



/Satisfactory Academic Progress (SAP) 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, 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.

SAP Standard Definition	SAP Requirement	Regaining Eligibility
Completion Rate (Pace)		
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. Pace of completion is affected by course incompletes, withdrawals, repetitions and transfer credits.	Students must successfully complete 67% of all credit hours attempted to remain eligible for federal financial assistance.	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.
Maximum Timeframe		
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 at that point.	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. 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. Undergraduate students seeking a second baccalaureate degree must be able to complete their 2 nd degree program within 240 attempted hours. 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.	A student who has exceeded the maximum timeframe for degree completion is no longer eligible to receive federal financial assistance. If it is discovered a student cannot graduate within the 150% maximum timeframe upon being flagged for a credit review (See the “approaching maximum timeframe” section) the student is no longer eligible for federal financial assistance. If either situation applies, the student will be required to use his or her own financial resources to cover the cost of education or submit a successful appeal.
Minimum Cumulative GPA		
The cumulative GPA will include grades earned from all coursework, including transfer coursework that the university accepts.	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 4 th and all future semesters. (See requirements for Transfer Students). Graduate students must maintain a minimum cumulative GPA of 3.00.	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.

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DEFINITION OF TERMS

Satisfactory academic progress SHOULD NOT be confused with good academic standing requirements. “Good academic standing” may mean that a student can remain enrolled at the university in spite of insufficient credit hours each semester and/or a low grade point average. “Satisfactory academic progress” means the student is progressing in a positive manner towards degree completion to include the number of successfully completed credit hours each semester and the achievement and retention of a satisfactory grade point average as defined by this policy.

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 published 100% refund period(s) each semester 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, REPEATS AND INCOMPLETE GRADES

WITHDRAWALS: Courses dropped after the published 100% refund period(s) 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:

NEW TRANSFER STUDENTS: New transfer students’ eligibility for financial aid will be reviewed after all completed transferrable credit has been added to their Southeast academic record. New transfer students are meeting the Satisfactory Academic Progress requirements to receive federal financial aid if they have at least a 2.0 cumulative GPA and 67% completion rate. If new transfer students do not meet Satisfactory Academic Progress requirements but have at least a 1.5 cumulative GPA and 50% completion rate, they will be allowed to receive aid upon signing a financial aid contract which will require successful completion of 100% of coursework attempted for the semester and a minimum semester GPA requirement to receive aid for future semesters. New transfer students who do not meet requirements to receive financial aid have the right to appeal (see appeal information) this decision if they: have a cumulative GPA below 1.5 and/or a completion rate below 50%, or if it is discovered during the transfer review process that they will not be able to graduate within 150% of their published program length. Once new transfer students have completed their first semester at Southeast, they are reviewed for Satisfactory Academic Progress purposes based on the criteria of all other students.

STUDENTS RETURNING TO SOUTHEAST WITH TRANSFER CREDIT: Students who are returning to Southeast with transferrable credit will be evaluated based on their institutional and transfer credit to determine if there should be a change in their Satisfactory Academic Progress status since leaving the institution. These students will be reviewed for Satisfactory Academic Progress purposes based on the criteria of all other students and will be notified of any change in their eligibility.

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 150 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. Students seeking a second baccalaureate degree will be evaluated at 200 attempted hours. Upon notification a student must provide a statement from his or her advisor confirming the number of hours required for the degree program, hours remaining until graduation, the student’s expected graduation date, and a copy of the student’s DegreeWorks audit. Upon being flagged for the maximum hours review, the student’s federal (and select state) aid eligibility will be paused until verification is provided confirming the student can graduate 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 automatically increased for changes in majors, double majors,

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or adding a minor in another area, but will be given careful consideration on a case-by-case basis upon the submission of an appeal.

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 an appeal 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 disability; 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; discrimination. 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 FORM:

The Unsatisfactory Academic Progress Appeal Form may be found online at http://www.semo.edu/pdf/SFS_sap_appeal.pdf. This form will provide additional information on what should be included for the appeal and what the committee considers in the appeal review. This form also provides a section that will assist a student in determining what is needed, if the extenuating circumstance is in regard to a disability or discrimination.

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 the appeal is denied, the student will be notified of the reason or reasons and any further appeal option, if applicable. 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.

Last Revised: 10/23/18