

Satisfactory Academic Progress (SAP) Policy for Financial Aid Eligibility

Southern University at New Orleans (SUNO) has adopted the following policy for the purpose of monitoring the academic progress of students receiving federal financial assistance. Those students receiving assistance through University or outside scholarship, stipend, and tuition waiver/exemption programs must meet the criteria established by the awarding entity. Satisfactory academic progress is measured quantitatively and qualitatively and is defined as passing a required number of hours pursued with a required grade point average. Satisfactory academic progress is required of all financial aid recipients at SUNO, including those students who have not participated in federal aid programs in the past.

Maximum Pursued Hours and Pace Completion Requirement

Pursued hours are all hours appearing on the transcript which may include "W," "P," "S," "U," "NC," FX, and "I" grades. Remedial, repeated, transfer, suspended, and scholastic amnesty hours are also counted as pursued hours. Transfer credits earned at other institutions which are not applicable to an academic program at SUNO will not be included in the assessment of SAP.

Evaluation Period

Satisfactory academic progress (SAP) is evaluated at the end of each spring semester for all students. At the end of each fall semester, SAP will be evaluated only for students who are on financial aid probation and/or have exceeded the maximum number of attempted hours allowed. At the end of each summer session, SAP will be assessed for students enrolled in summer school who have exceeded the maximum number of attempted hours allowed. Students failing to meet the required earned hours and cumulative grade point average at the time SAP is assessed will lose their financial aid eligibility for the subsequent academic year that they are enrolled at the University.

Undergraduate Students

Students who are enrolled in an eligible 4-year undergraduate curriculum must earn the required hours pursued/earned ratio and GPA. An undergraduate student may receive Federal Financial for a maximum of 150% of the total hours required by his/her degree program. Students may receive financial aid for a maximum of 180 pursued hours, which include hours pursued for double majors. Students who are enrolled in an eligible associate degree curriculum must earn the required pursued/earned hours ratio and 2.0 GPA. These students may receive financial aid for a maximum of 90 pursued hours.

Re-Admit Students

Re-admitted students are evaluated at the point of entry/re-entry and again at the end of the spring semester and summer session. Students failing to meet the required earned hours and cumulative grade point average at the

Transfer Students

Transfer students are evaluated at the point of entry and students who do not meet SUNO's satisfactory academic progress requirements must file a financial aid appeal in order to be considered for financial aid. All transcripts from colleges/universities previously attended **must be received and evaluated** by the Office of Admissions or the Registrar's Office to determine satisfactory academic progress before financial aid is awarded.

Post-baccalaureate Students

Students holding a 4-year or graduate degree who are enrolled in the Associate of Arts Degree in Substance Abuse Certificate of Completion Program will be evaluated for satisfactory academic progress without regard to their undergraduate record. Students enrolled in the Program must earn 67% of the total hours pursued and maintain a cumulative GPA of 2.5. These students may receive financial aid for a maximum of 27 pursued hours.

Students holding a 4-year or graduate degree who are enrolled in the Post-Baccalaureate Program for Teacher Certification will be evaluated for satisfactory academic progress using the hours pursued/earned ratio and grade point average for post-baccalaureate hours only, without regard for their undergraduate record. Students must earn 67% of the hours attempted and maintain a cumulative GPA of 2.5. Students may receive Federal Direct Loans and Work Study for a maximum of 36 pursued hours.

Students holding a 4-year college degree and who are pursuing a second undergraduate degree must earn 67% of the total hours pursued and maintain a cumulative GPA of 2.5. These students may receive Federal Direct Loans and Work Study or a maximum of 60 pursued hours, which may also include hours from the degree already earned.

Students holding a 4-year college degree who are enrolled in prerequisite courses toward a graduate program at SUNO must earn 67% of the total pursued hours and maintain a cumulative GPA of 2.5. These students may receive Federal Direct Loans for a maximum of 12 consecutive months.

Graduate Students

A graduate student enrolled in an eligible curriculum is required to maintain a cumulative grade point average 3.0 and earn a minimum of seventy-five percent (75%) of the semester hours pursued. A graduate student may receive Federal Direct Loans and Work Study for a maximum of 150% of the total hours required by his/her degree program.

2nd Masters—A graduate student working on his/her 2nd Master degree will be allowed federal

financial up to 18 additional graduate level classes. This does not indicate the student will have an increased Federal loan limit if he/she have borrowed the maximum loans.

Financial Aid Appeal Procedures

Students who are denied financial aid based on unsatisfactory academic progress may appeal in the case of death or serious illness of an immediate family member, serious illness or injury to the student or to a dependent child, other traumatic life-altering events, or other special circumstances that the student would like the committee to consider, i.e., change of degree program, change of grades, academic amnesty, etc.

To file an appeal, students must complete and submit the Financial Aid Appeal Petition Form which can be obtained in the Office of Administration and Finance. Students must also include a letter to the Financial Aid Appeals Committee stating the reason(s) that they did not achieve satisfactory academic progress, a copy of an updated transcript, and supporting documentation. The Financial Aid Appeals Committee, which is appointed by the Chancellor, will review and consider all appeals. Effort will be made to notify students of the Committee's decision within two weeks after submission. However, students should be prepared to pay tuition and fees by the payment deadline, and be reimbursed if the appeal is approved and if they meet all eligibility requirements.

The Financial Aid Appeals should be submitted to:

**Financial Aid Appeals Committee
Southern University at New Orleans
Office of Administration and Finance**
**6400 Press Drive
New Orleans, LA 70126
(504) 286-5148**

Students are allowed the following number of appeals according to the grade levels indicated below:

Undergraduate Students may be allowed up to a maximum of four (4) reinstatements during their undergraduate matriculation.
Graduate and Post-Baccalaureate students maybe allowed a maximum of two (2) reinstatements during their matriculation.

Financial aid eligibility is not reinstated by simply filing a financial aid appeal. All appeals are reviewed by the Financial Aid Appeals Committee which approves or denies reinstatement.

****GENERALLY, FINANCIAL AID APPEALS COMMITTEE DECISIONS ARE FINAL FOR THE AWARD PERIOD****

Financial Aid Probation

Students who are approved for financial aid reinstatement for the fall semester will be approved on a probationary basis, through the end of the fall semester. To continue on financial aid probation for the following spring semester, students must:

1. Successfully complete a minimum of 70% of the total hours pursued for the probation semester, and
2. Achieve the required cumulative grade point average for the total hours pursued.

Students on financial aid probation for the fall semester who fail to meet the above minimum standards will be ineligible to receive financial aid for the following spring semester. These students may appeal for reinstatement, provided a new mitigating circumstance occurred during that fall semester. Students on financial aid probation for the fall semester who meet the above criteria will be allowed to continue to receive financial aid on an extended probationary period for the following spring semester. Students who are approved for financial aid reinstatement for only the spring semester will be evaluated for overall satisfactory academic progress at the end of the spring semester.

Financial Aid Academic Plans

Students who are approved a Financial Aid Appeal but requires longer than one semester to meet university SAP standards, will be placed on an academic plan (which will be include a list of conditions the student must follow). A student's academic plan will be created basis upon the student matriculation requirement needed to graduate. Students will meet with their academic advisor to create a successful plan and it will be evaluated every semester. Students will be closely monitored to make sure he/she are matriculating to graduate according to their assigned Academic program. In the event, the student fails to meet his/her academic plan, then the student will have to meet with his/her Academic Advisor to discuss their case and further options including the possibility of submitting another Financial Aid appeal.

Financial Aid Appeal Deadlines

Generally, deadlines for filing financial aid appeals will be five working days prior to the first day of class. However, while awaiting appeal decisions, students should be prepared to pay tuition and fees by the payment deadline, and be reimbursed if the appeal is approved and if they meet all eligibility requirements. There will be no summer appeals. However, students not eligible for financial aid may attend the summer session at their own expense. Financial aid appeals are approved for subsequent semesters only and may not be applied to any semesters retroactively.

Reinstatement of Eligibility

Financial aid eligibility will be reinstated after any semester or summer session in which the student meets the university's overall satisfactory academic progress standards. The student will be notified of his/her eligibility reinstatement by the Financial Aid Office and will not have to file an appeal. However, the student must have filed a current Free Application for Federal Student Aid (FAFSA) to be considered for federal aid. Students who have questions about their situation may contact the Office of Student Financial Aid at (504) 286-5263.

Financial Aid Appeal Denials

If a student's appeal is denied, he/she may appeal for future aid. Staying out of school for one semester will not reinstate a student's financial aid eligibility. He/she must appeal upon his/her return to the University. However, financial aid reinstatement may be considered for students who provide sufficient documentation to support a previously denied appeal, or demonstrate significant academic progress.