

SOUTHERN UNIVERSITY AND A & M COLLEGE

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

(Undergraduate and Graduate)

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of Satisfactory Academic Progress (SAP) as a condition of continuing eligibility for federal aid programs. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Student progress is assessed according to both qualitative and quantitative measures. The qualitative measure (Grade Point Average-GPA) is very similar to the Academic Progress standard applied to all SUBR students. The quantitative measure, referred to as the student's "Pace" (number of credit hours successfully completed and the maximum timeframe) is used to monitor progress toward degree completion. When these measures are applied, federal regulations require that the student's entire academic history is considered, in accordance with policy guidelines. This includes semesters or terms during which the student did not receive student financial aid. The University has developed this policy to provide a framework for monitoring and determining a student's Satisfactory Academic Progress in accordance with Federal and Institutional requirements. This policy applies to all new, transfer, re-entry, re-admit with transfer work, and continuing students at SUBR.

Quantitative Standards

Students are expected to complete the requirements for a degree within a reasonable time frame. Undergraduates pursuing a degree are allowed to attempt up to 150% of the published length of their academic program. For example, a first time undergraduate students must complete the requirements within 195 attempted hours. This includes both Southern University attempted hours and hours transferred from other institutions that apply toward the student's degree, in accordance with the institution's transfer policy.

Undergraduate Students must make incremental progress toward their degree based on the number of hours attempted; therefore, a minimum percentage of SUBR hours attempted (67%) must be completed at each interval. Students must also complete the degree requirements (based on their degree attempt or second degree attempt at the same level) and the associated maximum timeframe limit outlined in the SAP policy. To meet this standard, students must complete 67% of hours attempted. See the Satisfactory Academic Progress Chart below for details.

Qualitative Standards

Title IV recipients use a scale that culminates in the graduation requirement in order to maintain satisfactory academic progress. The following scale is used to determine if Qualitative Standards are being maintained for continued Financial Aid eligibility.

Satisfactory Academic Progress Chart

Undergraduate: Total Hours Attempted	0-29	30-59	60-89	90-195	196+	Graduate: Total Hours Attempted	0-58	59+
Minimum Cumulative GPA Required	1.51	1.75	2.00	2.00	Ineligible	Minimum Cumulative GPA Required	3.00	Ineligible
Minimum Cumulative Pace Required	67%	67%	67%	67%	Ineligible	Minimum Cumulative Pace Required	67%	Ineligible
Undergraduate Second Degree Seeking: Total Hours Attempted	0-45	46+				Graduate Second Degree Seeking: Total Hours Attempted	0-58	59+
Minimum Cumulative GPA Required	2.00	Ineligible				Minimum Cumulative GPA Required	3.00	Ineligible
Minimum Cumulative Pace Required	67%	Ineligible				Minimum Cumulative Pace Required	67%	Ineligible
Teacher's Certification: Total Hours Attempted	0-45	46+				Doctoral Degree: Total Hours Attempted	0-60	61+
Minimum Cumulative GPA Required	2.50	Ineligible				Minimum Cumulative GPA Required	3.00	Ineligible
Minimum Cumulative Pace Required	67%	Ineligible				Minimum Cumulative Pace Required	67%	Ineligible

Financial Aid Probation

Students who fail to meet one or more of the quantitative or qualitative standards at the evaluation period and are subsequently approved through the Appeals process may continue to receive financial aid on a probationary basis. At the end of one payment period on "Probation," the student must meet the minimum SAP standards on their own in order to continue to receive financial aid or meet the requirements of his/her Academic Plan (if applicable) to qualify for further funds. While a student is on "Probation," the student may be required to fulfill specific terms and conditions under the "Academic Plan" developed through the Center for Student Success and enforced through the Center for Teaching and Learning (CTLE), such as taking a reduced course load, enrolling in specific courses, or meeting a specified GPA and earned/attempted hour ratio at the end of each term. If a student placed on an Academic Plan fails to meet the plan's requirements at the end of each term on probation, the student will lose his/her eligibility for financial aid and will be required to submit a Financial Aid Appeal for reinstatement consideration for the next enrolled semester/term.

Grades

Grades of A, B, C, D, or P are considered satisfactory. All other grades such as F, FN, W, or I are considered unsatisfactory.

Appeal Procedure

Students who have been denied financial aid based upon the provisions outlined in the SAP policy have the right to submit an appeal to explain and document their mitigating circumstances. All appeals must be accompanied by supporting documentation. An appeal will be denied if sufficient documentation is not submitted with the appeal. The student's appeal must explain why they failed to make satisfactory progress and what has changed in their situation that will allow them to meet the requirements at the next evaluation. Students may not submit an appeal after the published deadline dates have passed for the semester. Appeals are approved for current or subsequent semesters only; appeals cannot be for prior semesters. **Students are limited to a maximum of four (4) financial aid appeals per degree attempt.** The Committee members are anonymous. Questions regarding the appeals process should be directed to the Appeal Committee via email at afappeals@subr.edu. Generally, the committee will notify students of their decision by email within 20 business days of the date their appeal is documented and received by the committee.

Mitigating Circumstances

Mitigating circumstances are unforeseen, special or unusual/traumatic conditions which caused undue hardship. These circumstances may include serious illness or injury relating to the student, death or serious illness of an immediate family member, significant traumatic occurrence that impaired emotional and/or physical health, exceeding maximum attempted hours or other documented circumstances.

Reinstatement

Reinstatement of Financial Aid will be based on the strength of the appeal statement, documentation received, and the academic record. Filing an appeal does not guarantee Financial Aid or Academic reinstatement.

PAGE ONE AND TWO ARE FOR YOU TO KEEP, PLEASE SUBMIT PAGE THREE TO THE APPEAL COMMITTEE.

GUIDELINES TO WRITING LETTER

FIRST PARAGRAPH: Outline what happened that caused you not be meet Academic and/or Financial Aid eligibility

SECOND PARAGRAPH: Explain what is different about that situation (how has it been resolved?)

THIRD PARAGRAPH: Explain what you will do different to avoid being in this situation if your appeal is approved.

ACADEMIC / FINANCIAL AID APPEAL APPLICATION

**** LATE APPLICATIONS WILL NOT BE REVIEWED ****

**** HAND DELIVERIES WILL NOT BE ACCEPTED ****

ATTENTION STUDENTS: Submitting this form does not guarantee reinstatement of financial aid or academic standing. The student is responsible for any charges incurred during periods of ineligibility even if the appeal is not approved.

SECTION 1: TO BE COMPLETED BY STUDENT

Last Name		First	Student Id Number
Address		(Area Code) Telephone	
City, State, Zip Code			
Classification	SUBR Email Address Only		

Appeal Instructions:

- (1) Read the Standards for Satisfactory Academic Progress (Page 1)
- (2) Complete all Items (Incomplete Forms will not be processed)
- (3) Explain your mitigating circumstances and attach supporting documentation, you must print or type on this form or separate sheet of paper
- (4) Submit your form and documentation, via certified mail with return receipt to:

**Appeals Department
P.O. Box 9263
Baton Rouge, LA 70813**

Explain your mitigating circumstances that caused you to fail standards (Be specific – Attach separate sheet if needed):

[illegible]

Student's Signature _____

Date _____

Student's Name _____

S# _____