

Satisfactory Academic Progress (SAP) Policy

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Satisfactory academic progress standards (SAP) are measured at the end of each semester to ensure students receiving Title IV Federal Student Aid funds – Grants, Work-Study, and Direct Subsidized and Unsubsidized Loans – are meeting both quantitative (pace of completion) and qualitative (grade) requirements:

1. Completion Rate: Attempted hours should be completed.
2. GPA: Grades earned should be sufficient to apply to degree or certificate plan.
3. Maximum Time Frame: Degree program must be completed in a timely manner.

Following is the policy used by Eastern New Mexico University in compliance with federal regulations to determine students are meeting SAP and should be considered to receive Title IV Federal Student Aid:

SAP Requirements

Degree	Pace/Completion Rate	GPA	Overall Maximum Time Frame
2-Year Certificate	67%	2.0	56 attempted hours
Associate	67%	2.0	106 attempted hours
Bachelor's	67%	2.0	196 attempted hours
Second Bachelor's	67%	2.5	196 attempted hours
Teacher Certification*	67%	3.0	30 attempted hours
Preparatory Leveling*	---	---	1 calendar year
Master's	67%	3.0	70 attempted hours
Second Master's	67%	3.0	70 attempted hours

Cumulative Completion Rate

The percentage of work a student has successfully completed at all post-secondary institutions. All attendance including remedial coursework, repeated coursework and periods when students did not receive federal student aid are counted in the total hours attempted and other SAP rules.

$$\text{Completion Rate} = \frac{\text{Cumulative Hours Passed}}{\text{Cumulative Hours Attempted}} \quad \text{Example: } \frac{72 \text{ Passed}}{85 \text{ Attempted}} = 84\%$$

Cumulative GPA

Cumulative Grade Point Average (GPA) earned on coursework at all post-secondary institutions.

Maximum Time Frame

Maximum Time Frame is calculated as 150 percent of the hours necessary to complete the degree program and includes all attempted hours from all post-secondary institutions. Title IV Federal Student Aid expires when students appear to lack more hours than they can complete within the maximum time frame limit for their degree program. Students will begin to be monitored when they reach 120 percent of the hours necessary to complete their program. Once students lack more hours than can be completed before reaching the maximum time frame limit, they may request extension of federal student aid by following the procedure for reinstatement of financial aid which includes submitting a Petition for Reinstatement, an Academic Success Action Plan (ASAP) and a current Degree Plan Checklist or CAPP Degree Evaluation Report. Students granted an extension must complete only the hours listed on their ASAP and all attempted hours must be completed with the GPA required by their program. Students pursuing a second bachelor's degree or second master's degree must petition for reinstatement and should thoroughly explain and document the need for the subsequent degree including any extreme mitigating circumstances.

*Teacher Certification and *Preparatory Leveling

Teacher Certification applies to students who already have a bachelor's degree and are returning for certification only. Preparatory Leveling applies to students who already have a bachelor's degree but must complete undergraduate prerequisite courses before enrolling in an eligible program. Prerequisite courses must be completed with a grade of "B" or above for the student to continue receiving federal student aid funds for one calendar year.

Grade Calculation and Completion

Grades of "F", "I", "U" and "W" are considered unsuccessful completion of the course and count against your completion rate and maximum time frame calculations. Grade of "S" will count as work completed and will be counted as successful completion of the course. Since no grade point is given for the grade, it is not calculated into the GPA. Successful completion of the term is defined as completion of all attempted hours with grades sufficient to satisfy the degree plan checklist. Title IV federal student aid funds may be awarded once for a previously passed course.

ENMU Financial Aid SAP Status

Once grades are posted at the end of each semester, Financial Aid SAP Status will be updated for the next term for those students who are registered and have a current FAFSA. Students will be assigned a new status based on the semester's results:

SAP Status

Academic Progress	Status	Result
Meeting Completion Rate and GPA	Eligible: Meeting SAP Policy	Eligible
First Failure Completion Rate and/or GPA	Warning: Meet SAP by Next Term	1 Semester Provisional Eligibility
Second Failure Completion Rate and/or GPA	Ineligible: Rate/GPA	Not Eligible
May Exceed Maximum Time Frame	Ineligible: May Exceed Max Time	Not Eligible
Exceed Maximum Time Frame	Ineligible: Over Max Time Limit	Not Eligible
Approved Petition/Academic Plan	Probation/Follow Plan	1 Semester Provisional Eligibility

Students may review their financial aid academic progress online by accessing their MyENMU Portal account and following links to the financial aid area. Students with Provisional Eligibility – don't waste this opportunity to prove you can make successful progress. Ineligible students will lose Title IV Federal Student Aid funding eligibility and have to pay for classes on their own until meeting the SAP requirements or completing a successful reinstatement request.

Reinstatement

The Scholarship and Financial Aid Committee will review written requests for reinstatement from students who have extreme mitigating circumstances which prevented them from complying with the SAP Policy. Mitigating circumstances are defined as unanticipated and unavoidable events beyond a student's control. In-person reviews will be offered to students following the Committee's denial. Petitions for Reinstatement will not be accepted beyond the ninth week of each semester. Contact ENMU Office of Financial Aid at 575.562.2194 for more information.

Academic Standing

Academic Progress maintained by the Office of Financial Aid is not the same as Academic Standing which is maintained by the Office of the Registrar. Students must be academically eligible and registered at ENMU before written requests concerning Academic Progress will be reviewed.