

**Florida A & M University  
Tallahassee, Florida**

**Office of Student Financial Aid and Scholarships**



**“Excellence With Caring. Excellence All Ways. Always”**

**Satisfactory Academic Progress Policy**

## Maintaining Eligibility

Federal guidelines for the continued receipt of student financial assistance funds require that standards of satisfactory academic progress 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. The university has adopted financial aid standards that differentiate between students receiving assistance and those students not receiving assistance. Requests for financial assistance for each upcoming academic year will be reviewed for Satisfactory Academic Progress at the end (Spring Semester) of each academic year.

### **ELIGIBILITY: Undergraduate**

Eligibility for financial assistance requires an undergraduate student to earn a cumulative grade point average of at least 2.0 and to successfully complete no less than 67% of all credit hours attempted each semester. This provision applies to all semesters of enrollment regardless of whether the student received student financial assistance. Any student who fails to meet these requirements will be placed on financial aid probation for a period of two semesters. At the end of the two semesters, the student must have made up all deficiencies and must be meeting the requirements of the policy as stated above. (A 2.00 cumulative grade point average and the successful completion of at least 75% of all courses attempted.) Students should be aware that all transfer hours completed at previous institutions will be counted in the hours attempted calculations including those hours which may not have been accepted toward degree requirements at Florida A & M University. Any student who does not meet the minimum requirements at the end of the two semester probationary period will be placed on financial aid suspension and will not be eligible to receive financial assistance until such time that an accepted appeal has been approved or until the student has met the stated requirements without the use of financial assistance.

### **ELIGIBILITY: Graduate**

Graduate and professional students are required to maintain a cumulative grade point average of 3.0 and successfully complete at least 75% of the semester hours attempted. Failure to meet these minimum requirements will result in the immediate suspension of the student's eligibility for the continued receipt of financial assistance. Please note that there is no probationary period for graduate and professional students.

### **MAXIMUM TIME FRAME**

The maximum time frame to complete the undergraduate degree is 150% of the published number of hours that are required to complete the student's undergraduate degree program requirements. For example, a student who is enrolled in an undergraduate degree program which requires 126 credit hours in which to complete the degree will be allowed to attempt up to 189 credit hours (150%). This maximum time frame requirement does take into consideration students who are not attending on a full time basis. Students should also be reminded that all

attempted hours, including those from previous institutions, will be counted in the total hours attempted calculations regardless as to whether those hours were accepted toward degree requirements at Florida A & M University.

### **ACCEPTABLE GRADES**

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 (IØ) will be counted as successful completion if that final grade is a D or better grade. Otherwise, those grades (IØ) will be counted only in the attempted hours calculation.

### **APPEAL PROCESS**

Undergraduate or graduate students who fail to meet the Satisfactory Academic Progress Standard 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 students' ability to meet the required standards. Examples of such circumstances are; (1) death/prolonged illness of an immediate family member, (2) medical illness by the student that created undue hardship, (3) natural disasters or other acts of God beyond the control of the student (i.e. hurricanes, storms, etc) or other personal or family matters/situations which may have negatively impacted the students ability to meet the required standards

### **Steps to the APPEAL PROCESS:**

1. Students must submit a written letter of appeal to the Office of Student 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 student's 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 STUDENT FINANCIAL AID NO LATER THAN TEN (10) DAYS AFTER THE OFFICIAL NOTIFICATION OF THEIR FINANCIAL AID SUSPENSION STATUS. NO EXCEPTIONS!**