Federal Financial Aid regulations require Alaska Pacific University to establish a Satisfactory Academic Progress policy for students receiving financial aid. Further, APU must notify students of that policy and monitor the progress of all students receiving financial aid to insure their continued compliance with the policy. It is the responsibility of all students receiving financial aid to familiarize themselves with the policy and to insure that the standards are met. Failure to meet the Financial Aid Satisfactory Academic Progress standards may place a student’s financial aid in jeopardy. Summer hours may be used to fulfill the yearly minimum hourly requirement. Students must maintain a minimum of 67% completion of attempted credits.

1. Good Academic Progress:
   A. Full-time graduate students (students enrolling for 6 or more semester credits) must successfully complete at least 67% of all attempted credit hours.
   B. Half-time graduate students (students enrolling for 3-5 credit) must successfully complete at least 67% of all attempted credit hours.

Graduate students must maintain a minimum cumulative grade point average of 3.0.

Academic progress will be reviewed at the end of each semester. Results of that review will be used to determine the subsequent semester eligibility for financial aid.

Students are responsible to ensure that they maintain the minimum semester and cumulative GPA and to ensure that they complete the required minimum number of credits each academic year.

2. Probation: Students who fail to complete the required minimum number of credits in a semester or fail to meet the required cumulative GPA of 3.00 will be placed on probation for their next semester. The student will be eligible to receive financial aid during their semester of probation. These students will receive a letter notifying them of their probationary status. Failure to regain good standing status within the one semester of probation will result in the suspension of financial aid.


4. First-time freshmen and transfer students with no prior academic history at APU are considered to be making satisfactory academic progress for the first semester of enrollment.

5. Satisfactory academic progress must be maintained even during semesters in which aid is not received.

6. The maximum number of credits for which a student may receive financial aid is 65 credit hours. The credit count starts from the very first credit attempted, regardless of whether or not the student received financial aid. Any course for which a student receives credit, including transferred courses, repeated courses, and challenged courses, are included in this calculation.

Incomplete Grades: Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete with a passing grade.

Repeat Courses: Repeated courses that are required for a student's degree program count toward the minimum credit hour load required for aid during a given semester.

Remedial Coursework: Students who enroll in remedial coursework (less than 100 level) may receive financial aid.
Telecourses and Distance Delivered Courses: These courses count toward the credit hour load and may be used to fulfill credit hour requirements for financial aid if the courses are required for a student's degree program. NOTE: **Students are still required to complete these classes within the semester that they enroll (year-long correspondence courses are NOT eligible for financial aid).**

Withdrawals: Students who totally withdraw from the university, after receiving financial aid, will be suspended from receiving future financial aid and could be liable for refunds and/or return of Title IV funds (refer to the Financial Aid section of your campus's course catalog for information on refunds and return of Title IV funds).

Institutional Funds: Students receiving scholarships, grants, or tuition waivers from APU are expected to meet the satisfactory academic progress requirements listed in this document. Please be advised, however, that some scholarships and waivers require a higher GPA for continued receipt.

Other Sources of Aid: Students receiving scholarships or financial aid from such sources as BIA, regional and village corporations, civic groups, and private organizations are expected to meet the satisfactory academic progress requirements of APU unless the agency or group instructs the Financial Aid Office, in writing, to waive our requirements for these specific funds.

Financial Aid Suspension: Financial aid suspension will result from failure to:

1. Complete of the minimum required number of credits required during the academic year.
2. Maintain a cumulative GPA of at least 3.00.
3. Graduate prior to exceeding the maximum number of credits allowed for the student's program (see #6 above).
4. Meet the requirements of an appeal approval. A student who is suspended again after failing to meet these requirements, MUST attend on his/her own without financial aid and earn the required cumulative GPA in order to regain eligibility (see Makeup). Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances.

Reinstatement:

1. **Appeals:** A student whose financial aid has been suspended may appeal that decision. Appeal Forms are available in the Student Financial Services Department or may be printed from the web at [http://www.alaskapacific.edu/financial_aid/](http://www.alaskapacific.edu/financial_aid/) under Forms and is entitled SAP Appeal Form. A student’s appeal will not be considered until the above form and all required documentation has been submitted. It is the student’s responsibility to make sure all required documents are submitted. The appeals will be reviewed to determine whether reinstatement of aid will be granted. If the appeal is approved, the student will be placed on financial aid probation for one semester and the student must meet the condition(s) of her/his appeal. Failure to regain good standing status within the probation semester or within the specified appeal guidelines will result in the suspension of future financial aid.
2. **Makeup:** A student who does not wish to appeal or whose appeal has been denied may regain eligibility the semester following the completion of the required number of hours and the attainment of the required cumulative grade point average.

Satisfactory Academic Progress Policy
Revised 08/2010
You must submit the following items to the Student Financial Services Department to be considered for your appeals:

1. Reason/Explanation for the appeals

2. Documentation that verifies and strengthens your case

3. A completed Advisor’s Report

4. A degree plan completed by you and your advisor

All of the items must be submitted to the Financial Aid Office as one package. It is the student’s responsibility to make sure all the above items are completed and submitted to the Student Financial Services Department.
ADVISOR’S REPORT

Any student deemed not to be maintaining satisfactory academic progress by the Student Financial Services Department is denied federally funded financial aid. However, the student has the right to appeal this decision to the Student Financial Aid Committee.

Please complete the following information:

Student’s Name_______________________________________________

Has this student filed a degree plan? ____________

If not, why? _________________________________________________

When do you expect this student to graduate? ________________________

Comments (Please give a candid evaluation of this student’s likelihood of success):

Advisor’s Signature_________________________________  Date_________________

****Student: Take this form to your advisor’s office for completion. It is your responsibility to return this form to the Student Financial Services Department.