

Florida A & M University
Tallahassee, Florida

Office of Financial Aid & Scholarships



“Excellence with Caring”

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (Effective Beginning June 1st, 2008)

Maintaining Eligibility

Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress (SAP) be applied to all students who are enrolled at the university. These standards must be equal or stricter than the standards required of students who are not receiving financial assistance. Florida A & M University is required by federal regulations to institute standards of satisfactory progress for students receiving Title IV assistance.

SAP is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and course completions. For a student to be eligible for Title IV Aid after the student's second academic year of attendance at an institution, the student must have a cumulative "C" average or its equivalent or have academic standing at that point in the program that is consistent with the institution's requirements for graduation.

Frequency of Monitoring and Evaluation

Florida A & M University will review a student's academic progress at the end of the spring semester of each academic year. For this purpose, Florida A & M University's academic year is defined as a 15 week course of study occurring between August and May.

Qualitative Measurement (Grade Point Average)

Florida A & M University uses a graduated qualitative standard. Federal student aid recipients must have earned the following minimum cumulative retention/graduation grade point average.

Undergraduate Student Status	Hours Completed	Undergraduate Cumulative G.P.A.
Freshmen	0 thru 29	1.8
Sophomore	30 - 59	2.0
Junior/Senior	60 and above	2.0

Law Student Cumulative G.P.A.	Pharmacy Professional Cumulative G.P.A.	Graduate Student Cumulative G.P.A.
2.0	2.5	3.0
2.0	2.5	3.0
2.0	2.5	3.0

The cumulative grade point average is calculated by dividing the total number of earned hours into the total number of grade points (A-4, B-3, C-2, D-1, and F-0). Only grades of A, B, C, D or P are considered acceptable for purposes of determining the number of hours successfully completed during an academic term. Grades of E, I, F, W, NR or X will be counted toward total hours attempted but will not count credits successfully completed. Incomplete grades (I's) will be counted as successful completion if that final grade is a D or better grade. Otherwise, those grades (I's) will be counted only in the attempted hour's calculation.

The law specifies that at the end of the second academic year (regardless of how many credits the student has accrued) the student must have a “C” average or its equivalent or have an academic standing consistent with the requirement for graduation from the program.

Quantitative Measurement

All students (full-time or part-time) must successfully complete a minimum number of semester hours attempted. To remain eligible for financial aid, students must earn or successfully complete each semester, the number of hours shown below:

Cumulative Hours Attempted	Minimum Hours (%) to Complete
0 thru 29	67%
Greater than 29	67%

All hours attempted at Florida A & M University plus other post-secondary institutions are included in the maximum time frame of 180 hours to complete the first undergraduate degree. This includes all grades of A, B, C, D, F, I, P, NP, W, AW, X and N, even if courses are repeated.

Attempted hours are defined as the hours for which the student is enrolled and charged at the end of the drop/add period.

Maximum Timeframe

Student Status	Average Program Hours	Percentage	Maximum Timeframe
Bachelor’s Degree	120	150 %	180
Second Bachelor’s Degree	30	150%	45
Graduate Program	36	150%	45

Some academic areas require more than 120 hours for graduation. For those academic areas, the maximum timeframe to complete the degree will be the specific to program requirements x 150%.

Remedial, Incompletes, Transfer Credits, and Withdrawals

Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limits as other students. Only transfer hours needed to complete the declared degree will be accepted. Remedial and non-credit courses, incompletes courses, and courses from which a student have withdrawn after drop and add periods are also included as semester hours attempted. Failing grades (F) are included in the GPA calculation. Withdrawals (W) are not used in the GPA calculations. Incomplete grades (I) are not factored in to the GPA until a letter grade is recorded. Grade changes will be recognized when they occur. Retroactive reinstatement of aid will not be considered unless the grade change is officially posted by the last day of classes and funds are still available.

Repeated Courses and Academic Forgiveness in Maintaining Satisfactory Academic Progress

By definition, satisfactory academic progress is the successful continued movement toward the completion of an educational program. Repeated courses for which a passing grade has already

been earned **will not** be considered in the determination of satisfactory progress as those hours have already been applied.

Reinstatement of Academic Standards

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. Students cannot re-establish academic standards if they have exceeded the maximum timeframe to complete their degree. This work may be at FAMU or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

Appeal Procedures

Students who fail to meet the Satisfactory Academic Progress standards 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 student's ability to meet the required standards. Examples of such circumstances are: 1) death/prolonged illness of an immediate family member; 2). medical illness (student) that created undue hardship; 3) losses due to a natural disaster (i.e. hurricanes, storms, etc...).

Appeal Process

Students must submit a written petition form, with acceptable documentation, must be completed by the student and returned to the Office of Financial Aid & Scholarships within 10 days of receipt of the financial aid SAP denial letter. The Office of Financial Aid & Scholarships, after reviewing the letter of petition and supporting documentation, will make a final decision. The student will be notified in writing of this decision.

Steps to the Appeal Process

1. Students must submit a written letter of appeal to the Office of Financial Aid & Scholarships, 101 Foote-Hilyer Administration Center, Tallahassee, FL 32307.
2. Students must attach all necessary documents (grade change, current grade report, 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.
4. The student will be notified in writing of the decision to reinstate or deny the financial aid eligibility.
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 FINANCIAL & SCHOLARSHIPS AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS**



Florida Agricultural and Mechanical University

Tallahassee, Florida, 32307-3100

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DIVISION OF STUDENT AFFAIRS
OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS

TELEPHONE (850) 599-3730

SATISFACTORY AND ACADEMIC PROGRESS APPEAL FORM

Student Name _____ SSN# _____

Student ID# _____ Telephone Number _____

Address _____

I certify that all the information submitted is accurate and complete:

Student Signature _____ Date _____

STUDENT SECTION

What circumstances have led to your not maintaining satisfactory progress (less than required GPA, exceeded maximum hours, and/or failure to maintain the required 67%)?

What adjustments have you made that will help resolve the issues listed above? _____

OFFICE OF STUDENT FINANCIAL AID & SCHOLARSHIPS SECTION

Date Received _____ Decision _____ Approved _____ Denied _____

Date letter sent to student _____ GPA _____

Reason for denial _____

Staff Initials _____

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