

**LOUISIANA TECH UNIVERSITY
OFFICE OF FINANCIAL AID
SATISFACTORY ACADEMIC PROGRESS POLICY**

The policy contained herein is the result of the federal revision of the regulations governing Satisfactory Academic Progress, October 29, 2010 to be effective 1 July 2011. The applicable regulations are in 34 CFR 668.16(e), 668.32(f) and 668.34.

Louisiana Tech University will evaluate all applicants for federal financial aid using the policy contained herein. These policies meet the federal requirements but may not coincide with other academic institutions' policy since each institution is required to develop their own specific policy.

The rules we have developed are as follows:

We will evaluate Satisfactory Academic Progress (SAP) at the conclusion of each payment period (quarter). Upon receipt of the grades and course completion data we will determine the cumulative GPA. We will also calculate the "Pace" at which the student is progressing. This is done by dividing the cumulative course hours completed/transferred to Louisiana Tech University by the cumulative course hours attempted /transferred to Louisiana Tech University. All courses attempted include Withdrawn (W), Incomplete (I), No Credit (NC), Completed/Passed (A,B,C,D,S), and Failed (F) courses.

SAP will be met if the Undergraduate student is achieving a 2.00 cumulative GPA or better and their Pace is equal to 67% or higher and they have not reached 150% of the credit hours required for their degree program. ¹

SAP will be met if the Graduate student is achieving a 3.00 cumulative GPA or better and their Pace is equal to 67% or higher and they have not reached 150% of the credit hours required for their degree program. ¹

At the end of the quarter in which it is determined that a student is not meeting SAP, a student who is not on Financial Aid Warning will be placed on Financial Aid Warning for the next quarter they attend. If the student has not met SAP qualifications at the end of the Financial Aid Warning quarter, they will have their financial aid funds for their next quarter stopped. A student who has their financial aid funds stopped or placed in Financial aid suspension has two options. First, they may appeal. If their appeal is successful, they will be placed on Financial Aid Probation for one additional quarter of attendance. Appeal requirements are listed in the appeal form and in this policy and are very specific. Secondly, they may attend at their own expense until they raise their cumulative GPA and / or cumulative Pace to the required levels. The student's record will be reviewed to determine if they are eligible for Reinstatement.

If a student has met, exceeded, or cannot achieve their degree before 150% credit hour limit of coursework required for their degree, the only actions available are to appeal their limit or complete the program without further federal financial aid. Appeals must be prepared and submitted according to the guidance furnished later in this policy.

The following pages provide definitions and appeal guidance.

All previous SAP policies you may possess or have read are no longer valid. This is the only valid policy.

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 Pace 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 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) 257-2176 for further information.

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

Repeated courses which were previously failed are counted in hours pursued and, if successfully completed, hours earned.

Early Start (Dual Enrollment) and Summer Enrichment high school students taking college courses will have these courses evaluated when matriculating at Louisiana Tech University. If a student's college level courses fail to meet the 2.00 cumulative GPA and/or 67% completion requirements, s/he will be placed on Financial Aid Warning for the next quarter during which the student is expected to raise their grades and completion rate to the required level.

Reinstatement is possible if the student raises the Pace and Cumulative GPA to the required levels after being placed on Financial Aid Suspension. Academic work at other universities while academically suspended from Louisiana Tech may not be used for financial aid reinstatement purposes. Reinstatements are not retroactive to earlier quarters.

Appeals for exceptions to the policy must be submitted in writing using the Louisiana Tech Satisfactory Academic Progress Appeal Form ***with all appropriate documentation and an unofficial copy of the most recent academic transcript***, if from a school other than Louisiana Tech which was not furnished on admission. Suggesting that the Office of Financial Aid 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 a total of three times during an academic career at Louisiana Tech.** Approved appeals are for one quarter of probation. Probation requires the student to meet the 67% pace and 2.00 undergraduate/3.00 graduate cumulative GPA by the end of the probation quarter.

Federal regulations do not provide (allow) for a second appeal based on the same circumstances that immediately follows a previous probation period. While a student may, over the course of an entire academic career, repeat the financial aid warning status and any subsequent probation, two such periods cannot be consecutive without an intervening period during which the student makes SAP.

Appeal Deadlines are as follows:

Fall Quarter.	September 7, 2016
Winter Quarter	November 29, 2016
Spring Quarter.	March 7, 2017
Summer Quarter	May 31, 2017

Appeals for Excessive Aggregate Hours (150% limit) 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. A successful appeal will allow you to be “on completion plan”. Any deviation from the completion plan will result in permanent cancellation of aid.

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.....	45 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 and multiple minors: 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, multiple minors or concentrations.

Transfer Students

Students entering Louisiana Tech University from previous or intervening post-secondary institutions must submit all prior transcripts to the Admissions for subsequent posting by the Registrar to their Louisiana Tech University academic record. Students who have not submitted all needed transcripts will remain ineligible for federal Title IV student financial aid until such time as all transcripts have been received and posted. If the transfer work is not sufficient to meet the basic cumulative GPA or pace requirements, the student may appeal or fund his / her academic costs with other than federal funds until they qualify for reinstatement.

Financial Aid Eligibility Status:

Eligible – Student is meeting Cumulative GPA and Pace requirements without conditions.

Financial Aid Warning – Student did not meet Satisfactory Academic Progress standards at the end of the last quarter of attendance at Louisiana Tech.

Financial Aid Probation – Student was on Warning, failed to meet SAP standards and had their appeal approved to receive aid for one additional quarter.

Financial Aid Ineligible – Student is not meeting SAP standards and no exceptions have been granted.

On Plan – In rare instances, a student may be placed “on plan” which requires 100% successful completion, no drops or withdrawals, and a specified GPA.

On Completion Plan – Student has met 150% limit, appealed, and has been approved for a finite period of extension during which they must enroll in only specific courses required to complete their degree program.

Note 1. Basic Cumulative GPA and pace requirements may be superseded if the student is placed “on plan” or “on completion plan” at which time the specifics in the plan will govern requirements for aid.