

The University of Mississippi
Office of Financial Aid
University, MS 38677
Phone: (800) 891- 4596 Fax: (662) 915-1164

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.

Policy Contents:

- 1.2 Satisfactory Academic Progress (SAP) Overview
- 1.2.1 Undergraduate Students
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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 Summers 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, exclusion 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:

$$\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}}$$

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 of 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. (The cumulative GPA is based on course work at UM only.)

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 following are standards used to measure satisfactory academic progress for pharmacy students at UM:

EE 1-3 and PY1 Students: For students classified as 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:

$$\frac{\text{Cumulative resident credit hours earned}}{\text{Cumulative resident credit hours attempted}}$$

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):

PY2 Courses	PY3 Courses	PY4 Courses
PHCY 501	PRCT 543	AMBC 591
PHCY 502	PRCT 544	ASSN 591
PHCY 503	PRCT 545	BARI 591
PHCY 504	PRCT 552	BIOT 591
PHCY 505	PRCT 555	CARD 591
PHCY 506	PRCT 556	COMM 591
PHCY 507	PRCT 557	CRIT 591
PHCY 508	PRCT 558	DINF 591
PHCY 509	PRCT 559	EMER 591
PHCY 510	PRCT 560	GERA 591
PHCY 550	PRCT 561	HOME 591
PHCY 560	PRCT 562	INAD 591
PHCY 561	PRCT 563	INDY 591
	PRCT 564	INFD 591
	PRCT 565	INFO 591
	PRCT 569	INOP 591
	PRCT 577	LEAD 591
		MANC 591
		MEDC 591
		MGMT 591
		NEON 591
		NEUR 591
		NUCL 591
		NUTR 591
		ONCL 591
		PEDG 591
		PAIN 591
		PEDS 591
		PKIN 591
		POIS 591
		PMTM 591
		PRCT 553
		PRCT 554
		PRCT 566
		PRCT 567
		PRCT 586
		PRCT 587
		PRCT 591
		PRCT 592
		PRCT 593
		PSYC 591
		PUBH 591
		RSCH 591
		SURG 591
		TRAN 591
		VETP 591
		WOMH 591
		SBOP 591

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):

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

*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, the 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, Forgiveness, and Exclusion:

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 “Forgiveness” or “Exclusion” options are still considered in GPA calculations for federal student aid eligibility purposes.

NOTE: Academic Forgiveness and Exclusion 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.

Pursuit of a Second Degree:

Students pursuing a second degree of the same type are eligible to receive Federal Title IV aid (not including the Pell Grant), to the extent that they are eligible, as long as they meet the aforementioned applicable Satisfactory Academic Progress standards. Otherwise, students are able to go through the financial aid written and in-person appeal processes for consideration, unless all options have already been exhausted.

Summer Terms:

A student who is placed on financial aid suspension at the end of a spring term and plans on enrolling in summer courses may submit a financial aid appeal for consideration. If approved, the student will be placed on financial aid probation for the duration of the entire summer term even if only enrolled in one mini-session (i.e. May Intersession, First Summer, Full Summer, Second Summer, or August Intersession). The student’s grades will again be reviewed at the end of the summer term.

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 nor 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.

Part 1.2.7

SAP Appeals Procedure

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 must submit an Academic Plan Confirmation Form that provides a target expected graduation date and an academic enrollment plan, detailing the remaining classes required for the desired degree. This information must be confirmed by the individual department's Office of the Dean before an appeal decision is made. Students submitting appeals with a target graduation date and academic plan exceeding a one-year timeframe will not be considered for an appeal.

The OFA publicizes deadlines for submitting appeals each term. Students may access this information on the [OFA website \(finaid.olemiss.edu\)](http://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.

Financial aid suspension appeal decisions will be sent to the student’s Ole Miss email address.

Students whose written appeal is approved are placed on financial aid probation and are expected to meet certain enrollment and GPA requirements during that term. They are also allowed to receive federal student aid for that one term while in probation status, to the extent that they are eligible. Students are expected to meet their assigned probation terms in order to receive aid for the next period of enrollment. Should a student meet satisfactory academic progress standards (see section 1.2.1) at the end of the term in question, then he/she will be set to satisfactory standing.

A student whose written appeal has been denied may resubmit an appeal to include additional information per request of OFA request only. Otherwise, the student may request an in-person appeal to petition for a probationary term. Although there is not a set limit on the number of semesters in which a written appeal may be submitted, only one in-person appeal is allowed per student, per degree level (Bachelor’s, Master’s, PhD, etc.)

Should a student’s in-person appeal be approved, probation terms will be assigned as they are for an approved written appeal.

Should a student’s in-person appeal be denied, then the student will not be eligible for federal aid until he/she meets the satisfactory academic progress standards (see section 1.2.1). A student may also choose to submit subsequent written appeals for consideration once he/she has demonstrated significant academic improvement without receiving federal aid.

The credit hours enrolled in and the GPA earned during a term in which the student does not receive Title IV will still be taken into consideration when determining whether or not the student is meeting satisfactory academic progress standards in the future.

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 is not considered to be meeting all three satisfactory academic progress 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 semester’s mandatory drop date (see academic calendar) to review their probation terms. 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.

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 Aid Suspension

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/>.

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

Appeal for: Financial Aid Suspension
Name: [REDACTED]
Student Number: [REDACTED]
Year: 2019-2020
Term: Fall
E-mail: [REDACTED]
Address: 257 MARTINDALE UNIVERSITY , MS 38677
Telephone: [REDACTED]
Academic Level:
Major 1: B.A. in Allied Health Studies 20180820
Major 2:
Degree: [REDACTED]
Anticipated Graduation Date: 05-09-2020 *(change if incorrect)*

****Note:** If your appeal is due to a medical condition or bereavement, you may provide supporting documentation within one week of your appeal submission. Please send documents via Fax (662-915-1164), by mail to Financial Aid 257 Martindale University, MS 38677, or In person.**

1. Anticipated or enrolled hours for this semester:

I intend to enroll in

2. Which campus do you primarily attend?

3. Please provide the full name of your academic advisor:

4. Please provide your academic advisor's email:

5. Please enter your academic advisor's department:

6. In the box below, please provide the SPECIFIC reason(s) that most recently caused you to fall below the University's minimum academic standards for the receipt of student financial aid. For example, instead of the reason being "because I received a poor grade," explain the circumstances that caused this. You have room for about 500 words. Please pay attention to spelling and grammar.

7. Please provide a detailed description of the actions that you have taken or will take to address the issues you described in your response to the previous question to ensure academic success in the next term of enrollment. It is expected that you have meet with your academic advisor to help you with this plan. Please pay attention to spelling and grammar.

Following is a sample of the **in-person** Financial Aid Appeal Form:

In-Person Appeal Form

2018-2019 Academic Year

To the Student:

Please *carefully* read these instructions and follow the steps below in order to submit your In-Person Federal Financial Aid Suspension Appeal:

1. Before proceeding, it is best to remember that appeals for financial aid suspension are not automatic. The In-Person Federal Financial Aid Suspension committee will consider your appeal on a case-by-case basis, but, generally, there must have been reasons beyond your control or "mitigating circumstances" such as serious family/personal problems or extended illness which detrimentally affected your academic performance. Students are rarely granted more than one appeal for mitigating circumstances.
2. Set up a face-to-face meeting with your academic advisor to discuss your academic performance and future academic plans. Before this meeting, take time to familiarize yourself with your degree progress. Also, you should take advantage of this meeting by being honest with your academic advisor, by listening carefully to his or her advice, and by asking questions. This meeting should be an important one which helps you to come to a better understanding of where you stand in terms of making progress towards completing your degree.

During the meeting, the "certification of meeting" on the following page must be completed, signed and dated by your academic advisor.

3. After meeting with your academic advisor, return the completed "certification of meeting" to the front desk of the Office of Financial Aid (257 Martindale). You will be contacted by phone and/or email to set up your in-person appeal.

IMPORTANT: Students are afforded only one In-Person Financial Aid Suspension Appeal during their tenure. Do not submit this form if you have ever completed an in-person appeal in the past and do not submit this form if you have not yet had an online/written appeal denied for this same semester. This form is for the purposes of Federal Financial Aid Suspension only and does not apply to Scholarship Suspensions. Scholarship Appeals may only be submitted in writing through MyOleMiss.



The University of Mississippi

Office of Financial Aid

257 Martindale Student Services Center

University, MS 38677

Toll Free Financial Aid Helpline: (800) 891-4596

Fax: (662) 915-1164

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 jbhemphi@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 2018 IS OCTOBER 8TH, 2018; SPRING 2019 IS MARCH 11TH, 2019; SUMMER 2018 IS JULY 8TH, 2019.**

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: _____

