Federal regulations require students to make satisfactory progress toward the completion of a degree or certificate in order to receive Title IV aid. Title IV 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. When a student’s academic performance does not meet the requirements of this policy, they will become ineligible to receive federal financial aid.

I. Students Pursuing a Degree or Certificate at UCA: Students must: (1) be enrolled in a degree or certificate program offered at UCA; (2) meet the maximum attempted hours requirement; (3) meet the completion percentage requirement; and (4) meet the grade point average requirement.

Please note that while students may choose to work towards two degrees, only one degree will be considered in the maximum attempted hour’s component. In addition, while students may choose to change majors before completing the original degree plan, it will not change the formula for calculating compliance. Compliance will be checked at the end of each semester including fall, spring and summer. Students may request a recalculation of their eligibility due to grade changes once the changes are officially posted in university records.

A. **Maximum Attempted Hours**: Students must finish their degree program within 150 percent of the program’s required credit hours for completion. Please note that changes in major/degree program, other than through graduation remain tied to the original 150% requirement.

For Example

<table>
<thead>
<tr>
<th>Hours Required for the Degree/Certificate</th>
<th>Maximum Attempted Hours Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>48</td>
</tr>
<tr>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>124</td>
<td>186</td>
</tr>
</tbody>
</table>

Students who do not comply with the requirement are considered on financial aid suspension and are required to appeal based on mitigating circumstances to request their financial aid be reinstated.

B. **Completion Percentage Requirement**: All students (undergraduate, post-degree and graduate) must receive credit for a percent of the hours attempted each semester based on the chart below. Students who are placed on financial aid warning have one semester during which to achieve the required percentage. Failure to establish the completion rate will result in suspension of financial aid eligibility.

For Example

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Completion Percentage Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 50</td>
<td>50%</td>
</tr>
<tr>
<td>60 – 74</td>
<td>55%</td>
</tr>
<tr>
<td>75 – 89</td>
<td>60%</td>
</tr>
<tr>
<td>90 hours or more</td>
<td>67%</td>
</tr>
<tr>
<td>Post Bac Students</td>
<td>67%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>67%</td>
</tr>
</tbody>
</table>

- 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 "X", "I", WP, "W", "WF", "F", or "NC" are received will be used in computing all hours attempted, but will not be used in computing the earned hours.
• Transfer hours will be treated the same as the hours attempted and completed at UCA. Courses that are repeated will count towards attempted hours each time the course is repeated but will be included as completed only once.
• Courses taken as part of required remediation will not be included in attempted or completed hours per university academic policy.
• The federal government does not exempt hours included in Academic Clemency. As such, these hours are included as attempted hours in the completion percentage requirement.

C. Grade Point Average (GPA) Requirement Students must meet the established university GPA requirement as described in the Undergraduate and Graduate Bulletins. Please note that transfer grades do not count in the GPA calculation.

Please note that courses taken as part of remediation do not affect the student’s grade point average (GPA).

II. Withdrawal or Completion of Zero Hours: For any semester/term in which a student withdraws or completes zero hours, they will automatically be placed on Financial Aid Suspension for their next semester/term of attendance. Students will be permitted to appeal based on mitigating/unusual circumstances to request their financial aid be reinstated for their next semester of enrollment. See section V below for details of the appeal process.

III. PRE-REQUISITE COURSES: Students taking pre-requisite courses necessary for admission to a degree program must contact the Financial Aid Office to determine if they are eligible to apply for Financial Aid and the conditions necessary to maintain funding. All Pre-requisite courses required for entry into the degree program must be completed within one calendar year to maintain federal aid eligibility. Please note that students working on pre-requisite courses are only eligible for Direct Loans.

IV. Financial Aid Warning, Suspension, Probation

A. Financial Aid Warning: A student will be placed on financial aid warning when they move from a good status because of the completion percentage requirement and/or the gpa requirement as indicated above. Students are eligible to receive financial aid while in a warning status. During the semester of warning, the student is expected to come into compliance with the standard Financial Aid Satisfactory Academic Progress Policy.

B. Financial Aid Suspension: If after a semester on Financial Aid Warning, the student is not in compliance with the standard policy, they will be placed on financial aid suspension until they come into compliance with the standard policy or until they have appealed with a favorable decision.

C. Financial Aid Probation: Students who have a successful appeal will be placed on Financial Aid Probation. While on probation, a student is eligible for financial aid. During the period of probation (one semester) the student is expected to come into compliance with the standard SAP Policy as described above or maintain compliance with the academic plan outlined for them. Failure to meet the terms of the academic plan will result in the student being placed on financial aid suspension and the student will not be eligible to appeal. The 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.

V. 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.

Deadline to submit the appeal to the Office of Financial Aid: Last day to add classes for a term/semester.

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

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.

Deadline to submit a request for review by the Financial Aid Appeal Committee: Last day for 75% refund for the term/semester.
The student may meet in person with the Financial Aid Committee. The Committee reviews/hears this second appeal and forwards a recommendation to the Vice President for Financial Services. 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 semester 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 semester at UCA with a minimum of a 2.0 gpa with a minimum enrollment of 6 credit hours.

**VI. Academic Plans:** If your appeal is approved, you will be placed on financial aid probation and you will be required to sign a Financial Aid Academic Plan. That plan will be developed by the financial aid office staff with the intent of bringing you into compliance with the standard Satisfactory Academic Progress Policy.

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.