

PEHS – Advisor Manual  
NCAA Requirements for Student-Athletes

1. To be eligible to participate in organized practice and competition.
  - a. A student-athlete must be enrolled in 12 semester hours or more, if they drop below 12 they become immediately ineligible. If dropping a class will put them with less than 12 credits, please have them add the class first, then drop the other class.
  - b. To provide the student-athlete with flexibility have them take credits over 12 that equals their class with the most credits. (Example: A student-athlete has a four credit class, have them take at least 16 credits).
2. General rules to maintain eligibility, satisfactory progress requirements:
  - a. The student-athlete must complete an average of 12 semester hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled full-time, or
  - b. The student-athlete must complete 24 semester hours of academic credit since the beginning of the previous fall term. If a student-athlete passes 18 or more credits during the traditional academic year, he/she may use up to six semester hours from the summer terms to count toward the 24 required hours.
  - c. No credits from courses numbered 0800-0899 may be used to fulfill graduation requirements. A maximum of four (4) credits from courses numbered 0900-0999 may be used to fulfill graduation requirements. All 0800-0899 and 0900-0999 credits appear on student transcripts, and are included in the cumulative GPA.
  - d. **Effective for Spring 2006 semester and thereafter, a student-athlete must have passed six credits in the previous full time regular academic term in order to be eligible for competition. This rule applies to fall and spring semesters only, summer is not included, nor can it be used to help satisfy the requirement.**
3. Additional rule for student-athletes entering their 5<sup>th</sup> semester of full time enrollment (This includes any semester of full time enrollment, not necessarily all at the same institution):
  - a. The student-athlete is required to have designated a program of studies and from that point, the credits used to meet satisfactory progress requirements listed above, must be degree credited toward the student's designated degree program.

## PEHS – Advisor Manual Financial Aid Requirements

Federal and State financial aid regulations require that all full-time and part-time students maintain satisfactory academic progress toward the completion of a program of study to receive financial aid. Failure to meet any one of the three standards below will result in the cancellation of all Federal Title IV and State aid programs. Programs covered by this policy include Federal and State Work-Study, loans, grants, scholarships, and athletic grants.

Satisfactory academic progress measures a student's progress toward the completion of a particular degree or licensure program at Bemidji State University. Programs for which aid is awarded include associate degree, baccalaureate degree, master's degree, and teacher licensure programs.

A student's progress is determined three times each year after Fall, Spring, and Summer Semester grades are recorded. Failure to meet a standard at the end of a semester will result in the cancellation of all future aid. Please note the appeal and reinstatement procedures later in this policy. All prior terms of attempted enrollment are considered in determining satisfactory academic progress regardless of whether aid was awarded for the term.

### Minimum Satisfactory Academic Progress Standards

#### I. Grade Point Average

A student is expected to follow the institution's cumulative grade point average, probation, suspension, readmission policies, and decisions by the Student Program and Admission (SPA) Committee; until 64 (inclusive) semester credits are attempted. A student with 65 or more attempted credits, including transfer credits accepted by BSU, must have a 2.00 cumulative GPA to receive financial aid. A student who is below the 2.00 GPA standard may be admitted to BSU and permitted to attend classes, but may not be eligible for State and Federal financial aid.

Grades. Satisfactory academic progress is determined by measuring paid credits attempted with a grade of A, B, C, D, P, or S. Grades of F, W, I, N, U, NP, and IP are not considered satisfactory passing grades. Withdrawing from classes after the Free drop period does not reduce the credits attempted when determining satisfactory progress. A student may not receive aid for audited classes (AU grade). All remedial and developmental courses at BSU are for credit and grades in these courses are considered when determining satisfactory academic progress for financial aid. A graduate student must maintain at least a B average (3.00 cumulative GPA) to be continued on aid.

#### II. Percentage Of Credits Completed

Bemidji State University uses cumulative credits successfully completed, divided by credits attempted at BSU to measure a student's completion percentage.

Minimum completion of 67%. To remain eligible for financial aid, a student is required to progress toward the completion of an academic program by successfully completing 67% of all credits attempted at BSU. Attempted credits include classes completed with a satisfactory grade, classes with no grade, withdrawal, or incomplete grades, and failed classes.

### III. Maximum Time Frame For Receiving Aid

The maximum allowable time frame for a student to complete an academic program without being terminated from financial aid is specified on the reverse side.

Credits attempted at BSU and credits accepted from other institutions are counted for determining this standard. A student who reaches or exceeds the maximum number of credits listed on the reverse side will have aid terminated at the end of that semester.

#### Undergraduate Program:

	Maximum Semester Credits
First baccalaureate degree	192
Second baccalaureate degree, associate degree, certification or licensure program	96

#### Graduate Program:

First master's degree	48
Second master's degree of certification	24

Federal regulations specify that the institutions must measure progress toward the completion of a student's academic program regardless of whether the student received financial aid for the terms and credits measured. A student may change majors, add a minor, participate in an internship or program of travel, etc. to enrich his/her educational program but must do so within the maximum time frame.

### General Policies And Procedures

Withdrawal from a class, incomplete grades and repeated courses

There may be an occasion when it is in the student's best interest to drop or repeat a class; however, the number of withdrawals, repeated classes, and incompletes must not drop a student below 67% of all BSU credits attempted at the annual satisfactory academic progress review in June. Incompletes are not acceptable passing grades.

### Repeat Courses

A repeat course will replace the previous grade when determining the grade point average provided the student submitted a Repeat Course Form to the Record's Office. All repeated courses are included in determining the 67% completion requirement and maximum time frame.

### Postgraduate Programs

A student enrolling in a Special Education Postgraduate Program (undergraduate licensure and certification program), may include graduate courses because the courses substitute for undergraduate courses in this particular academic program. Financial aid eligibility and loan limits for such students will be at the undergraduate level because the student is considered to be in an undergraduate academic program. Students are advised that mixing graduate and undergraduate programs simultaneously may result in complications with their federal and state aid.

### Appeal And Reinstatement Procedures

A student who fails to meet the satisfactory academic progress standards may appeal to re-establish eligibility by completing a Petition for Reinstatement of Financial Aid. This form is available from the Financial Aid Office. The petition may be based on undue hardship, death of a relative, injury or illness; or special circumstances as determined by the institution. Appeals will be reviewed on a case-by-case basis and must be supported with appropriate documentation and verification. When considering a petition, a student's prior academic history, test scores, and potential for successfully completing the academic program will be considered. Petitions for the reinstatement of financial aid will be reviewed by the Financial Aid Review Committee. The Committee's decision will be considered final. A student will be notified of the decision on a return copy of the petition. A student with a denied petition may petition again to re-establish eligibility after (1) meeting the conditions of the original petition or (2) attending one or more academic terms at the student's own expense and successfully meeting the satisfactory academic progress standards.

### Trial Semester on Aid

Reinstatement of financial aid places a student on a trial period with the Financial Aid Office until the conditions of the trial period have been met. A student on a trial period will be considered to be making satisfactory progress and is eligible to receive financial aid.