

2011-12 Academic Progress Policy & Petition Process



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Why were the academic progress regulations revised?

- Last comprehensive look in 1983
- Inconsistent terminology used by institutions
- Repeated, sequential use of probationary periods
- More structured, comprehensive, and consistent approach

Purpose of the Revised AP Regulations

- + Getting students back on track as quickly as possible
- + Guiding students toward program completion
- + Eliminating aid for students who are not ready for college or are there for the wrong reasons--*before* they acquire large loan debts
- + Creating successful experiences for students who then demonstrate their success to the world
- + Creating graduates who can repay their student loans

UF SFA 11-12 AP Policy

- + Becomes effective during the Fall 2011 evaluation
- + Students have been notified of the changes to the AP Policy via email, SFA website, SFA newsletter, Facebook, and Twitter
- + Deans/Directors have been notified of the changes as this will impact their offices
- + SFA is providing workshops/trainings to educate & advise UF stakeholders of the changes to the AP Policy and completion of the AP Petition form

UF SFA 11-12 AP Policy

- + Measurement of student's progress at each evaluation will continue to occur at the end of each semester.
- + GPA that a student must achieve at each evaluation:
 - + UG & Law School Students: must have a minimum cumulative 2.0 grade point average.
 - + GR Students: must maintain a minimum 2.0 cumulative grade point average or meet the academic standards required by their departments, whichever is higher.
 - + Students in the College of Medicine, Dentistry, and Veterinary Medicine use a non-traditional grading system (one not based upon grade point averages) to assess satisfactory completion of coursework, the same policy (a similar nontraditional approach) will be used to measure qualitative progress for continuing financial aid eligibility.

UF SFA 11-12 AP Policy

- + Pace of progression to ensure completion within the maximum time frame:
 - + Remains 75% successful pace of progression
 - + The 150% maximum timeframe applies to the student's current program of study.
 - + SFA includes accepted transfer credits in pace of progression and maximum timeframe for degree completion

UF SFA 11-12 AP Policy

- + How student's GPA and pace are affected by incompletes, withdrawals, repetitions, or transfers of credits
 - + See Handout #1 (UF Grading Policy)

Academic Progress Regulations

Financial Aid Warning

- + Status assigned to a student who fails to make AP at an institution that evaluates AP at the end of each semester
- + Student may continue to receive federal aid for one semester
- + No appeal necessary

Academic Progress Regulations

Financial Aid Probation

- + Status assigned by an institution to a student who fails to make AP and who has appealed and has had eligibility for federal aid reinstated
- + Institution may impose conditions for student's continued eligibility to receive federal aid

Academic Progress Regulations

Appeal (Petition)

- + Process by which a student who is not meeting an institution's AP policy petitions the institution for reconsideration of the student's eligibility for federal aid
- + Must specify the conditions under which a student may appeal

Academic Progress Regulations

Notifications

- + Institution must notify student of results of the AP review that impacts the student's eligibility for federal aid
- + If the institution has an appeal process, must describe the specific elements required to appeal AP

Academic Progress Regulations

Institutions that evaluate AP each semester

- + Student loses eligibility for federal aid
- + Student may be placed on Financial Aid Warning for one semester
- + Student must make AP or may be placed on Financial Aid Probation after an appeal has been submitted and approved

Academic Progress Regulations

Institutions that evaluate AP each semester:

- + After Financial Aid Probation—
 - + Student must be making AP, or
 - + Must be successfully following an academic plan

Benefits of Revised AP Petition

- + Process provides students/UF campus community with clear guidelines of the necessary elements for a complete AP petition
- + Puts student in “driver’s seat”
- + Added value to academic advising
- + Maximizes student success
- + Minimizes confusion

UF SFA 11-12 AP Petition

AP petitions must include:

1. Detailed explanation for failure to meet AP standard(s) for each semester the student failed to perform satisfactorily;
2. Documentation to support the reason for failure;
 - + Letters from a department/office/agency should be written on letterhead, include a date and written signature.
 - + All other support documentation should include a date and written signature.
3. What has changed that will allow the student to make AP at the next evaluation
 - + academic plan of work
 - + registration with DRC
 - + on-going counseling through GWC or outside agency/service

UF SFA 11-12 Petition

Return completed petitions to the Office of Student Financial Affairs. Students are strongly encouraged to submit their petitions by the deadline dates below for the corresponding semester. Complete petitions will usually be evaluated within ten working days. You will be notified of the outcome of your petition on the Aid Status Page of ISIS as well as by mail.

Academic Progress Petition Deadlines

Semester	Deadline to Submit Appeal
Fall 2011	November 15, 2011
Spring 2012	March 15, 2012
Summer (A) 2012 (only)	June 15, 2012
Summer (B) 2012 (only) or Summer (C) 2012	July 20, 2012

Note: Late appeal submissions are subject to federal regulations with regard to the awarding and/or disbursement of financial aid funds.

- SFA has established more prominent AP petition deadline dates for students
 - Allows time for SFA to review petitions and process aid for the students
 - Allows time for students to obtain any additional documentation required and re-submit petition to SFA before the end of the semester.

Academic Plan of Work

+ **What is an academic plan of work?**

It is a school-defined academic plan that provides a framework that would allow a student to meet SAP standards (or complete the program) by a particular point in time. It can be developed for either the qualitative (grades) or quantitative (maximum time frame) requirement, or both.

+ **Are academic plans of work required?**

It will be required as part of the appeal process.

+ **When does a student need a plan of work?**

If, during the appeal process, a school determines that a student cannot meet SAP standards by the end of the probationary period (one payment period), an academic plan would be required to review and possibly approve the student's appeal.

Academic Plan of Work

+ Who needs to develop the plan?

The academic staff member (dean, department head, academic advisor) develops the academic plan, but a student must agree to the plan to continue to receive federal financial aid assistance during the duration of the plan.

+ What does an academic plan entail?

Those details are up to the school, but the overall purpose is for the student to meet SAP standards (or complete the program) by a specific point in time.

Your plan could be as detailed as a course-by-course outline for the student's future enrollment or as simple as stating that the student must successfully complete a certain number of hours and/or achieve a certain grade point average.

You can the necessary grades a student must earn in order to raise their GPA to the minimum standard.

UF SFA 11-12 Petition

SECTION III. ACADEMIC ADVISING (to be completed by the Dean, Department Head, or Academic Advisor)

Cumulative GPA <2.0	Provide a plan of work (courses and/or course load) in which the student is advised to enroll in order to raise cumulative GPA to at least 2.0. Please include (if appropriate) in the comments section the grades and/or length of time it will require for the GPA to reach at least 2.0.
Successful Completion of Attempted Credit Hours <75%	Outline Courses and/or Course Load in which the student is advised to enroll that will allow him/her to successfully complete at least 75% of his/her course load.

UF SFA 11-12 Petition

Course	Required? Y/N	Course	Required? Y/N	Course	Required? Y/N
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Academic Advising Comments (attach additional sheets if necessary): _____

Include the courses for the term that are required for degree completion and/or course load the student is expected to enroll in that will move the student in the direction successful course completion and meeting SFA's standards of academic progress.

Note: Academic staff may use their own academic plan of work form or the SFA academic plan of work if it will require more than one semester for the student to meet the SFA academic progress policy.

AP Academic Plan of Work

- + Maximum Timeframe for Degree Completion.
 - + The academic plan of work should outline the remaining courses required for graduation and the length of time for the student to complete the courses.
 - + It should also provide an explanation if the student is exceeding the maximum timeframe (i.e., admitted as a transfer student, major change, excessive repetitive coursework, student is working on a 2nd program of study).

UF SFA 11-12 AP Petition

Exceeded the Maximum Number of Attempted Hours for Degree Completion

1. Provide a **plan of work** (courses and/or course load) in which the student is required to enroll that will successfully progress him/her toward completion of his/her program.
2. Include the length of time it will take for the student to complete his/her program.
3. Please check if the student exceeded the maximum number of attempted credit hours as the result of a major change, repetitive coursework, transfer credits, and/or the completion of a major, minor, or certification.

Change of Major
 Completion of Major

Repetitive Coursework
 Completion of Minor

Transfer Credits
 Completion of Certificate

Remaining credit hours needed to complete degree or certification requirements (including the current semester): _____

Timeframe for degree completion (expected graduation): _____

Course	Required?	Course	Required?	Course	Required?
_____	_____ Y/N _____	_____	_____ Y/N _____	_____	_____ Y/N _____
_____	_____ Y/N _____	_____	_____ Y/N _____	_____	_____ Y/N _____

Academic Advising Comments (attach additional sheets if necessary): _____

Academic Advisor Signature/Date

Phone Number/Email

SFA Monitoring the Plan of Work

- + If you provide a course-by-course plan, will it be acceptable for a student to change courses?**

If the student changes courses, SFA will require an academic plan of work addendum.

- + What are the benefits of successfully following a plan? What happens if the student doesn't follow the plan?**

A student who successfully follows an academic plan may continue to receive federal aid even though the student is not actually achieving progress according to the school's published SAP standards. A student who doesn't follow the plan loses eligibility for federal aid.

SFA Monitoring the Plan of Work

- + SFA will monitor students academic plan of work for up to 2 semesters. We recognize that courses being offered can change.
- + If a student has not met the AP standards but is moving in the right direction a supplemental Academic Progress Plan of Work for up to 2 additional semesters will be requested.
- + If a student has not met the AP standards and has not followed the academic plan of work they will lose their financial aid eligibility.

SFA Monitoring the Plan of Work

- + In the event the academic plan of work changes SFA will not require a new AP petition but rather an academic plan of work addendum.
- + This addendum can be emailed to SFA
 - + AP-PETITION-DOCS@sfa.ufl.edu .
- + SFA believes this will assist both students and academic staff with a more seamless process.
- + This addendum will be available on the Forms page of the SFA website www.sfa.ufl.edu.

Repeat AP Petitions

- + The ED cautions schools with regards to students submitting petitions for the same reason repeatedly but understands there will be exceptions.
- + Medical issues that re-occur beyond the student's control.
 - + Cancer re-occurrence
 - + Mental health conditions in which medications must be changed or adjusted

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Questions

