

**SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR FINANCIAL AID**  
 Please read carefully  
(This policy has been recently revised; revisions will take effect beginning Fall 2018)

The U.S. Department of Education requires institutions of higher education to establish minimum standards of satisfactory academic progress for all students enrolled in a degree program. Satisfactory academic progress means that a student is progressing in a positive manner toward fulfilling the requirements for a degree. Failure to maintain satisfactory academic progress will result in the loss of all federal and state aid, including (but not limited to):

\$	Federal Pell Grant	\$	Federal Direct PLUS Loan
\$	Federal Supplemental Educational Opportunity Grant (FSEOG)	\$	Georgia Helping Outstanding Pupils Educationally (HOPE) Program
\$	Federal Work Study	\$	Zell Miller Scholarship
\$	Federal Direct Loans (Subsidized & Unsubsidized)		

In order to assure that a student progresses toward a degree, both in terms of number of hours completed and cumulative GPA, South Georgia State College will utilize the following Satisfactory Academic Progress (SAP) policy:

**PROGRESS STANDARDS FOR FINANCIAL AID**

- A. **Quantitative Standard – Pace (A comparison of hours attempted to hours successfully completed):** Students are expected to successfully complete 67% (2/3) of all attempted course work. Any student who fails to complete the required 67% (2/3) of all attempted course work will be placed on financial aid Warning the first term of not making satisfactory progress under Pace of Completion, but will continue to be eligible for financial aid. After a subsequent period of enrollment, those students who were previously placed on financial aid Warning and continue not to meet the required Pace of Completion will be placed on financial aid Suspension (Probation) and are no longer eligible for financial aid assistance. The following chart outlined several possible enrollment situations:

Enrollment Status	First Year (Fall & Spring Semesters)		Second Year (Fall & Spring Semesters)	
	Cumulative Attempted Hours:	Must successfully complete:	Cumulative Attempted Hours:	Must successfully complete:
Full-Time (minimum of 12 hours)	24 hours	16 hours	48 hours	32 hours
Three-Quarter Time (minimum of 9 hours)	18 hours	12 hours	36 hours	24 hours
Half-Time (minimum of 6 hours)	12 hours	8 hours	24 hours	16 hours

Grades of an A, B, C, D and S count as successful completion of a course. Grades of W, WF, F, IP and U do not count as successful completion of a course. A grade of V (audited courses) does not count as attempted or successfully completed. **This standard will be reviewed at the end of each semester.**

- B. **Qualitative Standard – GPA Standard:** All students are expected to maintain the academic standards outlined in the academic progress chart below. Any student who fails to meet the minimum cumulative GPA required for hours attempted will be placed on financial aid warning the first term of not making satisfactory progress for GPA, but will continue to be eligible for financial aid. After a subsequent period of enrollment, those students who were previously placed on financial aid warning and continue not to meet the required GPA will be placed on Financial Aid Suspension (Probation) and no longer will be eligible for financial aid assistance. **This standard will be reviewed at the end of each semester**

Credit Hours Attempted	Minimum Cumulative Grade Point Average Required
0-9 Hours	No minimum
10-15 Hours	1.7
16-30 Hours	1.8
31-45 Hours	1.9
46-more Hours	2.0

- C. **Quantitative Standard – Maximum Time Frame:** Students are allowed to attempt up to 150% of the hours required for their degree program. Example, if an associate degree requires 64 hours, a student may attempt a maximum of 96 hours before becoming ineligible for financial aid. Once a student exceeds the maximum time frame for their degree program, they will no longer be considered making Satisfactory Academic Progress and will not be eligible for financial aid unless the student is accepted into another degree program and meeting all other SAP policies. When accepted into a new degree program (BS, BSN) by that department, a student may submit a request for a Maximum Time Frame re-evaluation to the Financial Aid Office. The request will be reviewed on a case by case basis taking into consideration the additional length of the new program of study. **This standard will be reviewed at the end of each semester.** Please see chart below for more detailed information:

PROGRAMS	MAXMIUM ATTEMPTED HOURS ALLOWED
Associate Degree	96
RN Nursing	108
BSN Nursing	183
BS Degree	186

### FREQUENCY OF EVALUATIONS (Increments)

Students enrolled in a degree program (either an Associate of Arts, Associate of Science, Associate of Science in Nursing, Bachelor of Science in Nursing, or Bachelor of Science in Biological Sciences) will be evaluated on the above standards at the end of each term. Students not meeting any single standard or a combination of standards for the first time, except Maximum Time Frame, at the conclusion of any term, will be placed on Financial Aid Warning. The student must satisfy all standards of progress at the conclusion of the next semester attempted in order to continue to receive financial aid. A student that is placed on Financial Aid Warning status that does not meet all standards of progress at the conclusion the of the next semester, and all students exceeding Maximum time Frame, will be place on Financial Aid Suspension (Probation). Students who, after being placed on warning, come into compliance with all SAP standards, but, later are found not to be in compliance at the end of a term of attendance, are again placed on Financial Aid Warning. Each term, after grades are posted, the Office of Financial Aid will notify students who are placed on Financial Aid Warning or Financial Aid Suspension (Probation) via their SGSC email account.

### **PROGRESS STANDARDS FOR LEARNING SUPPORT AND ACADEMIC STANDING (These standards will also affect a student's eligibility to receive federal or state aid. Please read carefully.)**

### LEARNING SUPPORT AND FINANCIAL AID

Any student placed on **Learning Support Suspension** will be considered ineligible for financial aid. A student may be placed on Suspension at the conclusion of any term. In order for a student's Financial Aid to be reinstated, the student must exit all learning support courses.

### APPEALS

Students on Financial Aid Suspension (Probation) may appeal to the South Georgia State College Financial Aid Appeal Committee if there were mitigating circumstances which impacted their academic performance. The appeal must be prepared in writing and be accompanied by appropriate supporting documentation. An appeal that is not accompanied by a letter explaining the mitigating circumstances and supporting documentation is considered incomplete and will not be reviewed for reinstatement by the Financial Aid Appeal Committee. Mitigating circumstances are defined as unanticipated and unavoidable circumstances beyond a student's control that prevent him or her from successfully completing a course or meeting the terms of a prior appeal.

#### Steps in the Appeal Process

1. Complete Satisfactory Academic Appeal Form.
2. Provide a brief letter explaining the mitigating circumstances that prevented the student from maintaining satisfactory academic progress. Indicate how the mitigating circumstances have changed so that the student can comply with the SAP policies in the future.
3. Provide supporting documentation to support the circumstances in the statement.
4. Submit the Appeal form and all required documentation to the Financial Aid Office for review.
5. The Financial Aid Appeal Committee will determine whether the appeal is approved or not. The decision of the committee is final and cannot be appealed any further.

If a student's appeal is approved, Title IV aid will be reinstated on a one semester on a Waiver or the student will be placed on an Academic Plan. Students on a Waiver will be reviewed again at the conclusion of the next semester and must be in compliance with all SAP polices to remain eligible for financial aid. Student placed on an Academic Plan will be reviewed at the end of each term to determine if they met the requirements for their Academic Plan determined by the appeal committee in order to maintain Title IV eligibility. Students on an SAP Waiver who do not come into compliance and students who violate the requirements of their Academic Plan will be placed on financial aid Suspension (Probation) at the end of the term.

If the appeal is denied, the student must complete the necessary hours and earn the appropriate grades in order to come into compliance with

all SAP standards to regain eligible to receive financial aid. Students will be notified by mail of the decision on their appeal.

Appeals should be submitted to the Financial Aid Office prior to the beginning of the semester for which aid is being requested. Appeals received after the semester begins will be reviewed but students must pay tuition and fees and be reimbursed if the appeal is approved.

### **ELIGIBILITY TO HAVE FINANCIAL AID REINSTATED**

A student who is placed on Financial Aid Suspension (Probation) may regain eligibility to receive financial aid when the student either meets the Satisfactory Academic Progress Standards outlined above or the student successfully appeals to the Appeals Committee. **The Appeals Committee may place certain conditions on the student in order for the student to be reinstated. It is the student's responsibility to follow these conditions and to inform the Office of Financial Aid if he/she has met them.** A student will be considered for reinstatement under the following conditions:

1. It must be mathematically possible (Qualitatively and Pace) for the student to meet the requirements of the Satisfactory Academic Progress (SAP) policy by the end of the next semester in which he or she is enrolled.
- OR**
2. It has been determined by the Financial Aid office that the student meets the requirements to be placed on an Academic Plan. In order to be placed on an Academic Plan, a student must have made all passing grades in all course enrolled during the last term attended and must re-appeal based on those passing grades. A student approved for an academic plan must sign a contract stating that they will make a grade of a "C" or better in all courses attempted per semester. Furthermore, grades "W" (Withdrawal), "D", "F" (Failing), "WF" (Withdrawal Failing) will terminate this plan, and no further aid will be awarded until the student is meeting SAP standards.

### **OTHER ISSUES**

#### **ACADEMIC YEAR**

South Georgia State College offers credit hour academic programs in a traditional calendar format, that is, Fall term (16 weeks), Spring term (16 weeks), and Summer term (10 weeks). SGSC has one academic year definition for all academic programs. SGSC coordinates the disbursement of student aid within each respective term.

#### **REMEDIAL HOURS, REPEATED COURSES, AUDIT COURSES, and TRANSFER CREDIT HOURS**

**Remedial hours** include all Learning Support courses. **Financial aid will not be authorized for remedial work in excess of 30 hours.** Students may enroll in a maximum of 30 semester hours of remedial work without those hours being counted in the 150% maximum time frame; **remedial hours in excess of the 30 hours will be counted in the 150% time frame and used in the calculation of the student's SAP.**

**Repeated courses** will be counted in the 150% maximum time frame. A student may retake (one time only per previously passed course) any previously passed course. A passed grade is defined by the South Georgia State College as a grade higher than an "F", regardless of any institutional or program policy requiring a higher qualitative grade.

**Transfer credit hours** for transfer students will be treated as such:

Until transfer credits from other institutions are accepted, students will be treated as incoming freshman for the initial disbursement of aid. All course grades, including institutional grades and grade for transfer courses accepted from prior schools which will count toward a student's program of study, will be used to determine the qualitative SAP grade point average. All courses in academic history, including institutional courses and transfer courses from prior schools which will count toward a student's program of study, will be included as attempted and earned hours for quantitative SAP calculations when evaluating financial aid eligibility.

If a student changes their program of study, SGSC will rearticulate the transfer work determined to count toward a student's program of study only once during the student's academic enrollment. Credit earned at another college during a period of suspension from SGC cannot subsequently be transferred to the College.

**Normal Rounding** will be used when calculating Pace of Completion percentages.

**Audit Courses** are not eligible for financial Aid. Audited courses are not included in hours attempted or earned for SAP determination.

#### **ACADEMIC RENEWAL**

The U.S. Department of Education does not recognize academic amnesty or academic renewal in academic progress. SGSC is required to include all courses and grades, both those taken at SGSC and those from prior institutions accepted for credit toward a student's degree program, when evaluating a student's satisfactory academic progress.