**SATISFACTORY ACADEMIC PROGRESS POLICY**

**AUTHORITY:** Federal regulations (34 CFR 668) of the Higher Education Act of 1965, as amended, requires institutions of higher education to establish reasonable standards of satisfactory academic progress toward completion of a degree program. These standards include the maximum timeframe for degree completion and include a minimum standard for rate of completion (pace) and cumulative GPA. A **STUDENT WHO DOES NOT MEET THESE STANDARDS IS NOT ELIGIBLE TO RECEIVE FEDERALLY FUNDED FINANCIAL AID** which includes the Federal Pell Grant, Federal SEOG, Federal TEACH Grant, Federal Direct Loan Program, Federal Perkins Loan and Federal Work Study and some state aid. This policy does not override any other policy that may have more stringent requirements for renewal set by the governing body for that award (ex. institutional or state aid programs). Satisfactory Academic Progress (SAP) is evaluated at the end of each semester (including summer) based on each of the standards described below. Each semester of attendance will be included when monitoring pace, maximum timeframe and cumulative GPA regardless of whether the student received financial aid for the semester.

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<tr>
<th>SAP Standard Definition</th>
<th>SAP Requirement</th>
<th>Regaining Eligibility</th>
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<td><strong>Completion Rate (Pace)</strong></td>
<td>Students must successfully complete 67% of all courses attempted to remain eligible for federal financial assistance.</td>
<td>A student who loses financial aid eligibility based on rate of completion must attend and successfully complete a sufficient number of hours to raise the completion rate to the required 67%. The student will be required to use his or her own financial resources until he or she is again meeting Satisfactory Academic Progress standards or submits a successful appeal.</td>
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<td>The pace at which a student must progress through an educational program to ensure completion within the maximum timeframe. Pace is calculated by dividing the cumulative number of hours earned by the cumulative number of hours attempted.</td>
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<td>Pace of completion is affected by course incompletes, withdrawals, repetitions and transfer credits.</td>
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<th>Maximum Timeframe</th>
<th>Undergraduate students seeking an associate’s degree must be able to complete their program within 90 attempted hours for a 60 hour program and within 150% of a program of any greater length.</th>
<th>A student who has exceeded the maximum timeframe for degree completion is no longer eligible to receive federal financial assistance. The student will be required to use his or her own financial resources to cover the cost of education or submit a successful appeal.</th>
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<td>The maximum timeframe allowed for completion of a degree program should not exceed 150% of the published length of the program measured in hours attempted. If it is determined that a student cannot complete his or her program of study within this timeframe, he or she will become ineligible for federal financial assistance.</td>
<td>Undergraduate students seeking a baccalaureate degree must be able to complete their degree program within 180 attempted hours for a 120 hour program and within 150% of a program of any greater length.</td>
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<td>Undergraduate students seeking a second baccalaureate degree must be able to complete their 2nd degree program within 240 attempted hours.</td>
<td>Graduate students seeking a master’s degree must be able to complete their program within 54 attempted hours for a 36 hour program and within 150% of a program of any greater length.</td>
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<th>Minimum Cumulative GPA</th>
<th>Southeast undergraduate students must achieve a minimum cumulative GPA of 1.75 for the first 3 semesters of attendance; a minimum 2.00 cumulative GPA is required by the end of the 4th and all future semesters. (See requirements for Transfer Students). Graduate students must maintain a minimum cumulative GPA of 3.00.</th>
<th>A student must receive grades sufficient to increase his or her cumulative GPA to the required standard. The student will be required to use his or her own financial resources until he or she is again meeting Satisfactory Academic Progress standards or submit a successful appeal.</th>
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The cumulative GPA will include grades earned from all coursework, including transfer coursework that the university accepts.
DEFINITION OF TERMS

ELIGIBLE STUDENTS: Students who are admitted to the University in a degree-seeking classification. All other students are not eligible for federal financial aid.

ATTEMPTED HOURS: Hours the student is enrolled in at the end of the add/drop period each semester (the end of the first week of the semester during fall and spring, and the end of the first week of the 8-week summer session). Withdrawals after the add/drop period count as attempted hours. Non-credit remedial courses are counted toward attempted hours. Audit courses (AU) do not count as attempted hours.

CREDIT HOURS EARNED: The total number of academic credit hours for which a student receives a final grade of A, B, C, D, P, or CR. Grades of F (Failed), I (Incomplete), X (Failure due to non-attendance) or AU (Audit) shall not be considered as credit hours earned.

WITHDRAWALS, REPEATES AND INCOMPLETE GRADES

WITHDRAWALS: Courses dropped after the add/drop period of the first week of the semester will count toward attempted hours.

REPEATS: Repeat courses for which the student has previously earned credit will not count toward hours completed. However, they will count toward hours attempted even if credit was not previously earned. The grade from the most recent attempt at the course will be the grade that counts in GPA calculations.

INCOMPLETE GRADES: Credit hours for courses for which an incomplete grade is granted will not count as hours completed but will count as hours attempted.

TRANSFER STUDENTS: Transfer students must have at least a 1.50 cumulative GPA and 50% Pace (earned hours divided by attempted hours) in order to be eligible to receive federal/state aid for their first semester. Students who have less than the standard requirement of a cumulative 2.0 GPA and 67% PACE will be placed on a contract to improve their GPA/PACE each semester until meeting the standard requirement. These contracts require successful completion of 100% of coursework attempted for the semester and a minimum 2.50 semester GPA.

Transfer students who are admitted with a cumulative GPA of less than a 1.50 and or have successfully completed less than 50% of all coursework attempted will not be eligible for federal/state aid. Students may appeal this decision, if there were mitigating circumstances that affected their ability to achieve a higher GPA or successfully complete more hours.

APPROACHING THE MAXIMUM TIMEFRAME: Federal regulations require Southeast to ensure that each recipient of Federal financial assistance is able to complete degree requirements within 150% of the published length of the program as measured in attempted hours. In compliance with this regulation, Southeast will conduct an evaluation of each student’s degree progress at periodic points. Generally, the first review will occur when baccalaureate seeking students have attempted 168 credit hours and associate degree seeking students have attempted 75 credit hours. Students seeking a master’s degree will be evaluated at 40 attempted credit hours. Upon notification a student must provide a degree audit from his or her advisor that shows the student will be able to complete his or her degree within the maximum timeframe. If the student is unable to graduate within the maximum timeframe for the degree being sought, the student will be required to use his or her own financial resources to cover the cost of education or submit a successful appeal. The maximum timeframe is not increased for changes in majors, double majors, or adding a minor in another area.

WARNING AND PROBATIONARY PERIODS: A student who fails to complete the required pace (67% of attempted coursework) or cumulative GPA, is allowed to continue to receive financial aid during a WARNING semester. This semester is intended to allow the student to bring his or her pace up to the required 67% and or the cumulative GPA to the required level. If, at the end of the WARNING semester the student is unable to meet the SAP policy standards the student is put on Unsatisfactory Academic Progress (USAP) and is suspended from financial aid eligibility. Students on USAP may appeal financial aid suspension. Students who submit an appeal and the appeal is granted, will be placed on a PROBATIONARY semester(s) and will be required to adhere to an academic plan designed to help ensure that the student will complete his or her degree program within the maximum timeframe. The academic plan may be for one semester or several semesters depending on the student’s SAP deficiencies and appeal circumstances.

RE-ESTABLISHING AID ELIGIBILITY: Students can re-establish eligibility by enrolling for one or more semesters without the assistance of financial aid funds. If, at the end of that semester(s), they meet the minimum standards (pace and cumulative GPA) required by the SAP policy they can be reinstated. Student must inform our office when requirements are met for reinstatement.

SAP APPEAL PROCESS: A student who has been suspended from financial aid may submit a letter and the Appeal Form for Unsatisfactory Academic Progress to the Financial Aid Appeals Committee if extenuating circumstances prevented him or her from meeting the pace, cumulative GPA or maximum timeframe. Some examples of extenuating circumstances include: a lengthy hospitalization or illness; death of a parent, spouse, child or sibling at a critical time during the semester; lengthy hospitalization or illness of a child or spouse. Documentation must be submitted with the appeal letter. The choice or necessity of working while attending school is generally not considered a mitigating circumstance.

APPEALS SHOULD INCLUDE
• The Unsatisfactory Academic Progress Appeal Form found online at www.semo.edu/pdf/SFS_SAP-AppealForm_2009.pdf.
• A letter of explanation describing how extenuating circumstances resulted in the inability to maintain satisfactory academic progress; and.
• Sufficient documented evidence that the extenuating circumstance clearly caused the student to fall below the required standards or exceed the maximum timeframe (documentation examples include: medical records, obituaries, accident reports, court documentation, or other relevant documentation); and,
• An explanation of what has changed that will allow the student to maintain satisfactory academic progress at the next evaluation.

APPEAL DEADLINES: Summer semester: June 30     Fall semester: September 15     Spring semester: February 15

Appeals must be submitted by the established deadline for review of financial aid reinstatement for a given semester. Appeals submitted after these dates will be reviewed at the end of the term (to include coursework and grades during that term) for a decision regarding reinstatement for the following term.

NOTIFICATIONS

Students will be notified by email if they are on a WARNING semester or no longer eligible to receive financial aid funds. The notice will be addressed to the student’s Southeast email account. If a student submits an appeal, the committee’s decision is emailed to the student’s Southeast email account. It is the responsibility of the student to open and review their Southeast email account.

Updated 10/08/14