Policy Name: 1.2 Satisfactory Academic Progress

Purpose: This document contains the Office of Financial Aid’s current policies and procedures for Satisfactory Academic Progress (SAP).

Disclaimer: This policy is subject to change, without notice, in order to comply with administrative and regulatory requirements. All policies and procedures below are in accordance with the Federal Student Aid Handbook.

Policy Contents:

- 1.2 Satisfactory Academic Progress (SAP) Overview
- 1.2.1 Undergraduate Students
- 1.2.2 Graduate Students
- 1.2.3 Law Students
- 1.2.4 Pharmacy Students
- 1.2.5 Special Considerations
- 1.2.6 SAP Review Procedure
- 1.2.7 SAP Appeals Procedure
- 1.2.8 Information for Students and Parents
- 1.2.9 Instructions for Appealing Financial Aid Suspension

Definitions and Terms:

- FAFSA – Free Application for Federal Student Aid
- GPA – Grade Point Average
- OFA – Office of Financial Aid
- SAP – Satisfactory Academic Progress
- UM – University of Mississippi
All students at UM must achieve and maintain SAP in order to retain Title IV aid eligibility as directed by the U.S. Department of Education.

- SAP is checked at the end of each spring term. Students failing to meet academic progress standards are placed on financial aid suspension beginning with the summer/fall term (whichever is applicable).

- Students placed on financial aid suspension are ineligible to receive any federal student aid funds. The suspension also applies to some institutional funds (the Sumners Grant, Health Professions Loan, Johnson Civil Engineering Loan, Noyce Teachers for a New Tomorrow Forgivable Loan Program, and McKinstry loan funds). This policy applies to both undergraduate and graduate/professional students.

- Students placed on financial aid suspension will be notified of said suspension by email at the student’s Ole Miss email address.

- University aid programs and state aid programs as well as other scholarships may have differing requirements for continued eligibility.

If a student leaves or is asked to leave the University of Mississippi for any reason and the student is on financial aid suspension, the student still will be on financial suspension when he/she returns.

For purposes of SAP, a separate federal GPA is calculated that may differ from the resident UM GPA, because forgiveness grades and Academic Restart courses (see section 1.2.5) cannot be excluded from the federal GPA calculation. Students must meet federal GPA requirements to qualify for federal aid eligibility. This also applies to the two-thirds rule and completion rates requirements (see sections 1.2.1 to 1.2.4).

**Correspondence:**

Please note that all correspondence from the OFA will be carried out through email. Therefore, the student is responsible for checking his or her Ole Miss email account regularly. If the student does not use their Ole Miss account, it is recommended that he or she forward it to an active email account.
The following standards that are used to measure satisfactory academic progress for undergraduate students at UM:

**Standard One: Minimum GPA Requirement**

An undergraduate student must achieve and maintain the minimum cumulative resident federal GPA of 2.00 in his/her course of study at UM. This GPA does **NOT** include transfer work.

**Standard Two: The Two-Third’s Rule**

An undergraduate student must be passing at least 67% of the hours that he/she has attempted at UM.

The Two-Third’s Rule formula is as follows:

\[
\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}}
\]

**Standard Three: Undergraduate Completion Rate**

An undergraduate student's total number of hours attempted at UM and all other institutions (including attempted hours gained in pursuit of prior undergraduate degrees or attempted hours gained in prior declared majors) cannot equal or exceed 180 hours.

If a student changes majors, all previous courses taken at the undergraduate degree level are still counted in all SAP calculations.
The following standards that are used to measure satisfactory academic progress for graduate students at UM:

**Standard One: Minimum GPA Requirement**

Graduate students must achieve and maintain a 3.00 cumulative GPA. The cumulative resident federal GPA is based on course work at UM only.

**Standard Two: The Two-Third’s Rule**

Graduate students must pass at least 67% of the hours attempted at UM.

The Two-Third’s Rule formula is as follows:

\[
\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}} \geq 0.67
\]

**Standard Three: Graduate Completion Rate:**

Graduate students will not be eligible to receive aid once they have attempted 72 total hours in pursuit of a Master’s degree, 100 hours in pursuit a Specialist degree, or a grand total of 160 hours in pursuit of all graduate degrees, including Doctorate.

If a student changes majors, all previous courses taken at the graduate degree level are still counted in all SAP calculations.
The following standards are used to measure satisfactory academic progress for Law students at UM:

**Standard One: Minimum GPA Requirement**

Law Students must achieve and maintain a cumulative resident federal GPA of 2.00.

**Standard Two: The Two-Third’s Rule**

Law students must pass at least 67% of the hours attempted at UM.

The Two-Third’s Rule formula is as follows:

\[
\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}}
\]

**Standard Three: Law Completion Rate:**

Law students are no longer eligible to receive aid once they have attempted 120 total credit hours.

Hours are based on the combined total law hours at UM and other institutions. The cumulative GPA is based on course work at UM only.
The following are standards used to measure satisfactory academic progress for pharmacy students at UM:

**EE 1-3 and PY1 Students**: For students classified as Pre-Pharmacy, Early Entry (EE 1-3), and Professional Year 1 (PY1), in the B.S. in Pharmaceutical Sciences degree program, SAP is defined by the same standards applicable to other UM undergraduate students (see section 1.2.1).

**PY2-PY4 Students**: Students enrolled in the Doctor of Pharmacy program (PY2-PY4) must meet the following four standards in order to be eligible for Title IV student aid:

**Standard One: Minimum GPA Requirement**

The student must maintain a minimum cumulative resident federal GPA of 2.0 on courses designated as required for PY2, PY3, and PY4 students.

**Standard Two: The Two-Third’s Rule**

PY2-4 students must pass at least 67% of the hours attempted at UM.

The Two-Third’s Rule formula is as follows:

\[
\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}} \geq 0.67
\]

**Standard Three: Pharmacy Completion Rate**

The student's total number of hours attempted as a PY2, PY3 and PY4 cannot exceed 174 credit hours.

**Standard Four: Passing Required Courses**

The student must receive no letter grade below “C” in any individual, required course (see the list below):
<table>
<thead>
<tr>
<th>PY2 Courses</th>
<th>PY3 Courses</th>
<th>PY4 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDC 416</td>
<td>PRCT 543</td>
<td>AMBC 591</td>
</tr>
<tr>
<td>MEDC 417</td>
<td>PRCT 544</td>
<td>ASSN 591</td>
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<td>PHAD 491</td>
<td>PRCT 545</td>
<td>BARI 591</td>
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<td>PHAD 493</td>
<td>PRCT 552</td>
<td>BIOT 591</td>
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<td>PHAD 494</td>
<td>PRCT 555</td>
<td>CARD 591</td>
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<td>PHCG 422</td>
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<td>PRCT 557</td>
<td>CRIT 591</td>
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<td>PRCT 559</td>
<td>EMER 591</td>
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<td>PRCT 451</td>
<td>PRCT 560</td>
<td>GERA 591</td>
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<td>HOME 591</td>
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<td>PRCT 456</td>
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<td>PRCT 553</td>
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<td></td>
<td>PRCT 590</td>
<td>VETP 591</td>
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<tr>
<td></td>
<td>PRCT 591</td>
<td>WOMH 591</td>
</tr>
</tbody>
</table>
Special rules apply to courses with the statuses below in regard to determining enrollment level and SAP.

**Incomplete (I), Withdrawal (W), Credit Granted (Z), Passing (P), and Audited Course (X) Grades:**

The table below demonstrates how various grades are treated in the SAP calculations (the “standards” indicated in Sections 1.2.1 to 1.2.4):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Included in Attempted Hours (used to calculate the 2/3’s rule and completion rate)</th>
<th>Included in Earned Hours (used to calculate 2/3’s rule)</th>
<th>Included in Graded Hours (used to calculate Federal Resident GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I*</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W**</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Z</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>X</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

*If a course with an “I” grade is never completed, the grade will be changed to an “F” by the Registrar’s Office, which would then affect SAP GPA calculations. When probation reviews are completed, “I” grades will be calculated as “F” grades in order to determine whether probation terms have been met. Upon notification of the grade change, OFA will review the student’s terms again.

**The OFA determines whether or not a student is an unofficial withdrawal (see Unofficial Withdrawal Policy). Unofficial withdrawals impact the student’s GPA, 180 hour completion rate, and the two-third’s rule.

**Failed Courses (F Grades):**

There are three designations for “F” grades (Earned, Abandonment, No Attendance):

- **Earned F** – The student “finished” the class. It confirms that the student is not a withdrawal. This F counts in SAP calculations and can impact the student’s resident federal GPA, the two-third’s rule, and completion rate.

- **Abandonment F** - The student did have attendance confirmed in the course at least one time, but they did not finish the class. This F is relevant to the identification of unofficial withdrawals. It will be included in SAP and can impact the resident federal GPA, two-third’s rule, and completion rate.
• No Attendance F (or No-Show F) - No attendance was ever confirmed for this course. This status is relevant to the identification of a No-Show student (if all of his/her courses have this type of F). This type of F will be excluded from all SAP determinations.

At the end of a term, instructors may choose either an Earned or Abandonment F. If any F grade has been entered and there is no confirmed attendance, the Registrar’s Office will change the F to a No Attendance F grade.

**Course Repetitions:**

A course can be repeated over and over (and can be included in the student’s enrollment level for determining financial aid eligibility) if the student keeps getting F’s, because the federal philosophy allows the student to keep trying to pass the course.

However, once a course is passed (i.e., with at least a “D” grade), then a limit on repeating the course is imposed. Students can receive federal student aid for a repeated, passed course ONE additional time (regardless of whether the academic major requires the student to retake the course to obtain a better grade*). Therefore, repeated coursework beyond this threshold will not be counted towards a student’s enrollment level for federal aid eligibility; it will be ignored.

Repeated coursework is included in the calculations of the student’s federal GPA, completion rate, and the two-thirds measure, for SAP purposes.

*NOTE: If a student is required by the academic program to retake a course multiple times, but the course subject material is different in each repetition, then the academic department must submit a letter to OFA confirming this requirement. OFA has compiled a list of these courses over time and has implemented programming code that allows these courses to count towards enrollment for federal aid eligibility purposes if eligible.

**Remedial Courses:**

Up to one year (30 semester hours) of remedial courses (Developmental Studies “DS” classes) can be counted in a student’s enrollment for purposes of the receipt of federal aid.

**Non-Credit Courses:**

Non-credit courses do NOT count towards a student’s enrollment level for federal aid eligibility purposes, and are also not included in SAP calculations of the resident GPA or completion rate.
**Academic Restart and Forgiveness:**

Neither being allowed to return to the University by the Office of the Registrar nor admittance to the University by the “Academic Restart” program will change the student’s financial aid eligibility status.

Grades removed from a student’s transcript and GPA calculation by “Academic Restart” or the “Academic Forgiveness” option are still considered in GPA calculations for federal student aid eligibility purposes.

NOTE: Academic Forgiveness applies only to undergraduates, and Academic Restart applies only to undergraduate and Law students.

**Transfer Credits:**

Credit hours from another institution that count toward the student’s educational program and are accepted by UM are counted as earned credit hours. Transfer grades, however, are not included in the institution’s calculation of a GPA for graduation purposes.

For Federal Title IV aid purposes:
- Transfer credit hours count towards the student’s completion rate.
- These credit hours do not count towards the SAP two-third’s rule.
- Neither the cumulative resident (UM) GPA nor the cumulative resident GPA for Title IV aid purposes (which does not include forgiven grades) includes transfer work.

**English as Second Language (ESL) Courses:**

At UM, ESL courses are part of the Intensive English Program (IEP). These courses are graded, and count as part of a degree-seeking student’s course-load in SAP calculations, although most participants in IEP (i.e., international students who are not U.S. citizens or eligible non-citizens) are not eligible for federal financial aid.

**Part 1.2.6 SAP Review Procedure**

At the end of the Spring term, a report is run of student academic performance to determine whether all required SAP standards have been met. If not, the student is flagged for Financial Aid Suspension. Awarding and disbursement holds are then set for federal aid purposes.

If a student successfully appeals for reinstatement of aid, they are given probationary terms. Probationary students are reviewed at the end of each applicable term.
The SAP Appeal is different from both a scholarship appeal and an Academic Standing Appeal. If a student has been academically dismissed or placed on academic suspension and wishes to appeal that status, the student should contact the Office of the Registrar for instructions. A student placed on financial aid suspension who submits and is approved for an SAP appeal will NOT automatically correct that student’s academic standing. Likewise, being readmitted through the Office of the Registrar will NOT necessarily remedy a student’s financial aid suspension status.

Students who fail to maintain SAP may submit an appeal online to the OFA and will be required to provide the specific reasons that caused the student to fall below the University’s minimum academic standards.

- Students may appeal the status of their financial aid in the event of an injury or illness, the death of a relative, or other special circumstances.

- Students who are submitting appeals due to exceeding the threshold for overall attempted hours should provide a target expected graduation date and an academic enrollment plan detailing the remaining classes required for the desired degree and when the student plans to complete each of them.

The OFA publicizes deadlines for submitting appeals each term. Students may access this information on the OFA website (finaid.olemiss.edu) by selecting “Quick Links”, then “Financial Aid Appeals.” From there, students would select “Submit an Online Appeal,” then log in to the myOleMiss portal. Date information will be provided on the instructions page.

Students may also access the SAP appeal through the myOleMiss portal by logging in to myOleMiss, then selecting the “Student” tab, then “Financial Aid” app list, then “Financial Aid Appeal Form.” Date information will be provided on the instructions page.

Students submitting successful appeals are placed on financial aid probation and allowed to receive federal student aid for one semester. Each successful appeal includes certain requirements that must be met to receive aid for the student’s next period of enrollment. Students that appeal their suspension status will receive an email to their Ole Miss email address.

Students on financial aid probation will have their terms reviewed immediately upon final grade posting at the end of each term and will be notified of the outcome of their probation by email at the Ole Miss email address. Any student that met established probation terms for a certain semester, but has not considered to be meeting all three SAP standards, is continued on probation. If probation terms need to be amended due to the student planning to take less hours than indicated in terms provided, the student must notify OFA of the request in writing prior to the course(s) in question having started. If not planning to enroll in the semester for which probation terms have been assigned, the student must submit a new appeal for a subsequent term for consideration.

A student whose written appeal has been denied by the committee can request an in-person appeal to petition for a probationary term. Although there is no set limit on the number of semesters in
which a written appeal may be submitted, only one in-person appeal will be allowed per student, per degree level (Bachelor’s, Master’s PhD, etc.). The student must also meet first with an academic advisor to discuss performance and future academic plans. A “Certification of Meeting” form is required as documentation (see below).

Students denied aid for failure to meet these SAP requirements, or students who have exhausted their appeal options, may still have the opportunity to regain eligibility once they meet the requirements.

**Important:** It is the student’s responsibility to submit his/her financial aid appeals to the OFA. The OFA is not required to initiate the appeals process.

**Part 1.2.8 Instructions for Appealing Financial AidSuspension**

The Instructions for Appealing Financial Aid Suspension are provided once the student accesses the financial aid appeal form through myOleMiss (as described in section 1.2.7); see below:

**INSTRUCTIONS FOR APPEALING FINANCIAL AID SUSPENSION**

These instructions are for the use of students who have been placed on Financial Aid Suspension and thereby are no longer eligible to receive financial aid or students who did not meet the terms and conditions of their scholarship. By following the steps outlined below, a student may appeal his or her placement on Financial Aid Suspension or loss of scholarship.

A link to the standards for Satisfactory Academic Progress was included with the letter you received notifying you of your suspension. Email sent to you notifying you of your suspension. If you would like to review those standards at this time, you may visit our web site at [http://finaid.olemiss.edu/financial-aid-terms-and-conditions/](http://finaid.olemiss.edu/financial-aid-terms-and-conditions/).

You were placed on Financial Aid Suspension because you failed to meet the Office of Financial Aid’s standards for Satisfactory Academic Progress. Federal regulations and the regulations governing many other forms of student aid require that a student meet a minimum academic standard in order to continue to receive student financial aid.

A financial aid administrator may make exceptions to that requirement in individual cases, if the student can demonstrate that his or her failure to meet the minimum standard was caused by **illness or injury, the death of a relative, or other special circumstances which are not expected to hinder academic success in a subsequent term.**

If you wish to appeal the suspension of your student financial aid or loss of scholarship, please answer carefully the following questions. A successful appeal will contain answers to each question or request for data, be well written, and provide evidence of your situation which will support your petition for reinstatement. Approval/Denial decision for appeals will be communicated to the student by e-mail.

If your appeal is successful, you will be placed on Financial Aid Probation and given certain conditions that you must fulfill in order to continue to receive student financial aid. You will be informed of these conditions by e-mail.

**NOTE:** If you have been academically dismissed or placed on academic suspension and wish to appeal that status, you should contact the Office of Admissions and Records for instructions. Completing an appeal of Financial Aid Suspension will not correct your academic standing. Likewise, being readmitted through the Office of Admissions and Records will **not** automatically remedy your Financial Aid Suspension.
Following is a sample of the online Financial Aid Appeal Form:

Financial Aid Appeal Form

Name: VEENA MANTENA
Student Number: 10132132
E-mail: vmantena@olemiss.edu
Address: 253 MARTINDALE UNIVERSITY, MS 38677
Telephone: 0029155740

1. This appeal is for:
   - [ ] Scholarship Appeal (Provide Name of the Scholarship)
   - [ ] Financial Aid Suspension (Applies to Federal Aid, Sunners Grant and McKinstry Loans)

2. Please select your class level:
   - [ ] Choose class level

3. Anticipated or enrolled hours for this semester:
   I intend to enroll in [ ] Choose hours

4. For which term are you requesting that your aid be reinstated? (Please be aware that an academic year runs from fall Semester through the summer terms.)
   - [ ] Choose term

5. Which campus do you primarily attend?
   - [ ] Choose campus

6. Have you ever previously been placed on Financial Aid or Academic Suspension at the University of Mississippi?
   - [ ] Yes
   - [ ] No

7. Who is your academic advisor? (Full name, please)
   - [ ]

8. Enter your advisor’s department
   - [ ]

9. What is your anticipated date of graduation?
10. In the box below, please provide the SPECIFIC reasons that caused you to fall below the University’s minimum academic standards for the receipt of student financial aid OR the circumstances that caused you not to meet terms and conditions of the scholarship. You have room for about 500 words.

[Blank box for text input]

11. Please provide the date on which you met with your academic advisor, and describe the plan you and your advisor developed to address your academic performance. If you have not met with your academic advisor, do not submit this appeal as it will not be considered until after this meeting has occurred. You have room for about 500 words.

[Blank box for text input]

12. Do you expect to graduate in the next two semesters?
   - Yes
   - No

If yes, what classes are you required to take in order to meet that goal? When do you expect to file your application for graduation? You have room for about 500 words.

[Blank box for text input]
Following is a sample of the in-person Financial Aid Appeal Form:

To the Academic Advisor:

This student has been placed on Financial Aid Suspension and, at this point, is no longer eligible to receive student financial aid. He or she is appealing this suspension. An Office of Financial Aid committee will review this student’s appeal of financial aid suspension but will need the information that you provide to help reach a more informed decision.

Please discuss with the student their academic performance, degree plans and goals. Please detach, complete, sign and date the “Certification of Meeting” and return to the student so that he or she may return it to our office.

Additionally, please provide a suggested course schedule for this student for the coming academic term(s) as well as an honest assessment of the student’s ability and motivation to complete his or her program of study. This suggested course schedule and assessment should be emailed directly to Blake Hemphill, Chair of the in-person appeals committee, at jbhemph@go.olemiss.edu.

Please know that your assessment will be kept completely confidential and will not be divulged to the student in any way. Your honesty and insight are valuable components of this process. Thank you for your assistance and cooperation in this matter. If you have any questions, please feel free to contact Blake Hemphill at 662-915-5546. LAST DAY TO SUBMIT A REQUEST FOR AN IN PERSON APPEAL FOR FALL 2017 IS OCTOBER 9TH, 2017 AND SPRING 2018 IS MARCH 6TH, 2018.

Certification of Meeting

This is to certify that the student named below met with me to discuss his or her financial aid suspension and academic progress.

Appeal for (circle only one academic term): FALL  SPRING  SUMMER

Student’s Name: __________________________________________

Student’s Ole Miss ID Number:________________________________

Student’s Major (and Minor, if applicable):__________________________

School and/or Department:_______________________________________

Expected Graduation Date:_______________________________________

Student’s Email:__________________________ Phone:_________________

Academic Advisor’s Name:_______________________________________

Advisor’s Signature:__________________________ Date:_______________

Advisor’s Email:__________________________ Phone:_________________