

**Henderson State University**  
**Satisfactory Academic Progress 2020-2021 AY**

**Definition**

In accordance with United States Department of Education regulations, Henderson State University is required to establish Satisfactory Academic Progress standards for federal and state financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial aid assistance.

Students receiving assistance through the Arkansas Department of Higher Education and/or Federal Title IV Financial Aid Programs for attendance at HSU must maintain Satisfactory Academic Progress as outlined in this policy. Refer to individual scholarship requirements for specific scholarship renewal criteria and to determine how the Satisfactory Academic Progress standards may apply.

**Maintaining Satisfactory Academic Progress**

Satisfactory academic progress (SAP) is a measure of student progress toward the completion of a degree program. SAP is a cumulative measure of three areas: Grade Point Average, Completion Ratio, and Maximum Time Frame. In order to maintain eligibility for financial aid, you must meet the requirements in all three areas.

SAP is evaluated each semester after final grades have been posted. Undergraduate students who do not meet cumulative GPA or Pace requirements (67% completion rate) will be placed on **Financial Aid Warning** for the next semester.

**Qualitative Criteria: Grade Point Average**

The Financial Aid Cumulative Grade Point Average (GPA) as posted on the Henderson State University transcript will be reviewed. Note that your Financial Aid GPA and Academic GPA may be different. Remedial and Transfer hours are not considered when calculating the Financial Aid Cumulative GPA. All Henderson State University undergraduate students must maintain a Financial Aid Cumulative Grade Point Average of 2.0 or higher. The minimum Financial Aid Cumulative Grade Point Average for graduate students is 3.0.

**Quantitative Criteria: Completion Ratio or Pace of Completion**

All Henderson State University students must successfully complete at least 67% of all hours attempted. Grades of AC, F, I, NC, NR, W, WF, or WP are not considered successful completion. Audits are not included in attempted or earned credits. Attempted hours include all hours attempted during every term of enrollment at Henderson State University. Hours accepted in transfer by Henderson State University are included as attempted and successfully completed hours.

QUANTITATIVE CHART (examples)	
Multiply Attempted Hours by 0.67 (Results are rounded down)	
Attempted Hours	Minimum Successfully Completed Hours Allowed for SAP
3	2
6	4
9	6
12	8
15	10

### Maximum Time Frame Criteria:

All Henderson State University students must be able to show they will successfully complete all required courses in their program of study within 150% of the hours it takes to complete their program of study. A student that meets all other components of the Satisfactory Academic Progress policy must appeal if he or she will reach the 150% limit during the next term.

MAXIMUM TIME FRAME CHART (examples)	
Multiply Hours in Program by 1.5 (Results are rounded down)	
Total Hours to Complete Program	Maximum Number of Attempted Hours Allowed (150%)
60	90
120	180
130	195

### Transfer Hours

All hours accepted in transfer to Henderson State University are included when determining Satisfactory Academic Progress. Transfer hours are not included in the Grade Point Average for determining Satisfactory Academic Progress.

### Grade Changes and Late Posted Grades

Grades posted or changed after the published term deadline may not be considered in the Satisfactory Academic Progress calculation. It is the student's responsibility to notify the Financial Aid Office of late grade posting or changes.

### Repeating Coursework

All attempts at repeating a course are included as attempted hours in determining Satisfactory Academic Progress. Financial aid will cover one additional attempt for a successfully complete course. Financial aid will cover each attempt for a course that was not completed successfully ("F" or "W" status). For all attempts, the student must be meeting Satisfactory Academic Progress.

### Remedial Coursework

Federal Title IV Financial Aid is available to students enrolled in Remedial Coursework as long as the student is fully admitted into a Title IV Aid eligible program at or before the time the courses are being taken. Remedial coursework hours attempted at Henderson State University are considered when determining Pace of Completion and Maximum Time Frame. Grade Point Average does not consider remedial hours.

### Failure to Meet SAP Requirements (Undergraduate Students)

Undergraduate students who do not meet cumulative GPA and/or pace (67% completion rate) requirements will be placed on **Financial Aid Warning** for their next semester of enrollment. Undergraduate students who do not complete their program within 150% of the published timeframe will be placed on **Financial Aid Termination**. If at any point it is clear that a student will not be able to complete their degree within the allotted timeframe, they will be placed on **Financial Aid Termination**.

### Failure to Meet SAP Requirements (Graduate Students)

Graduate students who do not meet cumulative GPA requirements will be placed on **Financial Aid Termination**. Graduate students who do not successfully complete 67% of their cumulative attempted hours will be placed on **Financial Aid Termination**.

### **Financial Aid Warning**

Undergraduate students placed on Financial Aid Warning must have a minimum cumulative GPA of 2.0 and have completed at least 67% of their cumulative hours attempted by the end of the Warning semester. Failure to meet these requirements by the end of the Financial Aid Warning period will result in **Financial Aid Termination**.

### **Financial Aid Termination**

Students placed on Financial Aid Termination are not eligible for Federal Financial Aid until they meet cumulative SAP requirements or are approved through the appeals process. To regain Federal Financial Aid eligibility there are two options:

1. If there were no extenuating circumstances, the student must complete coursework until they meet cumulative SAP requirements as a self-pay student.
2. If there were extenuating circumstances that affected their academic performance, students must submit an appeal to attempt to have their eligibility restored.

### **Appeals**

Students who are terminated from financial aid eligibility for not meeting Satisfactory Academic Progress and who have extenuating circumstances may appeal to reestablish their eligibility. Students who wish to make an appeal must be current on all financial obligations. Students may not use financial aid to make retroactive tuition and fee(s) payments.

The appeal must be based on extenuating circumstances that prevented the student from meeting the requirements of the Satisfactory Academic Progress policy. Extenuating circumstances must have occurred during the terms you did not meet SAP requirements. Circumstances may include, but are not limited to, extreme medical issues, a death in the immediate family, employment related hardship, and/or military mobilization.

As part of the appeal, the student must submit the following:

- Appeal Form
  - A letter explaining the circumstances that affected the student's academic performance, as well as an explanation as to what has changed that will allow the student to make satisfactory academic progress
  - Academic Plan and/or Degree Audit
    - Academic Plan will be required for all students seeking to file a SAP for Pace or Grade Point Average.
    - Both the Academic Plan and Degree Audit will be required for all students seeking to file a SAP appeal for Maximum Time Frame (MTF)
  - Supporting documentation that can validate the student's situation must be submitted with the appeal.
- Submission of an appeal does not guarantee that financial aid eligibility will be restored.

Submit the Appeal via email to [financialaidappeals@hsu.edu](mailto:financialaidappeals@hsu.edu) or FAX to 870-230-5481.

### **Academic Plan**

A student placed on an Academic Plan will be provided specific requirements to meet to be considered eligible for Title IV aid in a future term or terms. Failure to meet the expectations outlined in an Academic Plan will result in ineligibility for assistance through the Arkansas Department of Higher Education and Federal Title IV Financial Aid Programs.

### **Regaining Eligibility**

The Financial Aid Appeal Committee will evaluate the merits of the appeal by reviewing the Appeal Form, Academic Plan and/or Degree Audit, Appeal letter and supporting documentation submitted by the student. The Committee may request additional information or documentation as needed and will advise the student of the final determination.

**Financial Aid Probation**

Students with an Approved Appeal are placed on Financial Aid Probation and are expected to meet the criteria of this Satisfactory Academic Progress policy by the end of their next term of enrollment. Students placed on Financial Aid Probation that do not meet the criteria outlined in this policy by the end of their next term of enrollment are considered to be not maintaining Satisfactory Academic Progress.

Students on Financial Aid Probation who do not meet the requirements of their Academic Plan may submit a Failed Financial Aid Probation Appeal. Appeals for students who were previously placed on Financial Aid Probation must demonstrate that, since the previous appeal was approved, a new extenuating circumstance has occurred as a reason for not maintaining Satisfactory Academic Progress.

**Denied Appeal**

If the Satisfactory Academic Progress Appeals Committee denies a student's appeal for financial aid reinstatement, the student has one of two paths that can be taken:

1. Student can file an appeal to the Director of Financial Aid for a secondary review. For consideration of an appeal reversal, the student needs to provide additional information/ documentation beyond what was provided to the initial appeals committee. The Director of Financial Aid's decision is final.
2. Student can continue to enroll at Henderson State University as a self-pay student. Once the student has met all the Satisfactory Academic Requirements to regain eligibility, the student can appeal to have financial aid will be reinstated for future terms.