

### OVERVIEW and GENERAL INFORMATION

Federal regulations require that students applying for funding through the Title IV Student Aid Programs must meet and maintain minimum academic requirements that ensure that they are progressing through their academic program. Although the SAP requirements apply primarily to Federal Student Aid Programs, other financial aid programs (state, institutional, and private) may require the same or similar academic measurements to determine eligibility. Edits in PeopleSoft prevent financial aid awards from disbursing for students not meeting SAP. The Financial Aid Director and Assistant Director are responsible for SAP evaluations.

This policy is effective for all terms in the award year or academic calendar. SAP is evaluated at the end of each academic year after final grades are posted. For financial aid purposes, the summer term is a trailer and follows the Fall and Spring terms at the beginning of the academic calendar. New students starting their academic program during the Summer must meet the SAP requirements stated in the policy for the academic year and annually thereafter.

#### Same As or Stricter Than <sup>1</sup>

The Financial Aid SAP policy considers only an “F” grade as a failing grade, whereas the academic programs consider “D” and “F” grades as failing grades. The Financial Aid SAP policy does not monitor the number of C or D grades received by a student. The academic departments, however, limit the number of “C” and “D” grades that students can receive while enrolled in their current academic program.

In addition to meeting the “Qualitative and Quantitative Requirements” (pgs. 7-9) for their academic program, a student’s “Academic Program Status” must reflect “Active” to meet “Satisfactory Academic Progress.” The “Academic Program Status” cannot reflect “LOA, Discontinued, Dismissed, Withdrawal, etc.”

#### Categories of Students

This policy applies to students in these categories: New Admits, Transfer students, Re-entry, Continuing enrolled, Full-time, Part-time, Half-time, and Less-than-half time.

#### Progression Measurements

Refer to the MEDICAL STUDENTS and ALLIED HEALTH PROFESSIONS and GRADUATE STUDIES STUDENTS sections for detailed Qualitative and Quantitative requirements of the academic program.

##### A. Qualitative (Grade-based)

1. A minimum GPA is used to measure qualitative progression for Allied Health Professions, Graduate Studies, and Medicine students expected to graduate in Spring 2020 or earlier.
2. Effective Fall 2018, the School of Medicine will cease computing GPAs for students who have an expected graduation term of Spring 2021 or later. Therefore, a numerical total course score/percentage will be used for qualitative measurements.
3. All grades must be final and recorded in PeopleSoft each semester before an official SAP evaluation is performed.

<sup>1</sup> Institutions must have an SAP policy at least as strict as the policy the institution applies to students not receiving Title IV aid. The “as strict or stricter” requirement refers to the actual measurements used to monitor SAP – qualitative, quantitative, and maximum timeframe standards – and does not refer to the frequency in which the school checks SAP.

4. If a student is given an “I” (incomplete) grade for credit hours attempted in a prior semester, the next SAP evaluation will not be completed until the Incomplete is resolved and the final, official grade is posted in PeopleSoft by the Registrar’s Office.
5. Grades of “I”, “P”, “S”, U, and “W” are not included in the computation of a student’s GPA.
6. GPAs are not rounded in SAP evaluations.

### B. Quantitative (Time-based)

1. **Completion Rate:** The completion rate is determined by dividing the total number of hours completed by the total number of hours attempted. Incomplete grades, missing grades, withdrawals, and failing grades are counted as attempted, but unearned credit hours in the Completion Rates. Percentages are not rounded. All LSUHSC-Shreveport coursework taken for the student’s current academic program is counted in the completion rate, even if financial aid was not awarded during the term that the coursework was taken. Transfer credits earned after enrollment and accepted toward a student’s educational program will count as both attempted and completed hours.

*Example: Student A enrolled for a total of 12 credit hours. Student A received a grade of “F” for a 3 credit hour course and withdrew from a 2 credit hour course. The formula used to compute the Completion Rate is:  $7 \text{ (hrs earned)} \div 12 \text{ (hrs attempted)} = 58\% \text{ Completion Rate}$ .*

2. **Maximum Timeframe:** The maximum timeframe is based on the number of terms enrolled while pursuing the degree rather than the number of hours taken while in pursuit of the degree. The maximum time allowed for each degree starts with the first term of the enrollment period after initial acceptance in an LSUHSC-Shreveport academic program, even if financial aid was not awarded during that term. Semesters or terms which include repeated coursework and courses taken for audit will count toward the maximum timeframe. **Periods of Leave of Absence, for reasons other than medical, count toward the time limit for degree completion.** If the period for the approved medical Leave of Absence is greater than  $\frac{1}{2}$  of a payment period, the payment period does not count towards the maximum timeframe. If an LSUHSC-Shreveport course credit earned prior to full acceptance into an academic program counts toward the degree, then the term in which the credit was earned is also counted in the quantitative measure of the maximum timeframe calculation.

### Treatment of Nonpunitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals, & Incompletes

- A. **Academic Probation:** The academic status of “Academic Probation” does not have a direct correlation to financial aid eligibility.
- B. **Incomplete Grades and Coursework:** If a student is given an Incomplete for credit hours attempted in a prior semester, the next SAP evaluation will not be completed until the incomplete is resolved and the final, official grade is posted in PeopleSoft by the Registrar’s Office.
- C. **Repeated Coursework:** Repeated coursework will count toward PACE requirements even though it may not count toward the GPA.
- D. **Audit Grades and Coursework:** Coursework taken for audit will count toward PACE requirements even though it may not count toward the GPA.
- E. **Pass/Fail Grades and Coursework:** Pass/Fail courses resulting in a passing grade are not included in GPA, but count toward the PACE requirements.
- F. **Transfers Credit:** Not all LSUHSC-Shreveport academic programs accept transfer credit from another university or from another LSUHSC-S academic program. If transfer credits are accepted toward degree credit, those credits will be included in the GPA and count toward Total Hours Attempted and Total Hours Completed.

### **Treatment of Remedial, Enrichment, English as a Second Language Courses**

All Academic programs offered at LSUHSC-S are upper-level undergraduate or graduate/professional level programs. Non-credit remedial courses, enrichment, and English as a Second Language Courses are not offered at LSUHSC-Shreveport.

### **Treatment of Consortium, Change of Major, Second Degree, and Second Major Courses**

- A. Consortium Agreements: Students enrolled in academic programs under Consortium Agreements where LSUHSC-Shreveport is designated as the Home School are required to follow the LSUHSC-Shreveport Financial Aid Satisfactory Academic Progress Policy.
- B. Change of Major: Students are required to follow the LSUHSC-Shreveport Financial Aid Satisfactory Academic Progress Policy.
- C. Second Degree: Degree requirements for each LSUHSC-Shreveport program are different. Students must meet the qualitative and PACE requirements for each academic program.
- D. Second Major Courses: As a rule, students are not allowed to take courses for a 2<sup>nd</sup>-degree simultaneously with their current degree. Each program's SAP standards are independent of each other and evaluated separately.

### **Completion of Degree Requirements**

If a SAP evaluation determines that a student cannot graduate within the allotted timeframe for a specific academic program, financial aid eligibility will be suspended immediately. Ineligible students must then successfully appeal to the Financial Aid Appeals Committee and meet the conditions of their Academic Plan to continue receiving aid during the remainder of their enrollment.

### **Regaining Eligibility**

- A. Students who fail to meet the Financial Aid SAP requirements are ineligible for financial aid.
- B. A student can reestablish eligibility only by taking action that brings the student into compliance with the Qualitative and PACE components of the Financial Aid SAP requirements. See the reinstatement requirements listed in the chart.
- C. A student who has an academic dismissal recommendation overridden by the Dean is not automatically eligible for financial aid. The student is still required to meet Financial Aid SAP requirements or successfully appeal to the Financial Aid Appeals Committee.
- D. Failure to enroll for the next term or an extended time does not make a student automatically eligible for financial aid upon return to LSUHSC-Shreveport.
- E. Students with mitigating or unusual circumstances that contribute to the financial aid SAP discrepancy may, in some instances, appeal the requirements for reinstatement (*Refer to "SAP Appeals" pg. 5*).
- F. Reinstatements are not retroactive to prior terms or payment periods.

### **SAP Evaluations**

- A. Evaluation Period
  - 1. Semester Curriculum: Before aid is initially awarded at the beginning of each semester.
  - 2. Annual Curriculum: Before aid is initially awarded and at the end of each annual term.
- B. Evaluation Procedures
  - 1. The evaluation is performed at the end of each annual term excluding exceptions (LOA, Academic Plan, and Probation).
  - 2. SAP is evaluated for a continuing student by performing a calculation in PeopleSoft after all grades for the annual term are posted and an aid application is received for a new student.
  - 3. Prior aid recipients or new applicants are assigned a Financial Aid SAP Status Code in the PeopleSoft database which indicates the SAP status.
- C. Evaluation Status

Aid applicants and recipients will be assigned one of the following statuses after SAP evaluations:

# STUDENT FINANCIAL AID OFFICE

## Satisfactory Academic Progress

Effective: 2012-2013; Revisions/Updates: 04/21/2013, 08/07/2014, 09/05/2014, 9/30/2015, 10/26/2016, 10/5/2017, 03/21/2018, 10/25/2022, 02/21/2023

1. *Meets SAP:* An SAP evaluation has been performed and it has been determined that the student is meeting all financial aid SAP standards. The student is eligible for financial aid.
2. *Not Meet:* An SAP evaluation has been performed and it has been determined that the student is not meeting the financial aid SAP standards. The student is ineligible for financial aid.
3. *Undetermined:* An SAP evaluation has not been performed. Eligibility for financial aid has not been determined.
4. *Probation:* An SAP evaluation has been performed and it has been determined that the student is not meeting the Financial Aid SAP requirements. The student has successfully appealed and can receive financial aid under special conditions. See section “Financial Aid Probation” section for additional information on Financial Aid Probation Periods.
5. *Acad Plan:* An SAP evaluation has been performed and it has been determined that the student is not meeting the Financial Aid SAP requirements but can receive financial aid under special conditions. See section “See Academic Plan” section for additional information on Financial Aid Academic Plan.

#### D. SAP Status Codes and Related Actions

PeopleSoft STATUS CODE	PEOPLESOFT DESCRIPTION	SAP STATUS	FAA ACTION
GOOD	Good Standing-Continuing Student	Meets SAP	Award and disburse aid as scheduled for the academic year.
NSTD	Good Standing-New Student	Meets SAP	Award and disburse aid as scheduled for the academic year.
USAP	Unsatisfactory Financial Aid SAP	Not Meet	Cancel aid awards. Send ineligible and appeals notices.
UDET	Financial Aid SAP Undetermined	Undetermined	Do not disburse aid at this status. A UDET SAP status in PeopleSoft will prevent the system from disbursing federal aid awards.
PROB	Financial Aid SAP Probation	Probation	Award and disburse aid for one term.
PLAN	Financial Aid SAP Academic Plan	Acad Plan	Award and disburse aid for one term.

#### SAP Status Definitions

**Good Standing:** Student is meeting all financial aid SAP standards and is eligible for financial aid for the following semester or term.

**Financial Aid Probation:** A student on financial aid probation is a student who has successfully appealed to the Financial Aid Appeals Committee and may receive financial aid funds for one payment period. At the end of the Financial Aid Probation period, the student must meet the financial aid SAP standards or meet the requirements of an established individual academic plan to maintain financial aid eligibility. See the section on “Academic Plan” for more details.

#### Academic Plan:

This status refers to a student who:

- has successfully appealed to the Financial Aid Appeals Committee;
- does not meet the SAP requirements after completing the Financial Aid SAP Probation period, but is meeting the terms of an Academic Plan accepted as a condition of the student's appeal approval.

A student with an approved appeal must create an individualized Academic Plan with the academic affairs for the student’s school before awarding financial aid. The academic plan is designed to help students meet their degree requirements and the financial aid SAP standards. If the student fails to meet the conditions of the individualized academic plan and is still failing to meet the Financial Aid SAP standards, the student loses financial aid eligibility.

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*Example: Student A successfully appealed to the Financial Aid Appeals Committee and was placed on Financial Aid Probation. As a condition of Financial Aid Probation, Student A agreed to a written Academic Plan. Student A failed to meet all SAP standards by the end of the Summer term while on Financial Aid Probation but met the terms of the Academic Plan. Student A can continue to receive financial aid for the following Fall term. If Student A should stop meeting the terms of the Academic Plan **and** is still not meeting the Financial Aid SAP requirements, Student A loses financial aid eligibility. To regain eligibility, Student A must improve his or her academic record to meet all Financial Aid SAP standards or successfully appeal under different circumstances.*

### Academic Plan Procedures

1. A student with an approved appeal is required to meet with a designee of the student's academic program to develop an academic plan and provide a copy to the Director of Student Financial Aid. The contact person for each school is selected by academic leadership.
2. The academic plan is reviewed at the end of the Probation Period and annually, thereafter, to determine if the student is meeting the conditions.
3. The designee for each school will provide the Student Financial Aid office an official notification at the end of the probationary period which states if the student met the terms of the Academic Plan.

Unsatisfactory Academic Progress: A student with this status is not meeting the financial aid SAP standards and is ineligible for financial aid. The ineligible student must improve his or her academic record to meet the Qualitative and PACE Requirements to regain eligibility.

### **SAP Appeals**

#### A. General SAP Appeals Information

1. All Financial Aid SAP Appeals Committee decisions are final.
2. Each appeal will be considered on its merit. Individual cases will not be considered a precedent.
3. Students are not limited to the number of times they can appeal while pursuing their current degree. However, they are limited to one appeal per semester for term-based programs and one appeal per annual term for non-term-based programs. Each subsequent appeal must be based on a new circumstance.
4. Circumstances that may warrant an appeal include extreme illness or injury, medical problems, family crisis, death of an immediate relative, or a traumatic life-altering event.
5. The appeal must provide 1) full disclosure of the extenuating circumstances, 2) a description of what has changed that will allow the student to meet the Financial Aid SAP Requirements, and 3) supporting documents.
6. Appeals without proper documentation will not go before the committee. The Financial Aid Office will not contact doctors, instructors, or other persons for additional information. Appeals Committee members will not be allowed to introduce information to the Financial Aid Appeals Committee members on behalf of students.

#### B. Appeal Procedures

1. The Financial Aid Director sends the Financial Aid SAP Appeal Form to ineligible students along with a notice informing them of their ineligibility status.
2. Students wishing to appeal the requirements must submit the completed Financial Aid Appeals Form and supporting documentation to the Director of Student Financial Aid by the specified deadline for that term.
3. The Financial Aid Appeals Committee will review appeals and make a collective decision within 21 business days from the receipt of the student's written appeal.
4. The Financial Aid Director will provide the student with a written notification of the committee's decision.
5. The Financial Aid Director updates the student's SAP status in PeopleSoft if needed.

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6. A copy of the appeal form is kept in the student's financial aid file. The original appeal form and supporting documentation and kept in a separate master file for appeals due to the sensitive nature of the information.

#### C. Financial Aid Appeals Committee

1. The Financial Aid Appeals Committee will consist only of LSUHSC-Shreveport full-time employees, when available.
2. The Director or Assistant Director of Student Financial Aid serves as the Chairperson for the Appeals Committee and the liaison to the students.
3. The names of the committee members will remain anonymous.
4. The Financial Aid Appeals Committee meets at least once annually to review appeals submitted by students not meeting the SAP standards, when applicable.
5. All questions and concerns should be addressed to the Director or Assistant Director of Student Financial Aid.

#### Notices to Students

- A. Students who fail to meet minimum SAP standards will be notified by the Student Financial Aid Office at the end of their program's academic year or before awarding a new applicant.
- B. The notice will include the student's financial aid status, reasons for loss of financial aid eligibility, and reinstatement requirements.
- C. Notification Procedures
  1. A student not meeting one or more SAP standards is assigned the Financial Aid status of Unsatisfactory Academic Progress and is mailed a written notice to the student's preferred mailing address. A copy is also emailed to the student's school email address.
  2. The notice states the reasons why the student has become ineligible and provides information regarding reinstatement options. A financial aid appeals form is also included in the communication.



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### ALLIED HEALTH PROFESSIONS AND GRADUATE STUDIES STUDENTS

Students accepted unconditionally into an allied health professions or graduate studies academic program at LSUHSC-Shreveport are considered to be meeting SAP requirements upon initial enrollment.

#### Qualitative and Quantitative Requirements by Academic Program

Academic Program	Qualitative Requirement (Grade-Based)	Completion Rate	Maximum Semesters
Cardiopulmonary Science (Admitted Summer 2013 or later)	2.00	70%	9
CPS/BPCC Respiratory students	2.00	70%	5
Medical Laboratory Science	2.00	70%	6
Communication Disorders	3.00	70%	9
Occupational Therapy (OTDS)	3.00	70%	14
Physical Therapy	3.00	70%	14
Physician Assistant	3.00	70%	11
Graduate Studies (MS of Biomedical Sciences - Thesis)	3.00	70%	14
Graduate Studies (MS of Medical Sciences – Non-Thesis)	3.00	70%	5
Graduate Studies (PhD)	3.00	70%	24

#### MD/PhD Students

Students must meet the qualitative and quantitative standards stated for each portion of their academic programs. Each academic program is independent of the other and evaluated separately. MD students re-entering the medical school curriculum after completing PhD work must meet the qualitative and quantitative requirements based on when the student first began their enrollment in medical school.

#### Regaining Eligibility

SAP Discrepancy	Reinstatement Requirement	Eligible for Appeal
Failure to meet GPA requirement	Improve academic record to meet the minimum requirement required by the Financial Aid SAP policy.	Yes
Failure to pass 70% of all credit hours attempted for the current academic program.		Yes
Failure to complete academic program within maximum timeframe	None	Yes

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### MEDICAL STUDENTS (Semester--Began Fall 2017 or later)

Students accepted unconditionally into medical school at LSUHSC-Shreveport are considered to be meeting SAP requirements upon initial enrollment. This includes advanced transfers into the School of Medicine.

#### Qualitative and Quantitative Requirements by Academic Program

Enrollment began	Graduation Term	Maximum Terms	Completion Rate	Qualitative Requirement	Evaluation
Fall 2015 or Fall 2016	2019 or 2020	12 semesters	70%	2.00	End of each semester
Fall 2017 and Later	2021 or later	12 semesters	70%	70% total course score	End of each semester

#### OMS STUDENTS

Enrollment began	Graduation Term	Maximum Terms	Completion Rate	Qualitative Requirement	SAP Evaluation
Fall 2015 to Fall 2018	2017 to 2020	6 semesters	70%	2.00	End of each semester
Fall 2019	2021 or later	6 semesters	70%	70% total course score	End of each semester

#### MD/PhD Students

Each academic program is independent of each other and evaluated separately. Students must meet the qualitative and quantitative standards stated for each portion of their academic programs.

#### USLME STEP 1 Progression Requirements

*SAP will be evaluated after successful completion of the STEP 1 exam. According to academic policy, medical students are required to take the USMLE Step 1 Exam before the MSIII class start date and may not continue with MS3 courses until a passing score has been achieved. Financial aid eligibility and SAP statuses are based on the following situations:			
SAP Status at the end of MSII Spring term	Pass STEP 1 Exam prior to the start of MSIII year	Eligible for Fall aid scheduled to disburse	Final SAP Status after MSII Spring term
Meet	Yes	Yes	Meet
Meet	No	No	USAP
Probation	Yes	Yes	Probation or Meet
Probation	No	No	USAP
USAP	Yes / No	No	USAP
PLAN	Students must meet the conditions stated in a SAP Academic Plan.		

#### SHELF Progression Requirements

SAP evaluations are performed at the end of MS3 spring semester. According to academic policy, medical students are required to take the SHELF Exam before the MSIV class start date and may not continue with MS4 courses until a passing score has been achieved. Financial aid eligibility and SAP statuses are based on the following situations:			
SAP Status at the end of MSIII Spring term	Pass SHELF Exam prior to the start of MSIV year	Eligible for Fall aid scheduled to disburse	Final SAP Status at the end of the MSIII Spring Term
Meet	Yes	Yes	Meet
Meet	No	No	USAP
Probation	Yes	Yes	Probation or Meet
Probation	No	No	USAP
USAP	Yes / No	No	USAP
PLAN	Students must meet the conditions stated in a SAP Academic Plan.		

#### Regaining Eligibility

SAP Discrepancy	Reinstatement Requirement	Eligible for Appeal
Failure to earn a minimum 2.00 GPA or 70% total course score	Improve academic standing to meet the minimum requirements as stated in the Financial Aid SAP policy.	Yes
Failure to pass 70% of all credit hours attempted for the current academic program.		Yes
Failure to complete the academic program within the maximum timeframe	None	Yes
Failure to Pass USMLE Step 1 Exam or SHELF Exam	Receive a passing score	No



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### SAP Evaluation Procedures

1. Complete SAP evaluations for all students, including those receiving scholarships/waivers only or who have not applied for federal aid.
2. Store documents in a master file.
3. FA Term activate all students for the future or current term.
4. The SAP Process in PeopleSoft will automatically assign an SAP Status Code. Status Codes can also be added manually.
5. The Financial Aid staff will perform the following actions based on the SAP Status Code:

PEOPLESOFT STATUS CODE	PEOPLESOFT STATUS CODE DESCRIPTION	SAP STATUS	FINANCIAL AID STAFF ACTION
GOOD	Good Standing-Continuing Student	Meets SAP	Award and disburse aid as scheduled for the academic year.
NSTD	Good Standing-New Student	Meets SAP	Award and disburse aid as scheduled for the academic year.
USAP	Unsatisfactory Financial Aid SAP	Not Meet	Cancel aid awards. Send Ineligible and Appeals Notices.
UDET	Financial Aid SAP Undetermined	Undetermined	Do not disburse aid at this status. A UDET SAP status in PeopleSoft will prevent the system from disbursing federal aid awards.
PROB	Financial Aid SAP Probation	Probation	Award and disburse aid for one term.
PLAN	Financial Aid SAP Academic Plan	Acad Plan	Award and disburse aid for one term.

6. The Financial Aid Counselor adds related comments to the student's record in PeopleSoft.
7. The Financial Aid Counselor sends communications to students with USAP, UDET, PROB, and PLAN statuses.
8. The SAP status is viewable by the student in the Self-Service Portal.
9. The student submits appeal documents to the Student Financial Aid Director or Assistant Director.