

ARKANSAS TECH UNIVERSITY ACADEMIC POLICY FOR STUDENTS RECEIVING FEDERAL FINANCIAL AID

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GENERAL

This Policy applies to funds received through Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Perkins Loan, Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan and the Federal Direct PLUS loan programs.

This policy will be applied automatically and without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester and upon the receipt of each new financial aid application. Certificate students are reviewed at the end of fall, spring, and summer two semesters. Clock hour students are reviewed at the end of each payment period. Students who have filed a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office.

Any appeal of this policy must be made in writing to the Financial Aid Academic Policy Appeal Committee and turned in to the Financial Aid Office within thirty days of the notification of the violation. Financial aid will not be paid retroactively for any semester's lost eligibility.

Students must meet all conditions of the policy. Violation of any section will result in loss of aid.

INSTITUTIONAL ACADEMIC SUSPENSION

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment, even if they re-enroll with the approval of the Admissions Council unless summer hours passed at Tech re-establish eligibility.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

SATISFACTORY ACADEMIC PROGRESS

UNDERGRADUATES

1. A student is considered making satisfactory academic progress if $\text{hours passed} \div \text{hours attempted} = 67\%$ or greater. Example: If a student enrolls in fifteen (15) hours and passes nine (9) hours, the percentage equals 60%. Therefore this student is **NOT** making satisfactory academic progress. On the other hand, if the same student had passed twelve (12) hours, the percentage would equal 80% and the student would be making satisfactory academic progress. **NOTE:** Accepted transfer hours are counted as both attempted and passed and are considered in this calculation. Students granted academic clemency will have **all semesters attended** counted on the basis of attempted hours.

Incomplete, repeat, and audit classes are counted as hours attempted but do not increase hours passed. For repeated courses, only the grade from the best attempt of the repeated course is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Students may not repeat a course in which the highest grade possible has already been earned. Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities. Federal financial aid will pay for only one repeat of a class with a grade of "D" or better. If an incomplete grade is not replaced by a passing letter grade by the end of the next regular semester it will become a grade of "F" and will be considered in the next regular determination of policy progress. No special consideration of the effects of dropping classes will be allowed unless the Student Financial Aid Director is contacted for approval prior to dropping the courses.

2. A student must receive a bachelor's degree by the end of 180 attempted credit hours, an associate's degree by the end of 90 attempted credit hours and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, bachelor's degrees which require more than 120 earned hours, associate's degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. All semesters attended will be counted whether a student received financial aid during the semester or not. Clock hour students must complete their program by the end of 150% of the published length of the program.

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SUBSEQUENT CREDENTIALS OR TEACHER CERTIFICATION

Any second undergraduate degree or certification must be completed by the end of 45 attempted hours. If a degree is not completed within this timeframe, the student may appeal and provide a memo from their advisor detailing the reason(s) why it was not possible for the subsequent degree to be completed in the required timeframe. All hours not applicable to the subsequent degree will then be disregarded in the calculation of maximum hours.

GRADUATE DEGREE

A graduate student is considered making satisfactory academic progress if $\text{hours earned} \div \text{hours attempted} = 67\%$ or greater. Example: If a student enrolls in nine (9) hours and earns three (3) hours, the percentage equals 33%. Therefore this student is **NOT** making satisfactory academic progress. On the other hand, if the same student had earned six (6) hours, the percentage would equal 67% and the student would be making satisfactory academic progress. **NOTE:** Accepted transfer hours are counted as both attempted and earned and are considered in this calculation. The degree must be completed by the end of 54 attempted hours.

REQUIRED GRADE POINT AVERAGE

FIRST UNDERGRADUATE DEGREE

1. With the exception of certificate and clock hour students, all students must have a minimum cumulative grade point average (**GPA**) of 1.0 at the end of their first semester, 1.50 at the end of their second semester, 1.75 at the end of their third semester and 2.0 at the end of their fourth and all subsequent undergraduate semesters or “equivalent transfer semesters.” (Transfer students will be assigned “equivalent transfer semesters” based on the number of hours accepted by the Registrar’s Office.) Example: A student who attempts 24 hours in four half-time semesters would be required to have a 2.0 at the end of the fourth semester. While a student who attempts 24 hours in two full-time semesters would still have two additional semesters before a 2.0 GPA would be required. Certificate and clock hour students must have a 1.5 GPA at the end of the first semester and a cumulative GPA of at least a 2.0 thereafter. No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA.

2. Students granted academic clemency will have a “financial aid GPA” based on all hours completed and will not receive aid until that GPA reaches at least 2.0.

3. Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement.

It is the student’s responsibility to notify the Financial Aid Office when they have increased their GPA.

SUBSEQUENT CREDENTIALS OR TEACHER CERTIFICATION

Students must maintain a 2.0 cumulative GPA.

GRADUATE DEGREE

Students must maintain a 3.0 cumulative GPA.

CHANGING MAJORS

When a student changes majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal and provide a memo from their advisor detailing the hours from the previous major which do not apply to the current major. All hours not applicable to the new major will then be disregarded in the calculation of maximum hours. The cumulative grade point average will still be considered as the student’s grade point.

WITHDRAWALS/ALL “F” GRADES

Federal regulations require a calculation to determine how much aid, if any, must be returned to the Federal programs when a student withdraws or receives all “F” grades. Students who must repay funds will be notified within forty-five days of the amount by the Financial Aid Office.