transfer credit, credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours enrolled and be included as "attempted hours" for the above identified quantitative measure.

## **11.10 Transfer Students**

Transfer students will submit previous college transcripts and the hours attempted and earned toward an HSSU degree are added to the quantitative measure above.