Federal regulations require students to make satisfactory progress toward the completion of a degree or certificate in order to receive Title IV, HEA aid. Title IV, HEA programs include the federal programs: Pell Grant, Supplemental Educational Opportunity Grant, Work Study, Perkins Loans, Direct Subsidized and Unsubsidized Loans, Parent Loans for Undergraduate Students and Graduate PLUS Loans. The policy is provided to all students through the UCA Office of Student Financial Aid Policy web page.

The policy is consistently applied to all applicable students: full-time, part-time, undergraduate, and graduate students, and all educational programs. All students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

**STUDENT RESPONSIBILITY**

Students are held responsible for reading and understanding the Satisfactory Academic Progress eligibility requirements and knowing their status at the end of each semester. If questions arise, contact the Office of Student Financial Aid at 501-450-3140.

Please note: Financial Aid Probation and Suspension are separate from Academic Probation and Suspension. Students should contact the UCA Academic Advising Center for information regarding Academic Probation and Suspension.

### Qualitative and Quantitative Requirements

I. **Students Pursuing a Degree or Certificate at UCA:** Students must: (1) be enrolled in a degree or eligible certificate program offered at UCA; (2) meet the 150% maximum allowable time frame; (3) meet the completion percentage requirement (Pace Measure); and (4) meet the grade point average requirement (Qualitative Measure). See Chart below.

<table>
<thead>
<tr>
<th>Classification/Level</th>
<th>(2) Maximum allowable time frame</th>
<th>(3) Completion % (Pace)</th>
<th>(4) Qualitative Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td>150% of published program length</td>
<td>67% of all courses attempted</td>
<td>2.0 cumulative gpa</td>
</tr>
<tr>
<td>Post bac students</td>
<td>150% of published program length</td>
<td>67% of all courses attempted</td>
<td>2.0 cumulative gpa</td>
</tr>
<tr>
<td>Graduate students</td>
<td>150% of published program length</td>
<td>67% of all courses attempted</td>
<td>3.0 cumulative gpa</td>
</tr>
</tbody>
</table>

Please note:

- Be aware that hour limits are cumulative; therefore, all hours from all institutions attended will be included, even if a student did not receive federal student aid for that period of time or enrollment.
- Each Undergraduate student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 2.0 is equivalent to a “C” average.
- Each Graduate student must meet a minimum cumulative grade point average to remain eligible for federal student aid. A Grade Point Average of a 3.0 is equivalent to a “B” average.
- While students may choose to work towards two degrees at the same time, only one degree will be considered in the maximum attempted hour’s component per academic level.
- Students may request a recalculation of their eligibility due to grade changes once the changes are officially posted in university records. Please note that a grade change is not the same as grade forgiveness.
- Attempted and completed hours are based on the official university calculation as presented on the student’s academic records in the university data base.
- Credit hours will be considered attempted as of the last day of the late registration period. All periods of enrollment at UCA will be counted in attempted hours.
- Courses attempted where grades of "A, B, C, D, F, X (Incomplete), WP, W, WF, F, PR, CR or NC are received will be used in computing all hours attempted.
- Courses with final grades of F, X (Incomplete), WP, W, WF, F, NC will not be counted in earned hours.
- Transfer hours will be derived from official UCA academic records as recorded as attempted and earned.
- Remedial/Transitional courses will not be considered in the completion % (Pace) calculation. The Qualitative measure will be tracked by the University College (UC) Administrator based on established policies for that program.
- Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed/earned only once.
- The federal government does not exempt hours included in Academic Clemency.
Satisfactory Academic Progress Evaluation

Satisfactory Academic Progress is evaluated at the conclusion of each academic term after grades have been posted. All attempted and transfer hours are counted during this evaluation.

II. Financial Aid Warning, Suspension

A. Financial Aid Warning: A student who fails to meet the minimum SAP requirements (because of Pace or Qualitative Measure as indicated above), at the end of a semester will be placed on Financial Aid Warning. A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA funds for the next term only. During the term of warning, the student is expected to come into compliance with the standard Federal Financial Aid Satisfactory Academic Progress Policy as indicated in section I above.

At the end of that term, if the student has met the minimum Pace and Qualitative requirement the student is considered to be meeting SAP.

At the end of that term, if the student has not met the minimum Pace and Qualitative requirement the student is not considered to be meeting SAP. At this time the student will be placed on Financial Aid Suspension and will not be eligible for Title IV, HEA funding.

During this period the student will not be eligible to receive Title IV, HEA funds but he/she may continue to be enrolled as long as the student continues to meet admission and enrollment requirements and may continue on a cash pay basis with an approved payment plan. Payment Plans are established with the UCA Student Accounts Office.

B. Financial Aid Suspension: There are two reasons a student will be placed on Financial Aid Suspension:

1. Failure to meet SAP after Financial Aid Warning period
2. Failure to complete academic program within 150% of published program length

A student who loses their Title IV, HEA financial aid eligibility due to not making SAP at the end of a financial aid warning or as a result of not completing their program within 150% of the published length of the program has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations. See Appeal Procedure below.

III. Appeal Procedure: All students on financial aid suspension may first appeal in writing to the Director of Financial Aid or their designee based on mitigating circumstances outside of the student’s control. The Federal Financial Aid Appeal form is available on line at the UCA Office of Student Financial Aid web page.

Examples of mitigating circumstances include:
- death of a family member/friend
- employment issues
- legal matters
- marital separation/divorce
- financial issues
- medical/health issues

A. Appeal Deadline: Appeals must be submitted no later than the last day for a 100% refund for the term. For example, for the Spring 2015 semester, the deadline would be January 14, 2015.

The Financial Aid Director's decision or decision of their designee may be appealed to the Financial Aid Committee, as a second step in the appeal process.

B. Financial Aid Committee Appeal Deadline: Appeals must be submitted no later than the last day for 75% refund for the term. For example, for the Spring 2015 semester, the deadline would be January 29, 2015.

The student has the option to meet in person with the Financial Aid Committee. This is not a requirement. The Committee reviews/hears this second appeal and forwards a recommendation to the Vice President for Finance and Administration. If an appeal is approved, the student will be required to sign a Financial Aid Academic Plan outlining the terms of the approval and the expectations for the next term of enrollment. If the student fails to meet the terms of the Academic Plan, the student will not be eligible to appeal again until the student has
successfully completed one term at UCA with a minimum of a 2.0 gpa with a minimum enrollment of 6 credit hours.

C. **Financial Aid Probation**: Students who have a successful appeal will be placed on Financial Aid Probation and must sign a **Financial Aid Academic Plan**. While on probation, a student is eligible for federal financial aid if otherwise eligible.
   1. During the period of probation (one term) the student is expected to come into compliance with the standard SAP Policy as described above in Section I or
   2. Maintain compliance with the academic plan outlined for them.
   3. Failure to meet the terms of the academic plan will result in the student being placed on federal Financial Aid Suspension and the student will not be eligible to appeal at that time.

IV. **Academic Plans**: If the appeal is approved, the student will be placed on financial aid probation and the student will be required to sign a Financial Aid Academic Plan. The plan will be developed by the student with the help of their academic advisor which must be approved by the Financial Aid Office. The intent of the plan is to bring the student into compliance with the standard Satisfactory Academic Progress Policy and allow the student to progress through degree or certificate completion in a timely manner.

V. **Reestablishment of Status**: A student may reestablish their status in one of two ways:
   A. By regaining their eligibility to appeal and submitting a successful appeal.
      1. The undergraduate student will regain the ability to appeal once they have successfully completed a minimum of six (6) credit hours at UCA with a 2.0 or better gpa in all courses for that term.
      2. The graduate student will regain the ability to appeal once they have successfully completed a minimum of five (5) credit hours at UCA with a 3.0 or better gpa in all courses for that term.
   B. By re-establishing SAP by meeting minimum pace and qualitative requirements at the next evaluation point as long as the student is under the 150%.

*Note: Although not a part of the Satisfactory Progress Policy, it is important to know that students may only receive financial aid funding for one repetition of a previously passed course.*