

## **Section 10: Satisfactory Academic Progress**

### **10.1 Process Overview & Responsibilities**

To be eligible for Title IV aid, a student must remain in good standing by complying with ENMU-Roswell's Satisfactory Academic Progress policy.

Federal regulations require that financial aid recipients meet certain academic standards to be eligible for federal financial aid. To ensure financial aid recipients are making Satisfactory Academic Progress, final grades are reviewed through an automatic process at the end of each semester for any student who was enrolled for that semester and had a current year FAFSA on file (GLRSLCT "A\_ENROLL" popsel). All terms of attendance are reviewed, including periods in which the student did not receive financial aid.

Last updated: 06/28/2017

### **10.2 Same as or Stricter Than**

#### *Policies*

The minimum Title IV requirement for a student in his or her program is a "C" average (2.0 GPA)

Last updated: 11/25/2002

#### *Procedures*

Academic progress is reviewed at the end of every semester. All students (new, returning, and transfer, whether they have received financial aid or not) are reviewed at the beginning of their first semester of financial aid and given a financial aid status (ELIG, WARN, ALERT, TIME, OFFAID).

Last updated: 06/28/2017

### **10.3 Quantitative Measure**

#### *Policies*

Federal regulations require students to complete the course work for their program within 150% of the credit hours necessary to complete the program. Because total credits required to complete a program vary, ENMU-Roswell has established an individual TIME for all programs (RORRULE "TIME" is based off of 1.5 x total hours in SMAPROG). These attempted hours include courses taken for audit, remedial course work, all transfer hours, and all hours taken for credit.

ENMU-Roswell has established a SAP status of ALERT which will flag students who have completed at least 110% of their listed program, these students will receive a notice prompting them to submit a Financial Aid Appeal, so the FA Administration can review their status and determine if they are going to finish in a “timely manner.” Requiring them to submit an appeal will ensure that the student either meets with an Academic Advisor for an updated degree plan or run a CAPP Degree Evaluation.

The Financial Aid Administration determines the actual credits remaining for the student to complete the course within the 150% maximum time frame, and offer appropriate academic counseling.

Last updated: 06/28/2017

### ***Procedures***

SAP Notices are sent to each student depending upon their respective SAP status, including ALERT and TIME advising them of their status. Students requesting additional semesters of aid must submit a financial aid appeal packet. The appeal form is available in the office or on the Financial Aid Forms webpage. The SAP policy is on the Financial Aid webpage. There is also a page in SSB that shows a complete breakdown of their current SAP status (completion percentage, gpa, etc.).

Last updated: 06/28/2017

## **10.4 Qualitative Measure**

### ***Policies***

Students are required to maintain a 2.0 GPA.

Last updated: 01/03/2003

### ***Procedures***

SAP is run at the end of each semester once final grades have been posted. All students are sent a SAP notice via student email account. Work-study students' supervisors are sent a notice of any students that is no longer eligible to work due to not meeting SAP. Lottery recipients are manually reviewed once grades are posted each semester.

Last updated: 06/28/2017

## **10.5 Evaluation Periods**

### ***Policies***

The first time a student does not meet academic progress (below 67% completion or below 2.0 cumulative GPA) he or she is placed on WARN (with the exception of students who receive all F's (6 or more credit hours) for the semester. These students are automatically placed on OFFAID.) Students who were in WARN and did not meet academic progress will initially be placed in REVIEW status and FA Administration will review all student's in REVIEW status. Students who were WARN and did not meet SAP will manually be placed in OFFAID status once reviewed.

Last updated: 08/7/2017

## **10.6 Categories of Students**

### ***Policies***

Academic Progress is calculated for all students using the same criteria.

Last updated: 01/03/2003

## **10.7 Appeals**

### **Policies**

A student who is OFFAID for failing to meet Satisfactory SAP may regain eligibility by successfully appealing to the Financial Aid Administration if he/she had an extenuating circumstance that prevented him/her from successfully meeting SAP standards.

An extenuating/special circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. A special circumstance may include injury, illness, the death of a relative, or other special circumstance during the term the aid was received. Circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc.

A student who is ALERT (close to timeframe for designated program of study) will be required to submit an appeal to the Financial Aid Administration as stated above. Also, those students who have reached maximum timeframe (TIME) can submit an appeal regarding an extension of timeframe.

*All submitted documentation for a Financial Aid Appeal is confidential and only used to verify and support a student's appeal.*

A student may be approved for reinstatement on a Warning status of no more than one term to resolve all deficiencies. A student who appeals, but for whom it would be

mathematically impossible to resolve all deficiencies in one term, will be placed on an academic plan. Appeals must provide documentation of circumstances on which the appeal is based. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student's situation.

**PLAN (Academic Plan)** Students may be placed on an academic plan upon submission of a successful 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 student may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan varies in length and will be determined after the appeal is approved and will not be the same for all students. It does not have to equate to the exact number of terms it would take a student to resolve all deficiencies. Students granted aid eligibility through an academic plan may receive aid for the term. If the student is meeting the criteria identified in the SAP appeal approval at the end of the term, the student's academic plan may be extended. If students fail to meet the terms on the plan, the students will be OFFAID. The student cannot appeal if denied aid while on an academic plan.

Last Updated: 06/28/2017

### **10.7.1 Regaining Eligibility**

#### ***Policies***

A student can re-establish eligibility by completing the necessary amount of credit hours in a semester with the required GPA that will move them back into ELIG status (67% completion, 2.0 cumulative GPA). Once eligibility is re-established the student will be placed in ELIG status and academic progress will be reviewed each semester.

Students are encouraged to submit an appeal if they have successfully completed a semester but are still short of meeting SAP requirements.

Last updated: 06/28/2017

### **10.8 Treatment of Remedial Courses & English as a Second Language Coursework**

Schools are given latitude in defining the effect of remedial and English as a Second Language (ESL) courses on satisfactory academic progress but are required to address these courses in their policies.

#### ***Policies***

Thirty semester hours are the maximum amount of remedial classwork that a student can take at ENMU-Roswell and receive Title IV aid. Remedial classes are included in the

calculations for quantitative and qualitative Satisfactory Academic Progress measurements.

Last updated: 06/28/2017

### ***Procedures***

Courses that are considered remedial are indicated with an attribute in Banner. Once a student has compiled 30 credit hours of remedial courses, his/her financial aid award credit hours will be adjusted accordingly for that term.

Last updated: 06/28/2017

## **10.9 Treatment of Incomplete, Withdrawals, and Repetitions**

### ***Policies***

**Incomplete:** Credit hours in which a student receives an “I” (incomplete) are included in the number of attempted hours, but do not count as successfully completed hours.

**Withdrawals:** Credit hours in which a student receives a grade of “W” are included in the number of attempted hours, but do not count as successfully completed hours.

**Absence of an assigned letter grade:** Credit hours in which a student received a grade of anything other than an A, B, C, or D are included in the number of attempted hours, but do not count as successfully completed hours.

**Transfer credits:** Transfer credits are included in the total number of attempted hours for measurement of maximum time frame.

**Repeated hours:** Hours for repeated courses as well as the initial hours for those courses are all included as attempted hours.

**Audit hours:** Classes taken for audit carry no letter grade, but do count as attempted hours for the measurement of maximum time frame.

Last updated: 06/28/2017

### ***Procedures***

Satisfactory Academic Progress is an automated process run at the end of each semester.

**Incomplete:** Incompletes are figured into the completion rate of the program.

**Withdrawals:** Withdrawals are figured into the completion rate of the program.

**Absence of an assigned letter grade:** Absence of grades are figured into the GPA of the program.

**Transfer credits:** Transfer credits are figured into the completion rate and GPA of the program.

**Repeated hours:** Repeated hours are figured into the completion rate and GPA of the program.

**Audit hours:** Audit hours are figured into the completion rate of the program.

Last updated: 06/28/2017

## **10.10 Treatment of Transfer Student, Second Degrees, and Second Majors**

### ***Policies***

All transfer hours are counted in attempted hours for the purpose of 150% maximum time frame measurements as well as Overall GPA. Students who are completing a second degree are not eligible for financial aid at ENMU-Roswell.

Transcripts for transfer students are evaluated and recorded using the same guidelines as current students. Transfer students may be considered as having made satisfactory progress or be placed on WARN accordingly.

Last updated: 06/28/2017

## **10.11 Completion of Degree Requirements**

### ***Policies***

Students who have completed all requirements for their degree may not receive additional financial aid, unless there is a change in degree plans or a second major is declared and they are maintaining Satisfactory Academic Progress.

Last updated: 06/28/2017

## **10.12 Notices**

SAP Notices are delivered to students at the end of each semester via email to their student email account. They can also view their current SAP status via SSB. Notices are tracked via RUAMAIL.