

## Frequently Asked SAP Questions by Students and Parents

### 1. What is satisfactory academic progress (SAP)?

It is a set of minimum academic standards that must be met to be eligible for federal financial aid.

### 2. What is the difference between academic probation/suspension and SAP for Financial Aid?

Academic suspension is an academic requirement when a student fails to earn a 2.0 semester GPA after being on academic probation; SAP is a separate requirement that must be met to receive financial aid.

### 3. If I am academically eligible to enroll, does that mean that I am also eligible to receive my financial aid?

No. You must meet separate eligibility requirements to receive federal aid. They are called SAP requirements.

### 4. Does SAP apply to new freshman?

Yes. Aid for new freshmen is determined for the first year based on the Student Aid Report (SAR) from the Federal Processor and by financial aid documents submitted. The freshmen year cumulative GPA and cumulative hours earned will be used to determine financial aid eligibility for the second year.

### 5. If I am a transfer student, does SAP apply to me? If so, what SAP guidelines must I meet?

Yes. To receive aid as a transfer student, one must meet the Grambling State University (GSU) SAP requirements just as though one had been enrolled at GSU. (Please see financial aid SAP chart). You may wish to discuss your circumstances with a GSU financial aid counselor.

### 6. If I did not meet SAP requirements or the one-time GPA option (2.0 cumulative undergraduate GPA, 3.0 cumulative graduate GPA), can I appeal to have my financial aid reinstated?

Yes. You must have serious reasons (e.g. prolonged illness under a doctor's care; illness or accident requiring hospitalization or prolonged absence from class; death of an immediate family

member, or prolonged illness of a dependent) that contributed to your lack of performance for the majority of the enrollment period. You must be able to document the reasons and causes.

### 7. What can I do if my appeal is denied or I do not supply needed documentation to support my appeal?

You can attend GSU (or another regionally accredited college) by paying your own way provided you have not been suspended for poor academic performance. See Criteria for Reinstatement.

### 8. If I am on SAP and I sit out one semester or one year, will my SAP requirements be met?

No. Sitting out one semester or one year will not satisfy SAP requirements. If you did not meet SAP requirements, you may appeal or pay your own way for at least 6 hours and pass with C grades or better and, then, appeal on the basis of those grades.

### 9. If I am granted Academic Bankruptcy/Amnesty, how will that affect my SAP status?

The SAP status will be evaluated to include all the hours on your transcript before approval of the academic bankruptcy. Per federal guidelines, all hours attempted must be counted in determining eligibility for federal aid.

### 10. How can I remain eligible for financial aid throughout my college career at GSU?

Please see financial aid SAP chart for complete details or talk to a financial aid staff member.

**NOTE:** Students who "max out" on hours attempted will lose financial aid. When a student has attempted 150% of the hours required for the degree, the student is declared ineligible and, therefore, has "maxed-out." (e.g. 150% of 125 hours = 188 hours.) Students who have "maxed-out" because they changed majors or were pursuing double majors may consult a financial aid staff about a possible appeal.

Determination of the credit hours required to complete a degree program will be based on the University Catalog.

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## Grambling State University

OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS



# SATISFACTORY ACADEMIC PROGRESS

*What you should know!*

*Effective Spring 2006*



## Policies for Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress (SAP) describes the minimum academic standards that must be met to establish eligibility for financial aid. These minimum academic standards involve the cumulative grade point average, the total credit hours earned, and the time frame. To be eligible for financial aid a student must, at the end of each evaluation period, earn at least a specified percent of the total credit hours attempted with a cumulative grade point average at or above a specified minimum. The maximum number of credit hours that may be attempted with financial aid support is 150 percent of the total hours for the degree program. The maximum time frame for which a student will be eligible for aid is 150 percent of the time for the given program of study. SAP evaluation is done at the end of the most recent academic year (Fall and Spring) of attendance. The Summer School can be used as a grace period to meet and/or exceed the minimum standards that define satisfactory academic progress. This policy applies to all students who enroll at the University.

### The Minimum Academic Progress Standards are indicated in the Chart below:

STUDENTS	TOTAL HOURS ATTEMPTED	MIN. % EARNED	MIN. CUMULATIVE GPA
UNDERGRADUATE (BACCALAUREATE)	1-29 hours	50%	1.50
	30-59 hours	50%	1.75
	60 – 188 Hours	67%	2.0
	"Max hours" with > 188 Hours		
UNDERGRADUATE (ASSOCIATE)	1-29 hours	50%	1.50
	30-59 hours	50%	1.75
	60 – 102 Hours	67%	2.0
	"Max hours" with > 102 Hours		
UNDERGRADUATE (UNDECIDED MAJOR)	1-29 hours	50%	1.50
	30-59 hours	50%	1.75
	60 – 188 Hours	67%	2.0
	"Max hours" with > 188 Hours		
GRADUATE Masters	1-54 hours	75%	3.0
	Max hours with > 54 Hours		
Doctorate	1 – 90 hours	75%	3.0
	"Max hours" with > 90 Hours		
GRADUATE NON-DEGREE-CERTIFICATION-MASTERS	1-54 hours	75%	3.0
	Max hours with > 54 Hours		

Federal Financial Aid can be provided for a maximum of:

	BASED ON:	CREDIT HRS. ATTEMPTED
Two Year Degree (Associate)	150% of 68 hrs.	102 Credit Hrs.
Four Year Degree (Bachelor's)	150% of 125 hrs.	188 Credit Hrs.
Masters' Program	150% of 36 hrs.	54 Credit Hrs.
Ph. D. Program	150% of 60 hrs.	90 Credit Hrs.

## Information About Appeals

1. Students applying for aid eligibility reinstatement should appeal no later than April 15 for Summer enrollment and July 15 for Fall enrollment. There are four possible categories for appeals:

- Students who do not have the required minimum percent of credit hours earned but who have a cumulative GPA of 2.0 or higher and have earned at least 30 credit hours may make a one-time appeal using their cumulative GPA's. Graduate students may use this option provide they have a cumulative GPA of 3.0 or higher and have earned at least 9 credit hours.
  - Students who have exceeded the federal 150% limit may appeal due to a change of major or double majors. A completed "Max Hours" statement from the Department Head must be attached to the student's appeal.
  - Students with extenuating circumstances that can be justified with supporting documents may seek reinstatement by the Appeals Committee. Examples of extenuating circumstances (for the student or student's immediate family member: children, parents, aunts, uncles, grandparents, sisters, brothers, immediate in-laws) and supporting documents are:
    - Statement from a physician or hospital indicating specific dates of prolonged illness or hospitalization.
    - Copy of obituary and death certificate or a statement from the funeral home to document death of an immediate family member.
    - Statement from an attorney or court indicating specific dates of legal problems or court appearances.
    - Statement from a facility indicating specific dates of professional counseling sessions.
  - Students who have completed a semester or summer session which allows them to meet the minimum academic standards may appeal. Students who were denied financial aid using the old SAP Policy (2004-05) may appeal.
2. Excuses based on personal choices are not valid extenuating circumstances. Examples are: pregnancy, lack of childcare, lack of off-campus transportation, employment off-campus, participation in athletic and band activities as well as other campus activities.
3. The Appeals Committee will review all appeals and will notify students of their decision. In times of critical need, the chairperson of the Appeals Committee and the Director of Student Financial Aid have the authority to approve or deny appeals.
4. The Appeals Committee has a right to deny an appeal based on a pattern of poor performance and/or withdrawals.
5. The Appeals Committee has a right to deny eligibility reinstatement after the committee determines that a student has submitted forged or altered documents. Such students will be reported to the Department of Education, Office of the Inspector General for possible prosecution. The students will be referred to the department of Judicial Affairs as well.
6. Appeal Limits:
- \*Undergraduates: Maximum of three appeals (including the one-time appeal).
  - \*Graduates (Masters): Maximum of two appeals (including the one-time appeal)
  - \*Graduates (Ph.D.): Maximum of two appeals (including the one-time appeal)
  - \*Students who have not attended a college or university for ten years or more must submit an appeal letter for an automatic approval.
  - \*Appeal limits do not apply to appeals with only "maxed-out" hours



## Criteria For Reinstatement Of Financial Aid

### *What you should know!*

Students declared ineligible at the end of the Spring semester may use the Summer sessions as a grace period to attend and receive federal aid for the Summer sessions. Those students will have to submit an appeal for eligibility reinstatement for the next academic year (Fall & Spring). Students may attend either a Fall or Spring semester at their own expense for possible eligibility reinstatement if:

- the appeal is denied
- a student fails to attend Summer school
- a student does not wish to submit an appeal.

Earning credits at one's expense does not guarantee reinstatement of eligibility. At the minimum, students must attempt and earn 6 hours with a 2.0 semester GPA or 3.0 GPA for graduate students or earn the minimum required cumulative percentage and GPA. If the student enrolls in more than 6 hours, he/she is expected to earn all the hours attempted with a minimum 2.0 semester GPA (3.0 for graduate students). The student must submit a written appeal to the Appeals Committee requesting possible reinstatement of financial aid eligibility.

## Suggested Strategies to Achieve Satisfactory Academic Progress:

- Avoid withdrawals and grades of "F", or "D", or "I"
- Commit to earning grades of "C" and above
- Visit the Retention Office for information on tutorial services
- Meet with an academic adviser on a regular basis
- Visit the Student Counseling Center for personal/emotional issues as well as ADA accommodation.
- For more information, contact the Office of Student Financial Aid & Scholarships: 1-800-761-8077 or 1-318- 274-6675.

