

# LAMAR STATE COLLEGE-PORT ARTHUR

## A Member of the Texas State University System

### ***STUDENT FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) \_ 1516***

To receive funds administered by the Student Financial Aid Office at Lamar State College-Port Arthur students must be making measurable progress toward the completion of an eligible degree or certificate. Federal regulations require that the student's entire academic record be evaluated for Satisfactory Academic Progress (SAP), regardless of whether the student has previously received financial aid. Please read the following information carefully and become familiar with it. ***Due to the complexity of this policy if you have any questions contact the Financial Aid Office for further clarification.***

For a student to be eligible to receive Federal student assistance (**GRANTS AND LOANS**) at LSC-PA, the student **MUST** maintain **SATISFACTORY PROGRESS** in the course of study being pursued as described below:

1. **Quantitative Standard**- Complete at least 75% of attempted courses. Failing grades, drops, incompletes and withdrawals can result in failure to meet 75% completion rate.
2. **Qualitative Standard**- meet the 2.0 GPA requirement. Students must have at least a 2.0 or better.
3. **150% Time Frame**- Graduate within 150% of the time frame required to obtain your degree.

\*Students who have re-entered LSC-PA on Academic Probation will be considered ineligible for financial aid. Students must follow proper appeal procedures for any mitigating circumstances.

\*Satisfactory Academic Progress bases Full-time, ¾ time or ½ time enrollment status on the number of hours in which the student enrolled as of the College Census date or when financial aid funds were received (whichever is later) for each semester.

\*SAP considers all course work including drops (Q), (Q6), withdrawals (W), no grades (NG), incomplete (I) and failures (F), unsatisfactory (U).

\*Students must be enrolled at least 3 semester credit hours to be considered for financial assistance and to maintain SAP.

\*SAP will be reviewed at the end of each semester. If a student attends any of the summer semesters, SAP will be reviewed at the end of the final summer session.

Under Federal regulations once a student has received a Bachelor's Degree from any institution or reach 600% of Pell eligibility, they are eligible to receive Federal Loans, but not the Pell Grant. Lamar State College-Port Arthur participates in the Direct Loan Program offering Subsidized and Un-Subsidized and Parent PLUS Loans.

Quantitative is measured by 75% completion of classes taken. For example: 1) a freshman student taking 12 hours at the beginning of the semester must complete at least 9 credit hours. 2) A sophomore student taking 12 credit hours and has taken previously at Lamar State College 40 credit hours must have completed at least 39 credit hours overall. Formula (Completed courses/overall hours \*100).

Qualitative Standard GRADE POINT AVERAGE- To meet minimum **GPA SAP** guidelines, a student must meet the **minimum GPA of 2.0 as defined in the college catalog.**

**REPEATING COURSES**- Repeated courses are not included in determining course load for payment unless repeated course(s) are required and/or will produce additional credit hours for education objective. Financial aid can be awarded for repeating a grade of "D" or higher one time only "even if it is transferable to another college."

Student should contact the Financial Aid Office prior to repeating a course the provision.

**PROGRAM COMPLETION TIME FRAME**- Normally students cannot receive financial assistance for periods of enrollments beyond 150% of the published program length (to be measured by all LSC-PA credit hours attempted). Examples: (1) If a specific one-year certificate program has a total published program length of 40 semester credit hours the maximum time frame a student has to complete that program is 60 semester credit hours. (2) If a specific two-year associate degree program has a total published program length of semester credit hours the maximum time frame a student has to complete that program to complete that program is 90 semester credit hours. All work from other institutions that will transfer into the LSC-PA degree plan, as required courses; will be included in the program completion time frame. Example: If the maximum time frame to complete a program is 90 credit hours and transfer work of 30 credit hours is applied, federal financial assistance will only be applied to the remaining 60 credit hours. Documentation that all transcripts have been evaluated must be provided to the financial aid office. A student may continue to attend LSC-PA after the program completion time frames have expired, but no Federal financial assistance can be awarded to the student. Exceptions can be made through an appeal process on a case by case basis.

**NOT CONSIDERED SATISFACTORY COMPLETED HOURS** – Grades of F (Failed), Q/Q6 (Dropped), I (Incomplete), U (Unsatisfactory), W (Withdraw), or NG (No Grade).

**DEVELOPMENTAL COURSES** – Each required developmental course which has been successfully completed will be considered as hours earned for calculating SAP. However, the total number of developmental courses to be accepted toward the minimum hour requirement listed above cannot exceed a total of 6 semester hours. (Developmental courses in which a grade other than A, B, or C, will not be accepted as SAP and will not be considered as hours earned.)

**GRADE POINT AVERAGE**- To meet minimum **GPA SAP** guidelines, a student must maintain **the minimum GPA of 2.0 as defined in the college catalog.**

#### **WHO IS CONSIDERED ELIGIBLE?**

\***Entering Freshman**- will be considered to be making Satisfactory Academic Progress when the student is accepted for enrollment at LSC-PA. Thereafter, the student must successfully meet the minimum academic requirements of this policy.

\***Returning Students**- who have missed the equivalent of at least one long semester (Fall or Spring) will be considered to have remained academically eligible if the student meets the GPA requirements, successfully meets the requirement pertaining to the number of hours completed, and is accepted for readmission at LSC-PA. Students must follow proper appeal procedures.

\***Entering Transfer Students**- will be considered eligible if the student is accepted for enrollment at LSC-PA. Thereafter, the student must successfully meet the minimum academic requirements of this policy.

**\*Continuing LSC-PA-**Students who meet SAP requirements as outlined in this policy. (The evaluation will be based on the student's records, academic history, and documented circumstances. This includes all academic periods, even those in which the student didn't receive financial aid.) Students must follow the proper appeal procedures.

***WHAT HAPPEN IF I FAIL TO MEET SAP REQUIREMENTS?***

**\*Financial Aid Termination-** When a student fails to meet any part of the requirements (Hours or GPA) of this policy for the first time will be under a Financial Aid Warning. Students under a Warning status will still be eligible to receive aid for that semester. If a student successfully regains eligibility by achieving SAP standards will be granted aid for the following semester. Students that fail to reach their SAP for the second time will be under probations status at this time all financial aid will be terminated until the student has achieved the minimum required SAP policy standards. Students can appeal this decision using proper appeal procedures and providing proper documentation for supporting your case.

**\*Students Who Withdraw from the College-** Students must maintain SAP according to this policy including the semester of withdrawal. Returning students who left LSC-PA on academic suspension who are readmitted to LSC-PA on academic probation will not be considered for Federal financial aid until the student has met the minimum SAP requirements. Students are recommended to attend the Summer semesters in order to complete the required hours. Students may follow proper appeal procedures for any mitigating circumstances.

***HOW CAN I REGAIN ELIGIBILITY?***

**\*Inform the Student Financial Aid Office-** Once SAP has been achieved, students meeting any of these criteria may be reinstated for financial aid consideration for one semester. Students who fail to maintain academic eligibility after being reinstated will become ineligible for aid consideration at LSC-PA until they have achieved SAP requirements. Hours and GPA will need to appeal to be considered for further eligibility.

**\*Financial Aid Reinstatement-** Students terminated from Federal financial aid participation due to lack of SAP may become eligible for other financial aid by attending LSC-PA. The equivalent of one long semester as a full-time student without Federal financial aid. During this time the student must achieve academic progress sufficient to bring his/her overall performance into alignment with the standards of this policy.

**\*Appeal-** Students with mitigating circumstances contributing to failure to maintain SAP may submit a written appeal with any supporting documentation to the Financial Aid Appeals Team. If a further appeal is desired, the student may submit additional information in support of the appeal to the Director of Student Financial Aid. If the student desires a further appeal after these first two levels, the student may submit additional information in support of the appeal to the Dean of Student Services. Submission of an appeal does not guarantee the approval of aid eligibility. Therefore, students who have been denied financial aid due to lack of SAP must be prepared to pay their registration costs. (The student Financial Aid Office can't recommend or approve any extension of payment deadlines based on pending appeal decisions.)

**\*Mitigating Circumstances-** The evaluation of unusual circumstances, which may have influenced academic performance during the appraised semester/year; might be used in the determination of academic eligibility. Mitigating circumstances may be considered even though the student does not meet all of the requirements for academic eligibility. Some unusual circumstances which may be considered are: 1) Verifiable employment of 30-40 hours or more per week while attending the college less than full-time status; 2) Personal injury of extended illness supported by specific documentations; 3) Returning student after several years of non-enrollment; 4) Unusual circumstances that affected students' academic performance including death or illness of a family member; 5) Other special circumstances as determined by the institution.

***WHEN SHOULD I NOTIFY THE FINANCIAL AID OFFICE?***

**\*Inform the Financial Aid Office-** If there are any changes that may affect the determination or reestablishment of SAP following financial aid termination and follow established appeal procedures as listed above.

**\*Students should obtain prior approval for the following-** 1) Once financial aid has been applied to your account, before dropping classes, 2) Prior to leaving the college, before withdrawing during the semester.

***\*STATE AID WILL ONLY BE AWARDED IF 6 HOURS OR MORE ARE TAKEN\****