



**Office of Student Financial Aid and Scholarships**

**Southern University at Shreveport  
Satisfactory Academic Progress for Federal Student Aid**

**The following SAP policy measurements are effective July 1, 2011. These measurements shall be used to determine student eligibility for all need-based and federal Title IV financial assistance, unless the terms of a particular grant or funding source state otherwise.**

Title IV of the 1992 Higher Education Amendments requires that institutions establish a minimum standard of “Satisfactory Progress” for students. A minimum standard for “Satisfactory Academic Progress” (SAP) is defined as follows:

“SAP” is a measure of whether a student is progressing adequately toward completion of his or her degree. It is determined in terms of grade point average and course completions. For a student to be eligible for Title IV aid during his/her attendance at Southern University at Shreveport, the student must matriculate based on the established policy as set forth and approved by the Chancellor, University Systems President and Board of Supervisors.

**Frequency of Monitoring and Evaluation**

Southern University at Shreveport will review a student’s progress at the end of each academic year. For this purpose, the Southern University at Shreveport academic year is defined as the following:

- Two semesters of 15 to 16 weeks of course work occurring between August 1st and May 31st
- Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limit as other students.

At the end of each academic year, the Financial Aid Office determines whether or not a student is making “Satisfactory Academic Progress” toward a degree and is thus qualified to receive financial aid during the next academic year. A student’s progress is measured both qualitatively and quantitatively according to the eligibility stated below.

**The following are considered when evaluating a student’s satisfactory academic progress:**

- Grades of A, B, C, or D are considered attempted and earned hours.
- Withdrawals (W), Incompletes (I), Failures (F), No Credit (NC), and In Progress (IP) grades are considered attempted but not earned.
- Audited courses are included in the attempted hours but not in the total of hours earned.

- Remedial courses are included in the calculation of both attempted and earned hours.
- Transfer credits are included in the calculation of both attempted and earned hours and the cumulative GPA.
- If the removal of an incomplete grade (“I”); makes the student eligible, the student must make sure that the Financial Aid Office is informed of the removal of the incomplete grade.

<b><u>SAP Requirements: Undergraduate</u></b>		
Southern University will determine the eligibility of a student for financial assistance based on the following:		
<b>Cumulative Hours Attempted</b>	<b>Minimum Hours (%) to Complete</b>	<b>Minimum Cumulative GPA</b>
0-25	50%	1.50
26-45	67%	1.75
46 and above	67%	2.00

**Figure 1**

**Academic Bankruptcy:** Academic bankruptcy only impacts a student’s GPA measurement. For financial aid purposes **ALL HOURS** attempted, (see pace measure above), are considered.

**PACE**

In calculating the student’s pace, **all hours attempted**, including courses from which the student withdrew, received a grade of no credit (NC), incomplete (I), or in progress (IP) are considered.

**Credit Completion Pace Requirement**

SUSLA students must complete at least 67% (two thirds) of the total cumulative credit hours attempted. For example, a student who has attempted a cumulative total of 60 credit hours must have successfully completed at least 41 credit hours to meet the requirement. Note that repeating courses that have already been passed with a grade of D or better will decrease the credit completion pace rate.

**Maximum Time Frame**

A student is no longer eligible to receive financial aid once he/she has attempted more than 150% of the credits required for the major the student is **currently** enrolled. For example, a student who is enrolled in an undergraduate degree program which requires 60 credit hours in which to complete the degree will be allowed to attempt up to 90 credit hours (150%). *Students should also be reminded that only hours needed to complete the declared degree, including those from previous institutions, will be counted in the total hours attempted and completed calculation at Southern University at Shreveport.*

**To determine the maximum allowable hours for a specific major, refer to the University Catalog note the total hours required for the degree, and multiply that number by 1.5. Students will be allowed to change their major once during their academic career to reset academic progress at SUSLA. Maximum time frames for second degrees will be determined on a case-by-case basis.**

### **Financial Aid Probation**

Students who fail to meet satisfactory academic progress standards will be placed on financial aid probation with an appeal approval. The probationary period shall commence for one payment period. (Example, if a student completes an appeal for the fall semester, at the end of the fall semester student's SAP will be evaluated to determine if they are meeting minimum SAP requirements or successfully completing an academic plan to receive aid for the upcoming spring semester). The student's progress will be evaluated again at the end of the spring semester to determine if they are meeting minimum Satisfactory Academic Progress requirements. If not the student shall be placed on financial aid suspension.

***NOTE: ALL ACADEMIC PLANS WILL BE DETERMINED ON A CASE BY CASE BASIS.***

### **Financial Aid Suspension**

Failure to make Satisfactory Academic Progress at the end of the probationary period will result in Financial Aid Suspension. Students whose appeals are denied are automatically placed on Financial Aid Suspension. **Under new regulations, effective July 1, 2011, once you are placed on Financial Aid Suspension you are not eligible to file any subsequent appeals during the period of suspension** You will have to pay out of pocket for all of your school costs, including tuition and books, without the benefit of financial aid awards, until you meet the minimum SAP standards again.

### **Satisfactory Academic Progress Review**

- Satisfactory academic progress will be reviewed at the end of the spring semester for currently enrolled and re-admitted students.
- Transfer students will be reviewed for satisfactory academic progress once all official transcripts have been received and grades have been posted on the Banner system.

### **Appeal Procedures**

Undergraduate students who fail to meet the Satisfactory Academic Progress Standard may appeal the suspension of their student financial assistance funds. Letters of appeal should be based on some type of mitigating circumstances that impacted negatively upon the students' ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, earthquakes, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards.

- Student must submit a typed letter of appeal to the Office of Student Financial Aid & Scholarships, 3050 Martin Luther King Dr. Leonard C. Barnes Administration Building; Shreveport, LA 71107.
- The appeal letter must describe the student's special or mitigating circumstance. It must include how the circumstances affected your academic performance. Include dates and time periods involved. Explain how your situation has changed and the steps you are taking to resolve the circumstances. If this is not included, the appeal letter ***will be considered incomplete and returned to the student***. Incomplete appeals ***will not be reviewed***.
- Students **must** attach all necessary documents. Important documents such as police reports, death certificates, birth certificates, medical records, medical bills, court or police documents, letters from third party professionals on his/her letterhead and other documents that may help with the Committee's decision must be attached to the appeal letter.
- Once students are notified of financial aid ineligibility due to failure to meet minimum SAP requirements, students must submit a written letter of appeal along with any requested documentation to the Office of Student Financial Aid & Scholarship within ten (10) business days of the notification, in order to have a

decision made relative to financial aid assistance. (**This does not apply to students that are on Financial Aid Suspension**).

- If students are notified of financial aid ineligibility due to failure to meet minimum SAP requirements, during the **registration period**, students must submit a written letter of appeal along with any requested documentation to the Office of Student Financial Aid & Scholarship **within three (3) business days** of the notification, in order to have a decision made relative to financial aid assistance. (**This does not apply to students that are on Financial Aid Suspension**).
- The students' letter of appeal will be reviewed within two weeks of receiving the request and **all** necessary documents by the Financial Aid Appeals Committee. **If any of the requested documentation is not received within the requested timeframe, a decision of denial will be rendered due to lack of sufficient evidence.**
- Students who are **DENIED** financial aid due to appeal results and/or placed on **Financial Aid Suspension** are **responsible for payment of tuition and fees**. (**Please see cashier for possible payment arrangements**)
- Notification of the decision will be sent to the student's SUSLA'S email of the Committee's decision, **which is final. Explanation of justification for the decision is not provided to the student or parent(s)**.
- Appeals can be approved for one semester or two. Financial aid will be awarded on a probationary basis.
- Terms and conditions of appeal approval will be included in the Appeal Approval Agreement that the student must sign before financial aid will be awarded.
- If student has attended any other colleges or universities, an **official transcript** from **each** college/university must be submitted to the Admissions office and **must be posted on our system**. A **copy** of the academic transcript from each institution **must be attached** to the appeal letter. If transcripts are unavailable, the appeal will not be accepted. Also, if the student does not disclose all previous schools attended, any approval appeal will be marked **"VOID"**, and the student will be required to appeal again with all previous enrollment history being considered.

### **Reinstatement of Financial Aid**

If the students appeal is approved and the student can reestablish SAP in one semester the student will be placed on Satisfactory Academic Progress Probation (this type of probation is for financial aid purposes only and is separate from academic standing with university).

SAP Probation- A status assigned to a student who fails to satisfy SAP requirements, who has successfully appealed and had eligibility for aid reinstated. Reinstatement of aid during probationary period may be no longer than one term.

Academic Plan- Students may be placed on an academic plan upon submission of granted appeal. If it is mathematically impossible for a student to resolve all deficiencies during one term of attendance and the student's reason for appeal is appropriate according to federal regulations, the students may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan varies in length and is determined by the Financial Aid Office. Students granted aid eligibility through an academic plan will be reviewed after each semester to ensure progression with Academic Plan stipulations. If the student does not maintain Academic Plan stipulations then Financial Aid eligibility will be cancelled immediately.

Students will not be eligible for Financial Aid Reinstatement once they are placed on Financial Suspension and may **NOT** receive federal financial aid until he/she has earned the minimum SAP requirements please refer to **(Figure 1)**. A student may NOT appeal again to regain eligibility.

**The Satisfactory Academic Progress Policy is listed on our website at [www.susla.edu](http://www.susla.edu) under the Financial Aid tab. You can also obtain a copy of the policy in the Office of Student Financial Aid & Scholarships.**

**NOTICE:**

It is the responsibility of the student to obtain copies of **ALL** documents included in the appeal application prior to submitting to the office. The Office of Student Financial Aid & Scholarships **WILL NOT be** responsible for making additional copies once submitted and filed in our office.