

Satisfactory Academic Progress

Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress in order to remain eligible for Title IV Federal Financial Aid (Federal Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Loan, Stafford Loan (subsidized and unsubsidized), Parent PLUS Loan, Graduate PLUS Loan, and TEACH Grant).

The SAP Policy for students receiving financial aid must be held to the same standard as those who are not receiving federal aid, and must be applied consistently.

The Policy must include both a qualitative measure (cumulative grade point average) and a quantitative (pace and maximum timeframe).

Students who qualify for Academic Fresh Start can petition for, and if approved will have ALL PSU hours and credit points removed from their transcript. Financial Assistance is required to include ALL hours completed and ALL hours attempted for each individual aid recipient, so these hours will be added back in when we calculate the total completion rate.

Students that are aware of learning or other disabilities should contact the Center for Student Accommodations so appropriate accommodations can be made. A student with a documented disability and/or functional limitations is still held to the same academic expectations as other students.

Qualitative (Cumulative Grade Point Average) Requirements

Undergraduate students must maintain a cumulative GPA according to the chart below (this includes students seeing a Bachelor Degree, Associate Degree and Teacher Certification)

CUMULATIVE SEMESTERS ATTEMPTED	CUMULATIVE GPA
BY END OF THE SECOND SEMESTER	1.8
BY END OF THE FOURTH SEMESTER	2.0

Graduate students must maintain at least a 3.0 cumulative GPA.

Quantitative-Pace (Overall Completion Rate)

All students receiving Title IV Federal Aid must complete a minimum of 67% of the credit hours attempted. This is determined using the following calculation

$$\text{Completed Hours} / \text{All Attempted Hours} = \text{Completion Rate}$$

Examples of Completion Rate:

- Student completes 75 credit hours and has attempted 85 credit hours, the completion rate would be 88.24%. Since this is higher than the minimum 67% required, the student meets pace requirement.

- Student completed 15 credit hours and has attempted 24 credit hours, the completion rate would be 62.5%. Since this is below the 67% required, the student does not meet the pace requirement.

All attempted and completed hours are included in the calculation, regardless of whether or not they were at PSU, if aid was received for the courses or if the classes were for a degree/major/minor that has since changed. Remedial Courses will be counted as completed as well as attempted even if not applicable toward degree completion.

The following grades/codes are considered completed on the academic transcript: A, B, C, D, P.

- A Excellent achievement, credit given, four grade points per semester hour.
- B Above average achievement, credit given, three grade points per semester hour.
- C Average achievement, credit given, two grade points per semester hour.
- D Below average achievement, credit given, one grade point per semester hour.
- P Passing work (equivalent to "A", "B", "C", "D" achievement), credit given, zero grade points per semester hour. This grade is not used in the computation of the grade point average.

The following grades/codes are considered incomplete on the academic transcript:

F, XF, IN, IP, W, WX, NC.

The Pittsburg State University grading system includes the following grades: "A", "B", "C", "D", "P", "F", "XF", "IN", "IP", "W", "WX", "NC", "NR".

F Failing work, zero credit given, this grade is given at the end of the semester or if the student withdraws from the university after the last day of the eleventh week and is doing failing work. Zero grade points given per semester hour. Counted as a course attempted, for both academic and Financial Assistance purposes. Included in computation of grade point average.

XF Indicates the "F" was the result of academic dishonesty. Zero grade points given per semester hour. Counted as a course attempted, for both academic and Financial Assistance purposes. Included in computation of grade point average.

IN Incomplete grade is to be utilized in rare instances when a student is unable to complete a course due to circumstances beyond his/her control. **The student must have successfully completed a majority of the course work to be eligible.** The instructor must state clearly in writing what is needed to successfully complete the course. This information will be provided via GUS to both the student and the department chairperson. The plan cannot require the student to repeat the course as an option for removing an "IN" grade. Instructor must provide the grade the student would earn if no additional work is completed by entering a grade of "IB" "IC" "ID" "IF", **calculating the missing work as zero grades.** The second letter supplies the default grade that will replace the "IN" grade at the end of one full subsequent fall or spring semester if no additional work is completed. Instructor permission may extend the semester deadline up to one year beyond the initial deadline. If the student opts to graduate prior to the allowed deadline for removal of an incomplete, the default grade will be recorded, and the student may not complete the work to achieve a higher final grade after graduation. Counted as a course attempted, for Financial Assistance purposes

IP In Progress, zero credit given, zero grade points per semester hour. Temporarily recorded as a grade when a student is enrolled in a course that requires the student to engage in projects that extend past the end of the semester. The "IP" signifies that the faculty member acknowledges the student is enrolled in a long term project and that the project is not yet complete. Credit is postponed and the course is not included in the student's grade point average. An In Progress course must be satisfactorily completed within one year from the date the "IP" was given. An In Progress not removed within one year shall be

regarded as a failure and the "IP" grade will be changed to "F" and included in the computation of the student's GPA. Counted as a course attempted for Financial Assistance purposes.

Courses to be established for the use of the "IP" grade must be legislated through department/college curriculum committees and the Faculty Senate/Graduate Council. Courses can be legislated to be excluded from the one-year regulation of changing to "F" if the course is not completed. These courses may qualify for special circumstances in the Financial Assistance office. Please contact the office for further detail.

W Withdrawal, zero credit, zero grade points per semester hour. This grade is not computed in the grade point average. This grade is given under two conditions: 1) when a student withdraws from a course prior to the end of the eleventh week; 2) when a student withdraws from the university after the last day of the eleventh week and is passing. Counted as a course attempted for Financial Assistance purposes.

WX Administrative Withdraw. A grade of WX is recorded for Administrative Withdrawals from the 11th day of class and beyond. Proportionate deadlines apply to summer sessions and less than full term courses. The grade of WX is not computed in the grade point average and therefore involves no academic penalty. The Registrar must authorize the recording of this grade based on documentation provided.

NC No Credit, zero credit given, zero grade points per semester hour. No credit given (does not necessarily imply failure). Counted as a course attempted for Financial Assistance purposes.

NR Not Recorded. The instructor has not submitted a grade for this course. The aid recipient will receive zero credits for these hours completed, and they will be included in the hours attempted.

POLICY ON REPEAT COURSES

Students who have received a passing grade of "D" may retake the course for a higher grade one time for financial aid. Courses in which a grade of "F", "W" (withdrawal), or "NC" (no credit) is recorded, do not count as credit hours completed and may be repeated one time for financial aid.

Quantitative-Maximum Timeframe

All students receiving Title IV Federal Aid must complete their degree within 150% of the published length of the program. There is no limit to the number of times a student can change his/her degree, major, or minor; however, all attempted hours will count toward the maximum timeframe calculation.

Students that do not complete their degree within the maximum time frame will be placed on Financial Aid Suspension.

The chart below shows what hours attempted will be considered 150% of a program

Degree	Average Length of Program	Maximum Time Frame (hours attempted)
Associate Degree	64	96
Teacher Certificate	18-24	36
1 st Bachelor Degree	124	186
2 nd Bachelor Degree	124	186
1 st Graduate Degree	32	48
2 nd Graduate Degree	32	96

Calculations

Associate Degree: $64 \times 1.5 = 96$

Teacher Certificate: $24 \times 1.5 = 36$

1st Bachelor Degree: $124 \times 1.5 = 186$

2nd Bachelor Degree: $124 \times 1.5 = 186$ (including 1st Bachelor Degree)

1st Graduate Degree: $32 \times 1.5 = 48$

2nd Graduate Degree: $32 \times 1.5 + 48$ (1st Graduate Degree credit hour assumption) = 96

Students that go on Financial Aid Suspension as a result of exceeding the maximum time frame may submit an appeal to request a reinstatement of their financial aid eligibility.

Immediate Financial Aid Suspension

Students receiving Title IV Federal Aid will be placed on Financial Aid Suspension without a Warning term if

- The student completes zero credit hours for the term,
- The student is academically dismissed,
- The student has exceeded the maximum time frame to complete the degree, or
- The student does not meet all the minimum Satisfactory Academic Progress Standards while on Financial Aid Probation

Financial Aid Warning

Students that do not meet the minimum Satisfactory Academic Progress Standards (Qualitative & Quantitative) at the end of a term will be placed on Financial Aid Warning Status, unless the student falls in the category of Immediate Financial Aid Suspension.

Financial Aid Warning Status will apply to the next term that the student receives Title IV Federal Financial Aid at PSU. If the student does not meet all of the minimum Satisfactory Academic Progress Standards by the end of the Warning term, the student will be placed on Financial Aid Suspension.

Financial Aid Suspension

A student is not eligible to receive Title IV Federal Financial Aid at PSU while on Financial Aid Suspension.

A student may reestablish eligibility by:

- Having an appeal approved by the Satisfactory Academic Progress Appeal Committee (see Satisfactory Academic Progress Appeal section for more information), or
- Meeting all of the minimum Satisfactory Academic Progress requirements, qualitative and quantitative. A student that believes they have become eligible by meeting these requirements should contact the Office of Student Financial Assistance for a review of eligibility.

While it may be taken into consideration in a Satisfactory Academic Progress Appeal, a student will not reestablish eligibility by:

- Having a period of nonattendance
- Being academically reinstated after academic dismissal
- Completing a semester without Title IV federal aid at PSU (unless the student now meets all minimum standards)
- Completing a semester without Title IV federal aid at another institution (unless the student now meets all minimum standards)

Satisfactory Academic Progress Appeal

A student on Financial Aid Suspension may appeal to have their eligibility reinstated by submitting a Satisfactory Academic Progress Appeal to the Office of Student Financial Assistance. Appeals should include a thorough explanation of the reason the student did not meet the minimum standards as well as copies of any documentation to support your appeal.

Appeals will be reviewed by the Satisfactory Academic Progress Appeal Committee at least three times per year, once before the beginning of each term. Please see our website or contact the Office of Student Financial Assistance for upcoming deadline dates.

Appeals submitted after the deadline will not be reviewed until the next committee meeting.

Possible appeal outcomes:

- Denial-If an appeal is denied, the committee will set requirements for the student in order to reestablish eligibility. This may include but is not limited to

- Retaking a specific class with a specific grade
- Completing a certain number of hours without Title IV Financial Assistance with a specific GPA
- Approval with the requirement of an Academic Plan-If an appeal is approved and the committee determines that the student will not be able to meet the minimum Satisfactory Academic Progress Standards by the end of the upcoming term, the student will be required to have an Academic Plan in place (see Academic Plan section for more information)
- Approval-If an appeal is approved and no additional requirements are set by the committee, the student will be placed on Financial Aid Probation and become eligible for Title IV Federal Financial Assistance.

Financial Aid Probation

A student that has had a Satisfactory Academic Progress Appeal approved will be placed on probation and is eligible to receive Title IV Federal Financial Assistance.

If it is possible for the student to meet the minimum Satisfactory Academic Progress Standards, probation will last for one semester. If the student does not meet the minimum standards by the end of the probationary term, he will be placed on Financial Aid Suspension with no Financial Aid Warning term.

Academic Plan

If a student has a Satisfactory Academic Progress Appeal approved but will not be able to meet the minimum Satisfactory Academic Progress Standards by the end of one semester, the student will have an Academic Plan in place.

An Academic Plan will be developed by the Office of Student Financial Assistance along with the student, the Satisfactory Academic Progress Appeal Committee and any other office or individual PSU faculty or staff member that would have relevant input to the student's successful progression toward program completion.

An Academic Plan will be designed to ensure the student is able to meet the minimum standards by a specific point in time, which could include program completion.

A student will be placed on Financial Aid Suspension if the Academic Plan requirements are not met. A student must appeal any changes to an Academic Plan.

Change of Status

A student may request the Office of Student Financial Assistance to review their eligibility status for reasons including but not limited to:

- Grade Changes
- Completion of Incomplete
- Receipt of transfer transcript

Request for review may be made at any point during the academic year, to be applicable for the next term.

A review of eligibility status may determine that the student is still on Financial Aid Suspension or that the student has regained eligibility for Title IV Federal Financial Assistance at PSU.