

**University of Central Arkansas**  
**Financial Aid Satisfactory Academic Progress (SAP) Policy**  
**Effective July 1, 2011**

Federal regulations require students to be making satisfactory progress toward the completion of a degree or certificate in order to receive Title IV aid. As such, the UCA Financial Aid Office is required to check your academic progress at regular intervals. A student's progress will be reviewed at the end of each semester including Fall, Spring and Summer and the student's SAP status will be updated on their myUCA account at that time. Federal regulations require the review to include all college coursework regardless of whether the student received federal financial aid during those semesters. Title IV programs include the federal programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Perkins Loans, Stafford Loans, Parent Loans for Undergraduate Students and Graduate PLUS Loans. When a student's academic performance does not meet the requirements of this policy and the student is in any status other than "Good", the student will be notified by email sent to their UCA Cub Account. The email will be sent after final grades are posted, approximately 7 days after the end of the last semester in which the student was enrolled.

**I. Standard Satisfactory Progress Policy:** Students must: (1) be enrolled in a degree or certificate program offered at UCA; (2) meet the maximum attempted hours requirement; (3) meet the completion percentage requirement; and (4) have an academic standing (grade point average) consistent with the requirement for graduation from the program. Please note that while students may choose to work towards two degrees, only one degree will be considered in the maximum attempted hour's component. Please note that while students may choose to change majors before completing the original degree, it will not change the formula for calculating compliance. Compliance with this policy will be checked at the end of the fall, spring and summer semesters. Students may request a recalculation of their eligibility due to grade changes once the changes are posted on their academic record.

**A. Maximum Attempted Hours:** Students must finish their degree program within 150 percent of the program's required credit hours for completion. Please note that changes in major/degree program, other than through graduation remain tied to the original 150% requirement.

For Example

Hours Required for the Degree/Certificate	Maximum Attempted Hours Allowed
32	48
60	90
124	186

Students who do not comply with the requirement are considered on financial aid suspension and are required to appeal based on unusual circumstances to request their financial aid be reinstated.

**B. Completion Percentage:** All students (undergraduate, post-degree and graduate) must receive credit for a percentage of the hours attempted each semester based on the chart below. Students who do not comply with the requirement but meet the GPA requirement will be placed on financial aid warning. If the student fails to meet the standard policy after one semester of warning, the student will be placed on financial

aid suspension. Students who do not comply with the requirement and do not meet the GPA requirement will be placed on financial aid suspension.

For Example

Hours Attempted	Completion Percentage Required
Up to 59	50%
60 - 74	55%
75 - 89	60%
90 hours or more	67%

Credit hours will be considered attempted as of the last day of the late registration period. All periods of enrollment at UCA will be counted in attempted hours. Courses attempted where grades of "X, WP, "W, "WF", "F", or "NC" are received will be used in computing all hours attempted, but will not be used in computing the earned hours.

Transfer hours will be treated the same as the hours attempted and completed at UCA, according to university academic policy.

Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed only once. Please note that a student may only be funded for a repeated course when the course was failed or when it is repeated after a passing grade but a higher grade is required due to an academic policy. If the later is the case, the course may only count in enrollment for financial aid funding purposes one time.

**The federal government does not exempt hours included in Academic Clemency. As such, these hours are included as attempted hours in the completion percentage requirement.**

**C. Grade Point Average (GPA) Requirement:** *Students must meet the established university GPA requirement as described in the Undergraduate and Graduate Bulletins. Please note that transfer grades do not count in the GPA calculation. Repeated courses only count once in the GPA calculation.*

**II. Withdrawal or Completion of Zero Hours:** For any semester/term in which a student withdraws or completes zero hours, they will automatically be placed on Financial Aid Suspension for their next semester/term of attendance. Students will be required to appeal based on unusual circumstances to request their financial aid immediately reinstated for their next semester of enrollment. See section V. below for details of the appeal process.

**III. Pre-Requisite Courses:** Students taking pre-requisite courses necessary for admission to a degree program must contact the Financial Aid Office to determine if they are eligible to apply for Financial Aid and the conditions necessary to maintain funding. All Pre-requisite courses required for entry into the degree program must be completed within one calendar year to maintain federal aid eligibility. Please note that students working on pre-requisite courses are only eligible for Direct Loan funds.

**IV. Financial Aid Warning, Suspension, Probation**

- A. *Financial Aid Warning: Students are eligible to receive financial aid while in a warning status. A student will be placed on financial aid warning when they move from a good status because of the completion percentage requirement and/or the gpa requirement as indicated above.*
- B. **SUSPENSION:** If after a semester on Financial Aid Warning, the student is not in compliance with the standard policy, they will be placed on financial aid suspension until they come into compliance with the standard policy or until they appeal with a favorable decision. Students on financial aid suspension are not eligible to receive federal financial aid until they come into compliance with the standard policy or until they appeal with a favorable decision.
- C. **Financial Aid Probation:** Students who have a successful appeal will be placed on Financial Aid Probation. While on probation, a student is eligible for financial aid. During the period of probation (one semester) the student is expected to come into compliance with the standard SAP Policy as described above or maintain compliance with the academic plan outlined for them. Failure to meet the terms of the academic plan will result in the student being placed on financial aid suspension.

**V. Appeal Procedure:** All students on financial aid suspension may first appeal in writing to the Director of Financial Aid or their designee based on mitigating circumstances.

Examples of mitigating circumstances include:

- death of a family member/friend
- marital separation/divorce
- employment issues
- financial issues
- legal matters,
- medical/health issues or
- other unusual circumstances

The Financial Aid Director's decision or decision of their designee may be appealed to the Financial Aid Committee, as a second step in the appeal process. The student may meet in person with the Financial Aid Committee. The Committee reviews/hears this second appeal and forwards a recommendation to the Vice President for Financial Services. If an appeal is approved, the student will be required to sign an Appeal Agreement outlining the terms of the approval and the expectations for the next semester of enrollment. If the student fails to meet the terms of the Appeal Agreement, the student will not be eligible to appeal again.

**VI. Academic Plans:** If your appeal is approved, you will be placed on financial aid probation and you will be required to sign a financial aid academic plan. That plan will be developed by the financial aid office with the intent of bringing you into compliance with the standard Satisfactory Academic Progress Policy, if possible or by the end of the next semester of enrollment or by a date in the future.