

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUALPOLICY NO.: III:08:05 DATE: September 15, 1984SUPERSEDES POLICY NO.: V:11:05 DATED: March 1, 1982

SUBJECT: Standards of Renewal and Retention of Financial Aid

APPROVED: Robert O. Riggs, President *Robert O. Riggs*Introduction

The Office of Student Financial Aid is responsible for administering federal and state financial aid programs to the students of the University. Certain standards must be maintained in order to comply with the guidelines set forth by the Office of Education regarding satisfactory progress on the part of the student.

The purpose of this policy is to establish procedures regarding retention and renewal of financial assistance at Austin Peay State University. This policy will be administered by the Director of Student Financial Aid, who will develop and enforce the procedures for aid retention.

This policy shall apply to National Direct Student Loan (NDSL), Guaranteed Student Loan (GSL), Supplemental Educational Opportunity Grant (SEOG), Pell Grant (BEOG), Nursing Assistance Program Loan (NAP), Nursing Assistance Program Scholarship (NAP), and Tennessee Student Assistance Award (TSAA).

The following standards are applicable to all students applying for and/or receiving assistance administered by the Student Financial Aid Office.

Standards

1. Students must enroll for at least half-time status. Pell Grant (BEOG) recipients who are half-time (6 to 8 hours) or three-quarter time (9 to 11 hours) will not receive their full Pell Grant (BEOG) entitlements. Only full-time students are eligible to receive a full Pell Grant (BEOG).
2. Special students (as defined in the Austin Peay State University BULLETIN) and summer school only students will not be considered for aid.

3. Students who complete less than five quarters out of six in the status (i.e. half-time, three quarter-time, or full-time) upon which their initial award was based will be suspended from the University's financial aid programs. Financial aid may be reinstated upon the completion of one quarter in the status upon which their original award was based.
4. Students who complete a quarter but fail all courses will be suspended from the University's student financial aid programs. Aid may be reinstated when all the following conditions have been met:
  - a. At least one quarter must be completed in the status upon which the original award was based.
  - b. At least a 1.5 grade point average must be earned in that quarter.
  - c. That quarter must be completed without financial assistance from the University.

Those removed from financial aid may appeal that decision. The following reasons may be considered acceptable for violating the financial aid renewal retention policy:

- a. Serious illness or accident on the part of the student. The student must be able to present evidence of hospitalization or physician's care.
  - b. Death or serious illness in the immediate family. Documentation may be required.
  - c. Discontinuance of a course by Austin Peay State University.
5. A Progress (PR) Grade which a student receives in a Developmental Studies Course will be treated as an F in determining retention of aid. Therefore, if a student completes a quarter with F's and PR's, he will be suspended from the University's Student Financial Aid Program until conditions outlined in number 4 above are met.

Decisions made by the Student Financial Aid Office may be appealed to the Student Financial Aid Appeals Committee. Written appeal should be submitted to the SFAO.