

Academic Policy for Students Receiving Federal Financial Aid

Brown Hall, Suite 206 • 105 West O Street • Russellville, AR 72801 • 479.968.0399 • 479.964.0857 (fax) • fa.help@atu.edu

Note: All notifications of missing information, awards, and general information from the Financial Aid Office will be e-mailed to your OneTech account.

Students must meet all conditions of the policy. Violation of any section will result in loss of aid.

This Policy applies to funds received through Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Subsidized Direct Loan, Federal Unsubsidized Direct Loan, and the Federal Direct PLUS loan programs.

This policy will be applied automatically without favor or prejudice. With the exception of certificate and clock hour students, all federal aid recipients' progress is reviewed annually at the end of each spring semester, after a term with grades of all "F," with academic suspension from the university, upon the receipt of each new financial aid application, and after a student's full withdrawal from a semester. Certificate and clock hour students are reviewed at the end of each semester, upon the receipt of each new financial aid application, and upon a student's full withdrawal from a semester.

Any appeal of this policy must follow the instructions on the appeal form and be submitted to the Financial Aid Office as directed on the form. If applicable, attach any relevant documentation to the appeal. The appeal must be submitted prior to the deadlines listed below in order to be processed before the beginning of the term. A maximum of 2 appeals may be submitted. A student must **attend** without financial aid for a period of one academic year to be eligible to appeal for a third time.

DEADLINE FOR APPEAL: FALL—JULY 27; SPRING—JANUARY 5

The decision of the appeal is final.

Students granted a successful appeal will be placed on an academic plan which will be monitored each semester throughout the course of the plan. Individual students will be reviewed within the semester if notification of a grade change is received by the Financial Aid Office.

Financial aid will not be paid retroactively for any semester's lost eligibility.

SATISFACTORY ACADEMIC PROGRESS

A student is required to pass 67% of all attempted hours, this is called pace. Pace is calculated as shown: $\text{Hours passed} \div \text{hours attempted} = 67\% \text{ or greater}$. **NOTE:** Accepted transfer hours are counted as both attempted and passed and are considered in this calculation.

Incomplete, repeat, withdrawn, and audit classes are counted as hours attempted but do not increase hours passed. For repeated courses, only the grade from the best attempt is calculated into a student's cumulative grade point although all grades and all attempts are recorded on the student's academic record. Students may not repeat a course in which the highest grade possible has already been earned. Pass/Fail (No Credit) hours are counted as both attempted and passed and are considered in this calculation. Classes for which a student receives no credit, can cause a student to be in violation of the pace section of the policy.

INSTITUTIONAL ACADEMIC SUSPENSION

Any student whose name appears on the institutional suspension list will not be eligible to receive aid for their next period of enrollment, even if they re-enroll with the approval of the appropriate college dean.

It is the student's responsibility to notify the Financial Aid Office when they are no longer on the suspension list.

SUBSEQUENT CREDENTIALS OR TEACHER CERTIFICATION

Any subsequent associate's degree must be completed by the end of 45 additional attempted hours. Any subsequent bachelor's degree must be completed by the end of 70 additional attempted hours.

ACADEMIC CLEMENCY

Students granted academic clemency will have **all semesters attended** counted on the basis of attempted hours and will have a "financial aid GPA" based on all hours completed and will not receive aid until the financial aid GPA reaches at least a 2.0.

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Federal financial aid will pay for only one repeat of a class where a grade of "D" or better has been earned. If an incomplete grade is not replaced by a passing letter grade by the end of the next regular semester it will become a grade of "F" and will be considered in the next regular determination of policy progress.

Hours taken during high school (concurrent classes) will be counted on the basis of attempted hours and cumulative GPA.

REQUIRED GRADE POINT AVERAGE

FIRST UNDERGRADUATE DEGREE

All students must have a minimum cumulative grade point average of 2.0 at the end of their fourth and all subsequent undergraduate semesters or "equivalent transfer semesters," with the exception of certificate and clock hour students. (Transfer students will be assigned "equivalent transfer semesters" based on the number of hours accepted by the Registrar's Office.) Adjustments to cumulative grade point are not made for courses transferred from other colleges or universities.

Certificate and clock hour students must have a cumulative GPA of at least a 2.0 at the end of their second and all subsequent semesters.

SUBSEQUENT UNDERGRADUATE CREDENTIALS OR TEACHER CERTIFICATION

Students must maintain a 2.0 cumulative GPA.

No appeal will be granted for anyone in violation of the required cumulative 2.0 GPA.

Any student who fails to meet the required 2.0 GPA will be reinstated once the required GPA is met. However, financial aid will not be paid retroactively for any aid lost because of this requirement.

It is the student's responsibility to notify the Financial Aid Office when they have increased their GPA.

MAXIMUM TIME TO DEGREE – UNDERGRADUATE

A student must receive a bachelor's degree by the end of 180 attempted credit hours, an associate's degree by the end of 90 attempted credit hours, and a certificate by the end of 45 attempted credit hours. Allowances will be made for semesters involving required remedial course work, bachelor's degrees which require more than 120 earned hours, associate's degrees which require more than 60 earned hours, and certificates which require more than 30 earned hours. Clock hour students must complete their program by the end of 150% of the published length of the program.

All semesters attended will be counted whether a student received financial aid during the semester or not.

CHANGING MAJORS

When a student changes majors they are required to continue meeting all sections of this policy. If the major change causes the student to exceed the maximum number of hours attempted, they may appeal. The cumulative grade point average will still be considered as the student's grade point.

GRADUATE DEGREE

A graduate student is required to pass 67% of all attempted hours. This is calculated as shown: $\text{Hours passed} \div \text{hours attempted} = 67\% \text{ or greater.}$

NOTE: Accepted transfer hours are counted as both attempted and earned and are considered in this calculation.

MAXIMUM TIME TO DEGREE - GRADUATE

A graduate degree must be completed by the end of 54 attempted hours. Students seeking only a graduate certificate must earn the certificate within 23 attempted hours.

GRADUATE DEGREE - GPA

Students must maintain a 3.0 cumulative GPA.

WITHDRAWALS/ALL "F" GRADES

Federal regulations require a calculation to determine how much aid, if any, must be returned to the federal programs when a student withdraws or receives all "F" grades. Academic progress will also be calculated on any student who receives grades of all "F" for any term.

Students who must repay funds will be notified by the Financial Aid Office of the amount within forty-five days of grades posting.