

# LOUISIANA TECH UNIVERSITY

## Satisfactory Academic Progress Policy for Federal Financial Aid Eligibility

Satisfactory Academic Progress policy is the term applied to the requirement imposed by the federal government regarding the measurement of grades and course completion to be eligible for federal financial aid. Federal requirements are found in 34 CFR Sections 668.16, 668.32 and 668.34. Louisiana Tech has defined the rules as follows:

### Cumulative GPA

Continuing and transfer **undergraduate** students must maintain a cumulative GPA of 2.00+.

**Graduate** students must maintain a cumulative graduate course GPA of 3.00+.

### Percent Completion

All students must successfully complete a minimum of 67% of the courses in which they enroll during the academic year.

Maximum aggregate hours attempted are limited as described elsewhere herein.

**Academic year** spans Fall, Winter, Spring, and Summer quarters in that order. Satisfactory Academic Progress will be evaluated annually at the end of the academic year regardless of when attendance at Tech began.

**Percentage Completion Computation: Beginning and Continuing students** will have all courses in which they enroll each quarter counted as attempted; **withdrawn, incomplete, and failed** courses are included. Courses initially enrolled in as audit are not eligible for financial aid nor are they counted in pursued hours. At the end of the Summer quarter **all courses attempted** during the academic year are totaled by credit hour. The courses **successfully completed** (earned) are totaled by credit hour. ICP courses where Tech is the degree granting institution may be included as Tech courses. Courses successfully completed during the academic year (hours earned) are divided by all credit hours attempted during academic year. These hours are considered even if financial aid was not received while attempting them.

**Transfer students** must meet all standards defined at Tech **before** being eligible for aid. Transfer transcripts will be reviewed to determine total hours attempted at all prior institutions and compared to the maximum allowed at Tech for their intended major. Eligibility will be evaluated using incoming cumulative GPA, percent of course hours completed in most recent attendance period prior to enrolling at Louisiana Tech, and the aggregate hours attempted. If a student has exceeded the aggregate hours allowed for the degree program the student is entering, has a deficient cumulative GPA or has not completed the required 67% of courses attempted, he/she is ineligible for aid.

**Disabilities:** Students who arrive at Louisiana Tech and are aware of learning or other disabilities should immediately contact the Office of Disability Services so that appropriate accommodations can be made. A student with a documented disability and functional limitations is still held to the same academic expectations as other students. If the student is registered with the Office of Disability Services and receiving appropriate accommodations, the student should be able to maintain Satisfactory Academic Progress for financial aid eligibility purposes.

**Academic Renewal:** Students granted academic renewal will have to appeal for federal financial aid eligibility. If the appeal is approved, students will still have all attempted hours considered when evaluating aggregate hours. GPA and percent completion rates will be based on courses attempted since renewal has been granted. Questions about Academic Renewal should be addressed to the Admissions office at (318) 257-3036.

**Academic probation:** has no direct correlation to eligibility for total federal financial aid.

**Academic suspension:** Students are ineligible for financial aid while suspended. An explanation of cumulative grade point averages and their effect on enrollment is found in the Louisiana Tech University Catalog. Contact the Registrar's Office at (318) 257-3036 for further information.

**Developmental/Remedial courses** are counted as hours attempted and, if successfully completed, hours earned unless the aggregate total exceeds 30. Developmental courses in excess of 30 hours are not counted when determining enrollment level for federal aid.

**Repeated courses** are counted in hours pursued and, if successfully completed, hours earned.

**Repetitive Resignations/Unofficial Withdrawals:** Students who resign or unofficially withdraw from (quit attending) Louisiana Tech two times during an academic year will have to appeal for continued eligibility for the remainder of the academic year.

**Freshman Financial Aid Probation:** Federal financial aid probation is possible for Louisiana Tech Freshmen who have attempted **an aggregate total of no more than 29 credit hours** by the end of the academic year. Probation may occur for the following Fall and Winter quarters only. When it is determined that the freshman failed to complete the requisite 67% of the courses attempted over the academic year or failed to achieve the required 2.00 cumulative GPA, the freshman will be placed on probation for the following Fall and Winter quarters. **Freshmen deficient in both categories are not eligible to be considered for academic probation.** Students on probation will be evaluated at the close of the Winter quarter. If they have not reached a 2.00 cumulative GPA and completed 67% of the courses attempted during the probationary period, their federal aid eligibility will be terminated for the remainder of the academic year and for future years until the student has re-established eligibility. Students, when removed from probation, are subject to all other Satisfactory Academic Progress rules.

**KEEP THIS POLICY -- RETAIN FOR YOUR RECORDS**

**Reinstatement of financial aid eligibility** is possible if the student meets the following requirements while ineligible for federal financial aid and has not exceeded maximum hours allowed.

Undergraduate students must achieve a 2.00 cumulative GPA and successfully complete 67% of the courses attempted annually while ineligible for federal financial aid and earn a minimum of 8 credit hours at Louisiana Tech University.

Graduate students must earn a 3.00 cumulative graduate GPA and successfully complete 67% of the courses attempted annually while ineligible for federal financial aid and earn a minimum of 6 graduate credit hours at Louisiana Tech University.

Requests for reinstatement must be made using the Reinstatement request form or submitted on the web as early as possible after grades for the period are calculated. Reinstatements are not retroactive to earlier quarters; thus requests must be received no later than the deadline for the specific quarter that you are requesting eligibility. Requests received after that day will be considered as a request for eligibility in the subsequent quarter. **Reinstatement Deadlines** are as follows:

- Fall Quarter . . . . . October 1st
- Winter Quarter . . . . . January 1st
- Spring Quarter. . . . . April 1st
- Summer Quarter . . . . . July 1st

**Appeals for exceptions to the policy** must be submitted in writing using the Tech Satisfactory Academic Progress Appeal Form *with all appropriate documentation and an unofficial copy of the most recent academic transcript* (available at the Registrar's office). A B.O.S.S. transcript printout is not acceptable. Suggesting that the Financial Aid Office contact doctors, professors, or other persons for additional information is not considered adequate documentation. Appeals must be received no later than the deadline for the specific quarter that you are requesting eligibility. We recommend that you submit an appeal as soon as possible after the deficiency occurs so that the appeal can be evaluated before classes begin. A student may only appeal for a total of three times during an academic career at Louisiana Tech. **Appeal Deadlines** are as follows:

- Fall Quarter. . . . . August 15<sup>th</sup>
- Winter Quarter . . . . . November 15<sup>th</sup>
- Spring Quarter. . . . . February 15<sup>th</sup>
- Summer Quarter . . . . . May 15<sup>th</sup>

**Maximum aggregate hours attempted** are considered when determining financial aid eligibility. These hours are considered even if financial aid was not received while attempting them. It does not matter where the hours were attempted, Louisiana Tech standards apply. The general rule is 150% of the hours required for the program of study in which currently enrolled. Students lose eligibility for future quarters and future award years as soon as it is clear that a student will not graduate within this period. To determine the maximum allowable hours for a specific program of study (major) refer to the University Bulletin, note the total hours required for the program and multiply that figure by 1.5. Students requiring more hours to complete their program of study may **appeal** for additional quarter(s) of federal aid eligibility. Students in Developmental, Non-Degree and "Pre" program status are allowed to attempt 60 credit hours.

**Excessive Aggregate Hour appeals** must include an explanation from you of the need for additional hours, a degree completion plan from the department, which includes courses remaining by quarter, and an expected graduation date. If a student is at high aggregate hours for a Non-Degree or Pre-program the appeal must include an explanation from you of the need for additional hours and a memo from the department which includes course requirements for admission to the valid degree program. These documents and an unofficial copy of the current transcript must be furnished with the appeal.

**Additional degrees:** Students seeking additional degrees are limited as follows:

- Associate..... 60 credit hours beyond prior degree
- Bachelors..... 60 credit hours beyond prior degree
- Masters..... 30 credit hours beyond prior degree

Students seeking a third Associate, Bachelors, or Masters Degree are not eligible for federal financial aid. Doctorates are considered terminal degrees thus no federal aid is available for a second doctoral program.

**Double Majors:** Students seeking double majors must complete their degree program for the primary major within the limits set for that major. Additional hours will not be allowed for double majors.

Federal financial aid cannot be paid while a student is ineligible due to unsatisfactory progress. Until an appeal or reinstatement is approved, no federal aid will be credited to a student's account.