

## **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.

### **Transfer Students**

All transcripts from colleges/universities previously attended must be received and evaluated by the Office of Admissions or the Office Records to determine satisfactory academic progress before financial aid is awarded. Transfer 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.

### **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. Transfer and 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 time SAP is assessed will lose their financial aid eligibility for the subsequent academic year that they are enrolled at the University.

### **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.

**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 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.