

## Tuskegee University

### Satisfactory Academic Progress Policy for the Disbursement of Student Assistance Funds

Tuskegee University is required by the **Federal Law (668.34)** to define and enforce the standards of **Satisfactory Academic Progress** in measurable standards to determine a student's eligibility to receive financial assistance. Students who do not meet the standards of Satisfactory Academic Progress will not be eligible to receive federal financial aid.

**Satisfactory Academic Progress (SAP)** will be assessed for each student at the end of each academic year by the Office of Student Financial Aid to determine the student's eligibility for continued financial assistance. **Financial Aid Suspension** is outlined in this policy (see Section 4 for definition of these terms). An appeal procedure for verifiable mitigating; extenuating; or unforeseen circumstances is available to the student. Tuskegee University will not waive the Satisfactory Academic Progress requirement for any student to receive federal financial assistance.

**Graduate Students:** Graduate; DVM and PhD students must maintain a cumulative grade point average of 3.0 during each academic year. Failure to do so will merit the student being placed on financial aid suspension. Graduate students must complete their degree program in a maximum time frame of no more than 150% of the average length of the program which would be 54 hours for a graduate student and 96 hours for the PhD or DVM student.

**Transfer Students:** Transfer students are subject to the **75% Pace Completion Rate and the 150% maximum total attempted hours percentage requirements. All hours attempted while enroll and all transfers hours accepted are included in the SAP calculation.**

**Scholarship Students:** The academic requirements for scholarship students are higher than the one for a federal financial aid student. Scholarship students must review their scholarship agreement letter to determine the eligibility requirement for the renewal of their award.

1. **Earned Hours:** Full-time students are expected to pass at least 12 hours each semester. Part time students are expected to complete all hours enrolled in less than the 12 hours for a full time student.

#### ***PACE MEASURE OF ACADEMIC PROGRESS***

*Students are expected to enroll full-time to be eligible to receive financial assistance. However, each student must complete at least 75% of all credit hours attempted at Tuskegee University. This percentage includes all credit hours attempted at Tuskegee, regardless of whether or not financial aid was received. Part time students are expected to complete at least 75% of all credit hours attempted during a semester of enrollment for less than full time.*

*Transfer students must meet the same satisfactory academic progress requirements as Tuskegee University students. All transfer hours completed will be included in Tuskegee University completed hours to determine the CGPA at Tuskegee University. Completion grades are grades of "C" or higher.*

*All courses that are retaken to improve a grade are counted in attempted hours but only one passing grade is counted towards the PACE completion rate..*

A student's financial aid status may be changed before the suspension period if, as a result of a successful summer session enrollment, the deficiency in percentage rate or cumulative GPA being 2.0 or higher is attained. Students should be cautioned, however, that very little financial assistance is available for summerschool.

2. **Cumulative Grade Point Average (CGPA).** A student who fails to earn a CGPA of at least 2.00 at the end of their freshman academic year and/or complete 75% overall completion rate will be placed on financial aid **probation**.

A student who fails to earn a CGPA of less than 1.00 at the end of any academic year will be promptly placed on financial aid suspension.

3. **Time Frame to Complete Program.** Eligibility is limited to six (6) years to complete a degree not to exceed 150% percent of the number of credits it takes to obtain a degree.

4. **Financial Aid Suspension.** Whenever one or more of the following occurs, the student may be placed on financial aid suspension:

- A. The student fails to meet the 75% overall completion rate.
- B. The student fails to meet the minimum CGPA (2.0) requirement at the end of their Sophomore year.
- C. The student earns a CGPA of less than 1.00 at the end of any academic year.
- D. The student withdraws from the University for a second time.

A student on financial aid suspension may not receive financial assistance until after the student's eligibility has been restored. If verifiable mitigating circumstances i.e. illness; death in the family; surgery etc. have caused the student to be placed on financial aid suspension for any of the above listed reasons, the student has the opportunity to appeal (See Section 9 below).

5. **Re-establishing Eligibility.** A student who has been placed on financial aid suspension may re-establish eligibility for future financial assistance by raising the cumulative hours passed to at least 75% and the CGPA above 2.0. Such action would have to be undertaken without the aid of student financial assistance.

6. **Withdrawal and Dropping Courses.** Any student who withdraws from the University for a second time will be placed on financial aid suspension. If verifiable mitigating circumstances are the cause of the second withdrawal, the student has the opportunity to appeal the financial aid suspension (See Section 9 below).

Students are cautioned against dropping courses. Students who drop below full-time status (12 hours) may not only have their financial aid award reduced (if dropping to either  $\frac{3}{4}$  or  $\frac{1}{2}$  of the standard 12 hours status occurs before the end of the refund period), but they will also jeopardize their eligibility for future financial aid due to a deficiency in the 75% completion rate.

7. **Part-time Students.** Students who enroll in less than 12 semester hours will be considered as less than full time when they drop below 12 hours as either  $\frac{3}{4}$  or  $\frac{1}{2}$  time when determining eligibility for financial assistance. A less than full-time student must earn credit hours on a pro-rata basis of the full-time requirement and the minimum specified CGPA must be maintained in order to be eligible for financial aid.

The maximum time frame for a part-time student to complete a degree program shall not be greater than twice the maximum period specified for a full-time student in Section 3 above.

8. **Transfer Students.** A student transferring to the University on a full-time basis is presumed to be making satisfactory academic progress, as students with less than the required CGPA of 2.0 is not admitted to the University. The hours accepted by the University will be used to determine the classification of the student as well as the overall completion rate of 75%. Satisfactory academic progress will be first assessed for each transfer student at the end of the academic year, which the student transferred.

9. **Appeal of Financial Aid Suspension.** A student must be able to document extenuating or unforeseen circumstances in order to appeal financial aid suspension. The procedure for appeal is to submit a Financial Satisfactory Academic Progress Appeal Form to the **Chairperson of the Financial Aid Appeals Committee** at least one month prior to the beginning of the term for which financial aid is requested.

A student must indicate in writing to the Chairperson of the Financial Aid Appeal Committee the reason(s) for failure to meet the necessary satisfactory academic progress requirement and why financial aid should not be suspended. **DOCUMENTATION** to support the appeal is required. Such an appeal must be *filed within 10 days* of the student's notification that financial aid will be suspended.

10. **Miscellaneous.** The student's grade point average at Tuskegee University is calculated on a four-point scale from 0.00 to 4.00. The Office of the Registrar provides grades to students after the semester session closes. Grades of A, B, C and D will generate hours earned while a grade of F (failing) will not produce earned hours. Grades of I, WF, WP, P, F, U and S are not used in the calculation of the grade point average.

The student will be notified either via mail or electronic e-mail of the decision regarding their appeal. **All decisions that are rendered by the Appeals Committee will be final and not subject to further review.**

A student could be placed on financial aid suspension as a result of incomplete (I) grade(s). If the student removes the grade(s) before enrolling for the next academic term, the student's status will be adjusted as a result of the revised hours earned or revised CGPA. If the "I" grade(s) is/are not removed until after enrollment in the next academic term, the student's status will remain unchanged until after the completion of the academic term.