SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR FINANCIAL AID

Please read carefully
(This policy has been recently revised; revisions will take effect beginning Summer 2015)

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

In order to assure that a student progresses toward a degree, both in terms of number of hours completed each semester and cumulative GPA, South Georgia State College will utilize the following satisfactory progress policy:

**PROGRESS STANDARDS FOR FINANCIAL AID**

### A. Pace – Quantitative Standard (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, 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 attempted hours will be placed on financial aid Suspension (Probation) and no longer have eligible for financial aid assistance. The following chart outlined several possible enrollment situations:

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>First Year (Fall &amp; Spring Semesters)</th>
<th>Second Year (Fall &amp; Spring Semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cumulative Attempted Hours:</td>
<td>Must successfully complete:</td>
</tr>
<tr>
<td>Full-Time (minimum of 12 hours)</td>
<td>24 hours</td>
<td>16 hours</td>
</tr>
<tr>
<td>Three-Quarter Time (minimum of 8 hours)</td>
<td>18 hours</td>
<td>12 hours</td>
</tr>
<tr>
<td>Half-Time (minimum of 6 hours)</td>
<td>12 hours</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

Grades of an A, B, C, D, or S are count as successful completion of a course. Grades of IP, W, WF, I, F, and U do not count as successful completion of a course. 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 (A 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, 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.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9 Hours</td>
<td>No minimum</td>
</tr>
<tr>
<td>10-15 Hours</td>
<td>1.7</td>
</tr>
<tr>
<td>16-30 Hours</td>
<td>1.8</td>
</tr>
<tr>
<td>31-45 Hours</td>
<td>1.9</td>
</tr>
<tr>
<td>46-more Hours</td>
<td>2.0</td>
</tr>
</tbody>
</table>
C. **Maximum Time Frame**: Students are allowed to attempt up to 150% of the hours required for their program of study. 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 program of study, 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 guidelines. When accepted into a new degree program (BS, BSN) by that department, a student may submit a SGSC SAP Waiver for Max Time Frame form to the Financial Aid Office. The waiver will be reviewed on a case by case basis, however submitting a waiver does not guarantee a waiver will be granted. Please see chart below for more detailed information:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>MAXIMUM ATTEMPTED HOURS ALLOWED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>96</td>
</tr>
<tr>
<td>RN Nursing</td>
<td>108</td>
</tr>
<tr>
<td>BSN Nursing</td>
<td>183</td>
</tr>
<tr>
<td>BS Degree</td>
<td>186</td>
</tr>
</tbody>
</table>

**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, 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 of the next semester will be placed on Financial Aid Exclusion (Probation). Students on Financial Aid Exclusion (Probation) may appeal to the Financial Aid Appeal Committee. The appeal must be prepared in writing and be accompanied by the 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.

**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 to regain Financial Aid, the student must retest and exempt all learning support courses. Unless the student retests and is exempted from all learning support courses, the student cannot receive financial aid until all learning support courses have been successfully completed.

**ACADEMIC STANDING AND FINANCIAL AID**

**Good Standing, Academic Probation**

Students who are in good academic standing, or who are placed on Academic Probation, are eligible to receive financial aid, provided they meet other federal and/or state requirements, including other applicable SAP standards previously outlined in this document.

**Academic Suspension**: Students placed on academic suspension are ineligible to receive financial aid. Students allowed to return by the Admissions Committee can appeal to the Financial Aid Committee upon re-enrolling.

**APPEALS**

Students placed on Financial Aid Exclusion (Probation) may appeal to the South Georgia State College Financial Aid Appeal Committee. The appeal must be prepared in writing and be accompanied by appropriate supporting documents. A student may appeal to be reinstated if there were mitigating circumstances. 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 circumstances have changed so that the student can comply with regulation in the future.

3. Provide supporting documentation to support the circumstances in the statement.
4. If appealing for max time hours, the student will need to provide documentation signed by the Registrar listing additional courses needed to complete the degree.
5. Submit Appeal form and all required documentation to the Financial Aid Office for review.
6. The Financial Aid Appeal Committee will determine whether the appeal is approved. The decision of the committee is final and cannot be appealed any further.

If a student appeal is approved, Title IV aid will be reinstated for one semester and will be reviewed again at the conclusion of the next semester attempted. To maintain Title IV eligibility, the student must either meet the school’s SAP standards or meet the individual Academic Plan set forth by the appeals committee when the student was reinstated upon appeal. If the appeal is denied an appeal, the student must complete the necessary hours and earn the appropriate grade to become eligible to receive financial aid. Students will be notified by mail the decision of 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 Exclusion (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

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. The federal regulation requires that a student must be enrolled full-time in order to qualify. A passed grade is defined by the Department of Education (DOE) as a grade higher than an “F”, regardless of the school or program policy requiring a higher qualitative grade.

Transfer credit hours that will be applied toward a student's degree at South Georgia State College will be counted toward the maximum number of hours allowed to be eligible for financial aid and the student completion ratio (PACE). Transfer Credit hours that are not accepted toward a student’s program of study will not be counted in the SAP calculation.

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 in evaluating a student’s satisfactory academic progress.