



**Satisfactory Academic Progress Plan**  
**OFFAID – APPROVED ½ TIME (HPLAN2)**  
**Spring Semester**

The purpose of the academic plan is to set a short term goal each semester to assist students to meet their academic goal and understand the conditions surrounding your approved appeal; which is to complete your degree in a timely manner while maintaining financial aid eligibility. The plan allows for goal setting, evaluation and renewal of the plan if necessary. Failure to meet the terms of the plan will result in loss of aid eligibility and there is not an appeal process for students who lose financial aid eligibility while on an academic plan.

**Please read and accept only if you are enrolled in classes that are on your degree plan for the semester.**

Please read the following information carefully making sure you understand the significance of this agreement and sign below after you have read the information provided. I understand that;

- I will be required to follow the terms of the Academic Plan in order to receive federal, state and institutional financial assistance, if eligible.
- **I can only enroll in the classes that are on my degree plan.**
  - For ex: (If an EMS class is not on your degree plan, you cannot enroll in it while on an academic plan.)
- Since I am only allowed to enroll in a minimum of 6-8 hrs., any enrollment in excess of that will cause the plan to be voided.
- If I change my schedule after the plan is accepted and approved; the plan will be voided and financial aid canceled.
- **I must successfully complete 100% of all the classes I attempt for the semester with a **2.25 GPA** or better in order to continue to be eligible for financial aid. (GPA requirement may vary for each student). You must achieve the grades required by your course of study. If you fail to complete a course or obtain the required grade, your aid will be cancelled with no further extension. **Grades of F, W, I, NC, U, AU are unacceptable.** (Repeat Courses) Once a student has completed any course twice with a passing grade, he/she is no longer eligible to receive aid for that course.**
- I must take measures to ensure academic performance and success to continue receiving financial aid. (Ex. extra study time, tutoring, etc.)
- My academic progress will be reviewed each semester and I may check my satisfactory academic progress status on self-service banner.
- I must read the Satisfactory Academic Progress Policy so I understand the policy and I should ask questions if I do not understand something in the policy.
- In order to be in eligible status for financial aid, students must have a cumulative completion average of 67% or better and a cumulative grade point average of a 2.0 or better and not be in timeframe status, which means not have exceeded the credit hours for the student's program of study.

**SPRING Semester Stipulations of the HPLAN2 for the semester are:**

**Credit Hours:** Student may only enroll in minimum of **6-8** credit hours

**GPA:** Must complete the semester with a **2.25** grade point average



## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Financial Aid Office is required by Federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress (SAP) requirements. All classes a student enrolls in must be required for his/her declared degree. The student's entire academic records are considered in determining eligibility for financial aid whether or not they have previously received aid. The Financial Aid Office reviews academic progress after each semester, including summer terms. SAP is met if a student is achieving a 2.0 cumulative GPA or better, the pace is equal to 67% or higher and the student has not reached 150% of the credits required for a degree or certificate program.

### Failure to maintain these standards may result in loss of financial aid eligibility

| STANDARD              | MINIMUM REQUIREMENT   |
|-----------------------|---|
| Qualitative Standard  | A 2.0 minimum cumulative grade point average (GPA) in all coursework attempted.   |
| Quantitative Standard | A 67% minimum completion of all courses attempted. Pace of progression is measured by dividing the cumulative hours the student has earned by the cumulative hours the student has attempted.   |
| Maximum Time Frame    | Attempted credit hours may not exceed 150% of the number of credit hours required for one's program of study. The limit will vary for each program. Please refer to the University catalog for the required length of each degree or certificate program. |

### FINANCIAL AID SAP STATUS DEFINITIONS

**ELIG (Eligible)** Student meets all the conditions of maintaining satisfactory academic progress.

**WARN (Warning)** A student will be placed on Warning Status if he/she failed to achieve a minimum 2.0 GPA or better or if his/her pace is below 67%. Students on warning status will be eligible to receive financial aid during that period. At the end of the warning period, a student must have a cumulative GPA of 2.0 or better and a completion rate of 67% or above to continue receiving financial aid.

**OFFAID** A student is OFFAID when he/she fails to make satisfactory academic progress during a warning term or completes the semester with grades of all F's and, therefore, ineligible to receive financial aid.

A student who is OFFAID has two options:

1. Appeal by completing a SAP appeal form or
2. Attend at his/her own expense until the student raises his/her cumulative GPA to 2.0 and has a 67% completion rate. It is a students' responsibility to notify the Financial Aid Office when he/she has met the SAP requirements so that his/her SAP status can be evaluated.

**TIME (Maximum timeframe)** A student has exceeded the time frame limit for his/her declared degree or certificate. Student may not receive Title IV financial aid for courses that do not meet the requirements for completing his/her declared degree program. **The timeframe for degree completion is limited by Federal regulations to 150% of the published length of the degree program.** Please refer to the University catalog for the required length of each degree or certificate program.

Credit hours attempted will include completed credits, incompletes, withdrawals, transfer credits, and repeated or failed classes. If due to withdrawals, failed courses or change in degree program, etc., the student exceeds the maximum number of attempted credits for his/her program or a student cannot complete the program of study without exceeding the maximum timeframe, then he/she will no longer be eligible for Federal financial aid for any future terms. Students have the right to submit an appeal for an extension of timeframe status.

**Example:**

*Business Administration 67 credits x 150% = 101 credits for Associates Degree*

*Nursing 74 credits x 150% = 111 credits for Associates Degree*

*Certificate Program Example: (COT) Child Development 31 credits x 150% = 47 credits*

*(COE) Automotive Technology 38 credits x 150% = 57 credits*

**ALERT** Student is close (110% or greater) to reaching his/her time frame limit for the declared program of study. A student will be notified that he/she is close to the timeframe limit and will be required to submit a Financial Aid Appeal.

**SAP NOTIFICATIONS**

A student will be notified via his/her ENMU-Roswell student email account at the end of each term regarding SAP status for the next semester of attendance. Emails are also sent to a student to notify them of Financial Aid Appeal results.

SAP notifications are based on available information at the time the process is run. This information is subject to change or correction. Therefore, it is the responsibility of the student who has been notified of a SAP status to document and report to the ENMU-Roswell Financial Aid Office any corrections to information (such as grade changes, consortium agreements, etc.) used to determine SAP status. Any aid released to a student who is subsequently determined to be ineligible for financial aid under the rules of SAP will be returned and the student will be responsible for any balance on his/her account.

## **FINANCIAL AID APPEALS (SAP Appeals)**

A student who is OFFAID for failing to meet Satisfactory SAP may regain eligibility by successfully appealing to the Financial Aid Administration if he/she had an extenuating circumstance that prevented him/her from successfully meeting SAP standards.

An extenuating/special circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. A special circumstance may include injury, illness, the death of a relative, or other special circumstance during the term the aid was received. Circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc.

A student who is ALERT (close to timeframe for designated program of study) will be required to submit an appeal to the Financial Aid Administration as stated above. Also, those students who have reached maximum timeframe (TIME) can submit an appeal regarding an extension of timeframe.

*All submitted documentation for a Financial Aid Appeal is confidential and only used to verify and support a student's appeal.*

A student may be approved for reinstatement on a probationary status of no more than one term to resolve all deficiencies. A student who appeals, but for whom it would be mathematically impossible to resolve all deficiencies in one term, will be placed on an academic plan. Appeals must provide documentation of circumstances on which the appeal is based. Appeals must also specify why the student failed to satisfy SAP requirements and what has changed in the student's situation.

**PLAN (Academic Plan)** Students may be placed on an academic plan upon submission of a successful appeal. If it is mathematically impossible for a student to resolve all deficiencies during one term of attendance and the student's reason for appeal is appropriate according to Federal regulations, the student may be placed on an academic plan with the end goal being to resolve all deficiencies. An academic plan varies in length and will be determined after the appeal is approved and will not be the same for all students. It does not have to equate to the exact number of terms it would take a student to resolve all deficiencies. Students granted aid eligibility through an academic plan may receive aid for the term. If the student is meeting the criteria identified in the SAP appeal approval at the end of the term, the student's academic plan may be extended. If students fail to meet the terms on the plan, the students will be OFFAID. The student cannot appeal if denied aid while on an academic plan.

**BACHELOR'S DEGREE STUDENTS** – A student with a Bachelor's degree is not eligible for financial aid at ENMU-Roswell due to the time frame limit.

**TRANSFER STUDENTS** – The assessment of a student’s academic progress will be based on the student’s entire academic record to include all hours from other institutions, whether or not financial aid was received. Transfer students entering ENMU-Roswell must be enrolled in a program of study which leads to a degree or certificate.

A student’s file will not be reviewed until it is complete and all academic transcripts are received, so a student may not know his/her satisfactory academic progress eligibility until after the semester has begun. This could also mean that a student may have a SAP status of TIME, which was explained above, which will mean he/she is not eligible for financial aid.

**WITHDRAWING FROM CLASSES** – Students who enroll in classes are responsible for officially withdrawing from classes which they are not attending or planning to attend. Students that stop attending classes and do not officially withdraw will receive a failing grade. In these cases, students that received Title IV funds may owe all or a portion of the money received back to the school and/or the Federal Government. Students who owe money back are not able to enroll in school, receive Title IV assistance or obtain academic transcripts until the balance has been paid in full.

**NOT ATTENDING CLASSES** – The law makes clear that Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the funds are awarded. If a student never attends at least one class then the student is not eligible for Title IV funds.

#### **Federal Register/Citations for Federal Student Aid Programs**

34 CFR 668.21 Treatment of Title IV grant and loan funds if the recipient does not begin attendance at the institution.

A) If a student does not begin attendance in a payment period of period enrollment-

(1) The institution must return all title IV, HEA program funds that were credited to the students account at the institution or disbursed directly to the student for that payment period or period of enrollment, for Federal Perkins Loan, SEOG, Teach Grant, Federal Pell Grant, ACG and National SMART Grant program funds; and

(2) For Direct Loan funds.