

Satisfactory Academic Progress Policy

In order to receive Title IV financial aid, students must maintain Satisfactory Academic Progress (SAP). UTM has adopted the following standards of satisfactory academic progress in order to comply with requirements of the US Department of Education. These standards are for financial aid purposes only and do not replace or override the academic policies of the University of Tennessee at Martin. Academic progress will be reviewed at the end of the spring semester and summer term for currently enrolled financial aid recipients. Students considered to have special circumstances may be reviewed at the end of each enrollment period. The academic progress of new financial aid applicants will be reviewed as FAFSA data is received by UTM. It is the students' responsibility to stay informed of the University's SAP standards and policy.

Academic progress for federal and state financial aid programs is based on three measures: cumulative grade-point average (Qualitative), completion rate based on hours earned compared to hours attempted, and a maximum timeframe for degree completion. The following describes the university's standards for each of these three measures.

GPA/Qualitative

<u>Semester Hours Attempted</u>	<u>Cumulative GPA</u>
1 – 29.9	1.6
30 – 59.9	1.8
60 – Above	2.0

This chart denotes the minimum acceptable grade point average based on the number of hours the student has attempted. Graduate students are considered meeting the Qualitative/GPA standards of our Satisfactory Academic Progress policy as long as they continue to be allowed to enroll as a degree seeking Graduate student.

Hours Attempted vs. Hours Earned/Quantitative

Students must complete two-thirds (2/3) of all hours attempted at the University of Tennessee at Martin. All attempted hours will be totaled and multiplied by 66% (.6666) to determine the number of credit hours a student must have earned. Grades of W, WP, WF, I, and F are counted as attempted hours, yet will NOT count as earned hours.

Fall	Spring	Total Attempted	Must earn
15	15	30 (x 2/3)	20
12	12	24 (x 2/3)	16
6	6	12 (x 2/3)	8

Retaking courses will add to the attempted total but will count only once as an earned credit. Example: John takes a course worth 3.0 credit hours and receives an F. He retakes the course, earning a C. This is 6 attempted hours and 3 earned hours. If he takes the course a third time to receive an even higher grade, he then has 9 attempted hours but still only 3 earned hours.

Time Frame/Quantitative

The Maximum time frame in which a student must complete his or her degree cannot be longer than 150% of the published length of the student's major. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid during the time frame. All repeated courses, failed courses, withdrawals, and transferred hours will count as credit hours attempted toward the maximum time frame.

Example: Sally's major requires 120 hours for graduation, Sally could attempt up to 180 (120 x 150%). Once 180 hours are exceeded, aid would be suspended.

If you do not meet the University's Satisfactory Academic Progress policy, you can regain eligibility by doing the following below.

GPA

To regain eligibility, complete courses at UT- Martin on your own without the help of Financial Aid or at another university raising your cumulative GPA to the acceptable standard. Once this is done you will need to notify the Financial Aid Office and complete a SAP Clearance form.

Hours Attempted vs. Hours Earned/Quantitative

To regain eligibility, complete courses at UT- Martin on your own without the help of Financial Aid or at another university for the same number of hours you did not successfully complete during the academic year. For example, you attempted 24 hours for fall 2008-spring 2009 but you only earned 20 hours. You are short 4 hours and you must make 4 hours up to regain eligibility. Once this is done you will need to notify the Financial Aid Office and complete a SAP Clearance form.

Time Frame/Quantitative

To regain eligibility, you must graduate and advance to a new career level (UG to GR).

Right to Appeal

If there are extenuating circumstances that prevented you from meeting our Satisfactory Academic Progress policy, you have the right to file an appeal with the Student Aid Appeal Committee. The appeal form is located at <http://www.utm.edu/departments/finaid/SAPforms.php>