

Office of Student Financial Aid & Scholarships



Satisfactory Academic Progress Policy

Revised 06/2010

Southern University at Shreveport

Satisfactory Academic Progress for Federal Student Aid

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

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.

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.

- All grades of A, B, C, D, F, I, W and NC will be factored in as attempted hours for SAP purposes.

SAP Requirements: Undergraduate

Southern University will determine the eligibility of a student for financial assistance based on the following:

Cumulative Hours Attempted	Minimum Hours (%) to Complete	Minimum Cumulative GPA
0-25	50%	1.50
26-45	67%	1.75
46 and above	67%	2.00

Maximum Time Frame

If a student is enrolled for any given semester and does not receive Title IV funding, his/her enrollment period will be included in the maximum time frame calculation. The maximum time frame to complete the undergraduate degree is 150% of the published number of hours that are required to complete the students’ undergraduate degree program requirements. 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 calculation at Southern University at Shreveport.*

Changing a Program of Study or Major

Students who have changed their majors and/or are pursuing a second degree are more likely to reach their maximum timeframes for financial aid eligibility. **The University will consider a change of major or pursuing a second degree as extenuating circumstances.** This appeal and any supporting documentation must be submitted in writing and must be submitted to the Office of Student Financial Aid and Scholarships. The Financial Aid Appeals

Committee is composed of faculty and staff and will meet at least weekly except during periods of registration, which requires daily consultation to render decisions to facilitate the registration schedule

Incompletes, Transfer Credits, and Withdrawals

Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limits as other students. For example, if a student has an incomplete (I) grade during an academic term which caused the student to be ineligible for aid, and he/she has an official grade change to an “A” before the last day of term which results in the student meeting the SAP standards, he/she will receive financial aid for the term, retroactively.

Financial Aid Probation

Students who fail to meet satisfactory academic progress standards will be placed on financial aid probation. The probationary period shall commence with the summer school session and shall last for a full summer, fall and spring semester of the students next matriculation period. The students’ progress will be evaluated again at the end of the spring semester to determine if satisfactory standards have been obtained. If not, the student shall be placed on financial aid suspension.

Financial Aid Suspension

Failure to make Satisfactory Academic Progress upon the end of the probationary period will result in *Financial Aid Suspension*. A student who is found to be on SAP suspension at the end of spring semester will not be eligible for Title IV aid during the summer. The student will be denied all types of federal and state aid (grants, work study and loans) until the deficiency has been removed and is in good SAP standing. The student must pay expenses incurred while a student’s aid is suspended. This policy applies to all students at Southern University at Shreveport receiving Financial Aid.

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, storms, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards.

Steps to the APPEAL PROCESS:

1. Students must submit a written letter of appeal to the Office of Student Financial Aid & Scholarships, 3050 Martin Luther King Dr. Leonard C. Barnes Administration Building; Shreveport, LA 71107.
2. Students **must** attach all necessary documents (grade change, current academic transcript, doctor’s statement, death certificate, accident report, etc.) to the written appeal request.
3. 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.**
4. The student will be notified in writing of the decision to **reinstate** or **deny** the financial aid eligibility. All decisions that are rendered by the Financial Aid Appeals Committee will be **final** and not subject to further review.
5. If the student is determined eligible for reinstatement of financial aid, he/she will be considered for aid **available** at the time of reinstatement.
6. If the appeal is approved, the student will be reviewed again at the end of the following spring semester and will be subject to the same required standards as previously stated unless otherwise stated so in the letter of reinstatement.

7. **ALL APPEALS MUST BE SUBMITTED TO THE OFFICE OF STUDENT FINANCIAL AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!**
8. If students are notified of a probation or suspension of financial aid 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.

Reinstatement of Financial Aid

In order to have financial aid reinstated, a student must complete the following requirements **at his/her own expense** (no financial aid will be granted at Southern University at Shreveport for those on financial aid suspension):

- Enroll and successfully attempt and earn at least 6 credit hours, and maintain a semester grade point average of no less than a 2.0. Please note that all students must meet the Satisfactory Academic Progress (SAP) standard at the end of the academic year.
- Subsequent to completing the required coursework, a student must file an appeal to the Financial Aid Appeals Committee for reinstatement consideration.

The Satisfactory Academic Progress Policy is listed on our website at 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.