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 Title 34; Subtitle B; Chapter VI; Part 668; Subpart C of the Electronic Code of Federal Regulations (eCFR).

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Definitions and Terms:

FAFSA – Free Application for Federal Student Aid
SAP – Satisfactory Academic Progress
OFA – Office of Financial Aid
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, Hume Scholarship, Magnolia Scholarship, 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.

**Definition of Academic Year**

UM utilizes a semester-based academic year in which there are 15 weeks of graded instruction per semester.

The academic year is divided into three term “blocks”, including fall, spring, and summer (summer being the optional “trailer” as it is a cross-over period that begins in May and concludes in August).

Payment periods are organized on the basis of both the semester schedule and credit hour system.
Status of Enrollment:

Below is the chart used by the OFA to determine the student’s enrollment status:

<table>
<thead>
<tr>
<th>STUDENT ENROLLMENT</th>
<th>HOURS COVERED IN THIS BRACKET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad Resident Full-time</td>
<td>12+</td>
</tr>
<tr>
<td>Undergrad Resident 3/4-time</td>
<td>9-11</td>
</tr>
<tr>
<td>Undergrad Resident 1/2-time</td>
<td>6-8</td>
</tr>
<tr>
<td>Undergrad Resident &lt; 1/2-time</td>
<td>1-5</td>
</tr>
<tr>
<td>P 1-4 Resident Full-time</td>
<td>12+</td>
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<td>P 1-4 Resident 3/4-time</td>
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<td>P 1-4 Resident &lt; 1/2-time</td>
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<tr>
<td>Grad Resident Full-time</td>
<td>9+</td>
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<td>Grad Resident 3/4-time</td>
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<td>Grad Resident &lt; 1/2-time</td>
<td>1-4</td>
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<tr>
<td>Law Resident Full-time</td>
<td>10+</td>
</tr>
<tr>
<td>Law Resident 3/4-time</td>
<td>8-9</td>
</tr>
<tr>
<td>Law Resident 1/2-time</td>
<td>5-7</td>
</tr>
<tr>
<td>Law Resident &lt; 1/2-time</td>
<td>1-4</td>
</tr>
<tr>
<td>Pharm-D Resident Full-time</td>
<td>12+</td>
</tr>
<tr>
<td>Pharm-D Resident 3/4-time</td>
<td>9-11</td>
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<tr>
<td>Pharm-D Resident 1/2-time</td>
<td>6-8</td>
</tr>
<tr>
<td>Pharm-D Resident &lt; 1/2-time</td>
<td>1-5</td>
</tr>
</tbody>
</table>

ESL Courses:

English as a Second Language (ESL) courses will be counted as part of a degree-seeking student course-load for purposes of federal aid.

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.
Part 1.2.1 Course Incompletes, Withdrawals, Failed Courses, Repetitions and Transfer Credits in Relation to GPA Requirements

Special rules apply to courses with the statuses below in regard to determining enrollment level and SAP.

**Part 1.2.1.a Course Incompletes**

**Incompletes:**

- Incomplete courses (a grade of “I”) are included when calculating the two-third’s rule.

- Incomplete courses are graded hours, but count as failed hours until a different grade is submitted by the instructor. If the course is never completed, the grade will be changed to an “F” by the Registrar’s Office.

**Part 1.2.1.b Withdrawals**

**Withdrawals:**

- Grades of “W” (withdrawal) do not count as graded credit hours, and thus do not impact the student’s resident GPA. However, official course withdrawals can affect the student’s minimum completion rate (2/3’s rule).

- The OFA determines whether or not a student is an unofficial withdrawal. Unofficial withdrawals impact the student’s GPA, completion rate, and the two-third’s rule.

**Part 1.2.1.c Failed Courses**

**Failed Courses:**

An instructor reporting an “F” grade must designate one of the statuses below.

- **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 GPA, completion rate, and the two-third’s rule.

- **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 GPA, completion rate, and the two-third’s rule.

- **No Attendance 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 SAP determinations.
Part 1.2.1.d  Repetitions and Remedial Classes

Repetitions:

Students cannot receive federal student aid for repeating a passed course (received credit) more than ONE time, regardless if credit is provided again. Therefore, repeated coursework beyond this threshold will not be counted towards a student’s enrollment level. However, repeated coursework is calculated into the student’s resident GPA for SAP calculations.

Remedial Courses:

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

Non-Credit Courses:

Non-credit remedial courses do NOT count towards a student’s resident GPA, enrollment level, or completion rate.

Part 1.2.1.e  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 2/3 rule.
- Neither the cumulative resident (UM) GPA nor the cumulative resident GPA for Title IV aid purposes (which does not include forgiven grades) include transfer work.
There are three standards that are used to measure satisfactory academic progress for the undergraduate student at UM. They are as follows:

**Standard One: 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 pace of a student’s progression through his/her academic program is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

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

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

Note: In making this calculation, UM includes remedial and repeated courses.

**Standard Two: 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 190 hours.

**Standard Three: Minimum GPA Requirement**

An undergraduate student must achieve and maintain the minimum cumulative resident GPA of 2.00 in his/her course of study at UM.

The cumulative resident (UM) GPA does **NOT** include transfer work.
Standard One: Minimum GPA Requirement

Federal Title IV student aid recipients must achieve and maintain satisfactory academic progress. In order to continue to be eligible to receive assistance, graduate students must achieve and maintain a 3.00 cumulative GPA. The cumulative GPA is based on course work at UM only.

Standard Two: 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.

Standard Three: 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 pace of a student’s progression through his/her academic program is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

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

\[
\text{Cumulative resident credit hours earned} = \frac{\text{Cumulative resident credit hours attempted}}{2 \times \text{Cumulative resident credit hours attempted}}
\]

Note: In making this calculation, the OFA includes remedial and repeated courses.
Standard One: Minimum GPA Requirement

Federal Title IV student aid recipients must maintain satisfactory academic progress. In order to continue to be eligible to receive assistance, Law Students must meet the following requirements:

At the conclusion of the spring semester, Law students must have a cumulative GPA of 2.00.

Standard Two: 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.

Standard Three: 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 pace of a student’s progression through his/her academic program is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

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

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

Note: In making this calculation, UM includes remedial and repeated courses.
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.

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

Standard One: Minimum GPA Requirement

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

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 pace of a student’s progression through his/her academic program is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

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

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

Note: In making this calculation, UM includes remedial and repeated courses.

Standard Three: Pharmacy Completion Rate

The student’s total number of hours attempted as a PY2, PY3 and PY4 cannot exceed 180 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).
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 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. This information is available in the myOleMiss portal under Financial Aid on the tab titled “Financial Aid Appeals.”

Students may submit an SAP appeal by logging into his/her MyOleMiss account (myolemiss.edu). The student should access the “Student” tab and click on the link labeled “Financial Aid Appeal Form”.

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.

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.).

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.

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**Part 1.2.8 Information for Students and Parents**

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.

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 the “Academic Forgiveness” option are still considered in GPA calculations for federal student aid eligibility purposes.
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.

The deadline to appeal financial aid suspension and/or scholarship loss for spring 2015 is midnight March 3rd, 2015 CST.
Financial Aid Appeal Form

Name: VEENA MANTENA
Student Number: 10132132
E-mail: vmantena@olemiss.edu
Address: 253 MARTINDALE UNIVERSITY, MS 38677
Telephone: 6629155746

1. This appeal is for:
   ○ Scholarship Appeal [ ] (Provide Name of the Scholarship)
   ○ Financial Aid Suspension [ ] (Applies to Federal Aid, Sumners 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 [ ]

4. For which term are you requesting that your aid be re-instated? (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.


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.


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.


Submit