FINANCIAL MATTERS

Expenses

Refunds

Financial Aid

EXPENSES

The academic year is divided into two semesters of approximately sixteen weeks each and a summer term of approximately ten weeks. The College may also offer one or more abbreviated sessions within terms. Expenses are charged and payable by the term since each term constitutes a separate unit of operation. A student may enroll at the beginning of any term.

It is difficult to give exact information about annual expenses because they vary according to the nature of the curriculum, the place of residence (whether within Georgia or out-of-state), and the student's needs. The information in this section concerning expenses and financial aid is applicable to all students enrolled at the College. South Georgia State College strives to offer quality education at minimum cost. This cost is comparable to or below that of other institutions of the University System of Georgia.

A current schedule of fees is available on the South Georgia State College website (http://www.sgsc.edu/current-students/fee-payment.cms). Links on this page also provide details about fees for the Valdosta Entry Program. Entry Program students pay the fees of the host institution.

All students on the Douglas, both full-time and part-time, must pay all mandatory fees as listed on the above fee schedule located on the SGSC website. Students taking online courses only must pay the Online Learning Fee. Students enrolled for fewer than 15 semester hours pay tuition at the scheduled rate per hour. Students enrolled for 15 semester hours or more pay the scheduled full-time rate. Part-time students who receive permission to reside on campus pay regular room fees. All fees are payable on or before the published deadline each term.

APPLICATION FEE

An application fee of $20.00 is required from all applicants. This fee shall be for the sole purpose of covering the expense involved in processing the student's application and will not be refunded in the event that the applicant does not enroll as a student. An admissions application is available online at www.sgsc.edu.

OTHER FEES

Auditors: Persons desiring to attend courses or lectures without examination or credit may register as audit students. Fees for auditors are the same as those for students registered for credit.
Books and Supplies: The cost of books and supplies for the student during any given term depends on the courses taken and the special instructional supplies needed.
Graduation Fee: A $40.00 non-refundable graduation application fee is required and covers all costs associated with graduation, with the exception of the cap and gown, which may be purchased separately through the SGSC Bookstore.
Lab Fees: Certain courses offered by the College require students to pay lab fees. The amount of these fees is listed in the course descriptions.
Parking Fee: Students are assessed a parking fee of $10.00 per term.
Lost and/or Damaged Library Materials and Delinquent Fees: A student who has lost and/or damaged library materials or who is delinquent in payment of any fee associated with lost and/or damaged library materials will have a registration hold placed on his/her record until the delinquency is removed or the lost material is returned. Nonpayment of these charges will prevent registration for a succeeding term.

For residence hall students:

Cable Television: Cable services are provided in the residence halls. Students may bring their own television sets. Basic cable costs are included in the housing fees.
Health Fee: Residence hall students are required to pay a health fee.
Housing Application Fee: A one-time $125.00 non-refundable housing application fee is required.
Housing Renewal Fee: A $40.00 non-refundable renewal fee is required each year before an application for a residence hall room is processed.
Internet Connection: Internet connections are provided in each room at no cost to the student. Computers for in-room use must be furnished by the student.
Meal Plan: Residence hall students are required to purchase a college meal plan.

NOTE: All fees and charges scheduled by the College are subject to change each term.

REFUNDS

Students who formally withdraw from the College with a clear record and within the time limits specified below may receive partial refunds of in-state tuition or out-of-state tuition.

There is no refund for partial reduction of hours beyond the drop-add period.

All mandatory fees are refundable. If a student is suspended, no fees will be refunded. All fees are refunded in case of death of the student.

The refund amount for students withdrawing from the institution shall be based on a pro rata percentage determined by dividing the number of calendar days in the semester that the student completed by the total calendar days in the semester. The total calendar days in a semester include weekends but exclude scheduled breaks of five or more days and days that a student was on an approved leave of absence.

Students who withdraw from the institution when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.

RETURNED CHECK POLICY

If a check is returned unpaid by the bank on which it was drawn, a service charge of $30.00 or 5% percent of the face amount of the returned check (whichever is greater) will be charged. Webchecks paid through Touchnet/Paypath that are returned as insufficient will incur a service charge of $30.00 or 5% of the face amount of the returned check (whichever is greater) will be charged.

If the indebtedness resulting from the returned check (including the returned check charge) is not cleared within ten days of receipt of the notice, the student will be dropped from class rolls, the student's registration will be cancelled for that term if possible, and the returned check will be turned over to the Magistrate Court for collection and criminal prosecution.

FINANCIAL RESPONSIBILITY OF THE STUDENT

As a member of the college community, the student is expected to act responsibly with regard to financial obligations. A student who is delinquent in financial obligations to the College shall not be allowed to register for the next term, to transfer credits to another school, or to graduate from the College. The financially delinquent student may be enjoined by the appropriate College official from attending classes in which he or she is enrolled and/or from taking final examinations.

South Georgia State College reserves the right to refer any debts to an outside agency for collection.

FINANCIAL AID

PURPOSE

The purpose of the student aid program is to help make higher education a reality for persons who would be unable to attend without financial assistance. However, financial aid is awarded only to eligible students who have been admitted to the College. The Free Application for Federal Student Aid (FAFSA) may be submitted at any time.

Financial aid applications are accepted and processed throughout the academic year, but priority is given to those submitted by May 15.

This material was prepared in advance and is subject to changes in state or federal laws or regulations.

NEED-BASED AWARDS

The College is committed to assisting qualified students in acquiring the financial support needed to enroll at South Georgia State College. The Office of Financial Aid personnel are available to discuss programs with students and parents. Please call the office at 1-912-260- 4200 or email at www.finaid@sgsc.edu for information.

Grants

Federal Pell Grant – A Pell Grant is federal aid, with no repayment required, and is available to undergraduate students who show financial need and who have not received a bachelor's degree. A FAFSA is required.

Federal Supplemental Educational Opportunity Grants (SEOG) – SEOG is gift aid, with no repayment required and is available to undergraduate students who show financial need and who have not received a bachelor's degree. First priority goes to students who also qualify for a Federal Pell Grant and have the greatest need. A FAFSA is required.

Work

Federal Work-Study Program (FWS) – The College participates in the Federal Work-Study Program. Eligible students may work part-time during the academic year. To apply for and be considered for the FWSP, the students must complete and submit all required financial aid documents to the Office of Financial Aid. Priority is given to those students who have completed financial aid applications by May 15.

Loans

The Federal Direct Student Loan – This loan allows students enrolled at least half-time to borrow money at low interest for educational expenses. There are two types of Federal Direct Loans: (1) Federal Direct Subsidized Loans and (2) Federal Direct Unsubsidized Loans. The Federal Direct Subsidized Loan is need based, and the Federal Government subsidizes and pays the interest on this loan while the student is in school and during the six-month grace period. The Unsubsidized Loan is not need-based. This loan was created for borrowers who do not qualify for federal interest subsidies. The student either pays the interest while in school and during the six-month grace period or it is added to the balance of the loan. A FAFSA is required.

Federal Direct Parent (PLUS) Loan – This loan is an educational loan for parents of dependent undergraduate students enrolled at least half-time. Financial need is not an eligibility requirement; parent borrowers must be credit-worthy to qualify. Loan eligibility is based on the cost of attendance minus other aid received. A FAFSA is required.

HOW TO APPLY FOR NEED-BASED ASSISTANCE

1. Apply for admission to South Georgia State College. No financial aid can be paid to a student who has not been accepted for admission.
2. Complete a Free Application for Federal Student Aid (FAFSA) online at www.studentaid. gov. A student must add South Georgia State College in the appropriate section of FAFSA by adding the **Title IV school code, which is 001592.**
3. Approximately one week after applying online to the Federal Student Aid Programs, the student will receive a Student Aid Report (SAR). The Financial Aid Office will receive an electronic version of the SAR and will contact the student regarding further application procedures.
4. A student who wants to apply for the HOPE and Zell may complete the FAFSA or GSFAPPS at https://www.gafutures.org.
5. Provide the Financial Aid Office with additional forms and/or documents as requested in a timely manner.
6. These procedures should be completed at least eight weeks prior to the beginning of the term for which aid is being requested. (See the **Important Dates** section of this catalog.) Failure to complete the application process in a timely fashion may delay or prevent receiving aid when it is needed to pay tuition and fees at registration.

ELIGIBILITY FOR NEED-BASED ASSISTANCE

Eligibility for receiving financial assistance at South Georgia State College is determined by comparing the cost of attending college with the ability of the student (and parents or spouse) to meet these expenses. Cost of attendance is calculated for each of several groups of students at SGSC using criteria such as resident status, dependency status, and living accommodations. For each of these student groups, cost of attendance includes anticipated expenses, such as housing and meals, books, course materials, supplies, equipment, personal expenses, tuition and fees, and transportation. The ability of the student (and parents or spouse) to contribute to college expenses (also called the Expected Family Contribution) is determined by the U.S. Department of Education using criteria established by that agency. Factors used in determining ability to pay include but are not limited to all appropriate assets and income (earned and unearned). The factors vary from year to year.

Each year that a student wishes to be considered for aid, a FAFSA must be filed. Approved awards for each year are based upon proper completion and timely filing of applications, forms, and financial statements; the availability of federal and/or college funds; eligibility for the individual programs for which the student is applying; and the applicant's continued enrollment. **The amount of assistance may increase or decrease from one year to the next, depending upon educational costs, the financial circumstances of the family, and the level of program funding.** Male students must show proof of registration for Selective Service to receive financial aid.

A number of FAFSA applications are selected for verification purposes each year. When a student’s application is selected, he or she will be required to submit documentation as requested to verify all sources of income and value of assets. Failure to submit the appropriate documentation in a timely fashion will prevent the award of federal financial aid.

SCHOLARSHIPS

HOPE (Helping Outstanding Pupils Educationally) Scholarships – HOPE Scholarship (Helping Outstanding Pupils Educationally) is funded by the Georgia Lottery for Education and is available to eligible Georgia 1993 or later high school graduates. HOPE provides funding to assist students in paying tuition.

HOPE Scholarship Eligibility Requirements

- Be a Georgia resident or be receiving a military tuition waiver and be a graduate of a Georgia high school.
- Male students must show proof of registration for Selective Service.
- As an entering freshman, have a final high school GPA of 3.0 or better as determined by the high school and reported to the Georgia Student Finance Commission (GSFC).
- Regardless of high school graduation or high school grade point average, students with a cumulative grade point average of 3.0 at the 30th, 60th, or 90th attempted hour are eligible to participate in the Program if they were Georgia residents at the time they first enrolled in a post-secondary institution in Georgia.
- Maintain a 3.0 cumulative grade point average while in college. This requirement covers all prior colleges attended as well as SGSC. The grade point average is reviewed at the 30th, 60th, and 90th attempted hour and at the end of each spring semester.
- The HOPE Scholarship Regulations for public institutions are different from those at the private and technical institutions.

If you lose the HOPE Scholarship at any checkpoint because your grade point average drops below 3.0, you are eligible to reapply for the HOPE at the 30th, 60th, or 90th attempted hour, provided your cumulative grade point average is a 3.0.

The HOPE Scholarship will not pay for more than 127 attempted hours at SGSC and any other college(s) combined. Attempted hours include any letter grade for A, B, C, D, F, W, WF, I, U, S. The HOPE scholarship is limited to 127 paid hours. Paid hours include all hours paid for by the Dual Enrollment program (formerly known as Move On When Ready), the HOPE grant program since summer 2003, the Zell Miller Scholarship, and the HOPE Scholarship Program.

Full-time enrollment is not a requirement.

All students who meet the HOPE Scholarship eligibility requirements and wish to apply for the HOPE Scholarship may complete the FAFSA or GSFAPPS and provide any additional documents as requested by the Office of Financial Aid for verification purposes.

For the complete HOPE Scholarship Program Regulations, visit the https://www.gafutures.org; or if you have questions, you may contact the Office of Financial Aid at 912-260-4200, email at www.finaid@sgsc.edu, or contact the Georgia Student Finance Commission at 1-800-505-GSFC.

Zell Miller Scholarships – Zell Miller Scholarships are funded by the Georgia Lottery for Education and are available to eligible Georgia high school graduates of 2007 or later. The Zell Miller Scholarship provides funding to assist students in paying tuition only.

Zell Miller Scholarship Eligibility Requirements

- Must be a Georgia resident or be receiving a military tuition waiver and be graduated from a Georgia high school.
- Male students must show proof of registration for Selective Service.
- Had a final high school GPA of 3.7 or better as determined by the high school and reported

to the Georgia Student Finance Commission (GSFC) and earned a 1200 math/reading SAT or its equivalent composite ACT score.

- Maintain a 3.3 cumulative grade point average while in college. This requirement covers all prior colleges attended as well as SGSC. The grade point average is reviewed at the 30th, 60th, and 90th attempted hour and at the end of each spring semester.
- Students who do not meet the high school requirements cannot earn the Zell Miller Scholarship.

If you lose the Zell Miller Scholarship after your freshman year because your grade point average drops below 3.3, you are eligible to reapply for the Zell Miller Scholarship at the 30th, 60th, or 90th attempted hour, provided your cumulative grade point average is a 3.3. If you lose the Zell Miller Scholarship for failing to maintain a 3.3 GPA, but you still maintain a 3.0 GPA, you can be awarded the HOPE Scholarship in its place.

The Zell Miller Scholarship will not pay for more than 127 attempted hours at SGSC and any other college(s) combined. Attempted hours include any letter grade for A, B, C, D, F, W, WF, I, U, S. The Zell Miller Scholarship is limited to 127 paid hours. Paid hours include all hours paid for by the Dual Enrollment program (formerly known as Move On When Ready), the HOPE Scholarship Program, and the Zell Miller Scholarship.

Full-time enrollment is not a requirement.

All students who meet the ZELL Scholarship eligibility requirements and wish to apply for the ZELL Scholarship may complete the FAFSA or the GSFAPPS and provide any additional documents as requested by the Office of Financial Aid for verification.

For the complete ZELL Scholarship Program Regulations, visit https://www.gafutures.org; or if you have questions, you may contact the Office of Financial Aid at 912-260-4200, by email at www.finaid@sgsc.edu, or contact the Georgia Student Finance Commission at 1-800-505-GSFC.

Dual Enrollment funding Program

The Dual Enrollment program provides students an early start to their college careers and offers meaningful and challenging academic experiences to qualified students. The program is offered during all terms of the school year: spring, summer and fall semester.

Student Eligibility

- A student must be enrolled in and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.
- A student must be approved, by the participating high school or home study program at which he or she is enrolled, to participate in dual enrollment.
- Prior to participating in Dual Enrollment, as part of the application process, the student and student's parent/guardian must complete the Student Participation Agreement (SPA).
- A student must have completed the admission process and been accepted and approved by the participating postsecondary institution.
- All postsecondary coursework must be completed prior to high school graduation or home study completion in order to receive Dual Enrollment credit and funding.
- Meet federal Selective Service registration requirements, per Georgia state law. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens who came to the United States prior to age 26.

Foundation Scholarships – South Georgia State College is supported by two Foundations whose missions are to provide financial support to SGSC students, faculty, and staff through scholarship assistance and college-wide programs and initiatives. Both the SGSC Foundation (Douglas) and James M. Dye Foundation (Waycross) maintain 501(c)(3) nonprofit status with the Internal Revenue Service. Each Foundation is recognized as a cooperative organization of both SGSC and the Board of Regents of the University System of Georgia.

Students wishing to apply for scholarship assistance must be admitted to SGSC, complete an online scholarship application, and complete the Free Application for Federal Student Aid (FAFSA) for the academic year in which scholarship funding is requested. Dual enrollment students are not eligible for scholarship assistance. The two Foundations work closely together during the review of applications and awarding process to ensure students meet scholarship eligibility requirements and that awards are provided to SGSC's Office of Financial Aid in a timely manner.

The online scholarship applications for each Foundation can be accessed through the following link: https://www.sgsc.edu/alumni-and-friends/scholarships

OTHER FINANCIAL ASSISTANCE

VETERANS BENEFITS

Veterans and dependents of veterans may be awarded aid to attend school under various public laws. Eligibility and amount of payments are determined by the Department of Veterans Affairs (VA). The Fiscal Affairs Office at South Georgia State College assists students and certifies college enrollment status and attendance to the Department of Veterans Affairs. Interested students should consult the VA Coordinator in the Fiscal Affairs Office at South Georgia State College for VA questions. Please call 912-449-7527 or 912-449-7524. Interested students may also contact the Department of Veterans Affairs, 1700 Clairmont Road N.E., Decatur, GA 30033-4032, phone 888-442- 4551, or visit www.gibill.va.gov.

Post-9/11 GI Bill® – The Post-9/11 GI Bill® provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®. The Post-9/11 GI Bill® became effective for training on or after August 1, 2009. The amount of support that an individual may qualify for depends on where they live and what type of degree they are pursuing. Approved training under the Post-9/11 GI Bill® includes graduate and undergraduate degrees and vocational/technical training. All training programs must be offered by an institution of higher learning (IHL) and approved for GI Bill® benefits. Additionally, tutorial assistance and licensing and certification test reimbursement are approved under the Post-9/11 GI Bill®. The Post-9/11 GI Bill® will pay your tuition based upon the highest in-state tuition charged by an educational institution in the state where the educational institution is located. The Post-9/11 GI Bill® also offers some service members the opportunity to transfer their GI Bill® to dependents.

Montgomery GI Bill® (Active Duty) – This program of education benefits is for students who enter active duty for the first time after June 30, 1985. The student must, with certain exceptions, serve continuously on active duty for three years of a 3-year enlistment, or for a lesser benefit, two years of an initial active duty obligation of less than three years. A student also may qualify for benefits by initially serving two continuous years on active duty, followed by four years of Selected Reserve Service.

Montgomery GI Bill® (Selected Reserve) – This program of education benefits is for reservists of the armed forces as well as the Army National Guard and the Air National Guard. To be eligible for this program, a reservist must have a 6-year obligation to serve in the Selected Reserve, complete Initial Active Duty for Training, have a high school diploma or its equivalent, and remain in good standing in a drilling Selected Reserve Unit.

If a student has a parent who is a military veteran with a disability, the student may qualify for

help from the U.S. Department of Veterans Affairs. Benefits may be awarded for pursuit of associate, bachelor, or graduate degrees at colleges and universities.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about various education benefits offered by the VA is available online at https://www.benefits.va.gov/gibill

VOCATIONAL REHABILITATION ASSISTANCE

The State of Georgia Rehabilitation Service provides assistance to students with physical limitations. Usually fees are paid for eligible students. To apply, a student should contact the Rehabilitation Service Office in their home county.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students receiving financial aid have certain rights and responsibilities. The applicant must, without exception, report any of the following changes to the South Georgia State College: (a) withdrawal from school, (b) transfer to another school, (c) any change in enrollment status, (d) name change, (e) address change or parents' address change, and (f) joining military service.

The financial aid applicant is responsible for obtaining, completing, and filing the proper financial aid application, statements, forms, etc., each year on a timely basis. The applicant has the right to seek and receive full information and counseling from the Office of Financial Aid in regard to any financial matter. If the family's financial circumstances change due to death, divorce, marriage, disability, long-term unemployment or low income, the applicant's eligibility may change. The applicant must take the initiative in notifying the office of these changes.

Correct information must be provided on all financial aid forms. False reporting of information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.

An applicant for financial aid must return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which the financial aid application or confidential statement was submitted.

The applicant is responsible for reading and understanding all forms requiring signature and for getting copies of them. Applicants must accept responsibility for all agreements signed. A student accepting a Federal College Work Study Award must perform the work that is agreed upon by the applicant and the supervisor before funds will be disbursed. The student is also responsible for understanding the school's refund procedures and policies.

STUDENT ACCOUNTS

South Georgia State College uses a student account system of payment for financial aid. On registration day, students register for their courses and then fees are deducted from the student account. If the award does not provide the total amount of the fees, the student must be prepared to pay the balance. If there is a balance due the student, the funds from the student's account may be used to purchase books. **Federal College Work Study awards are not included in the student account system and are not available at registration to pay fees.**

Students have the option to have their excess funds electronically disbursed to the checking or savings account that they designate. If students do not elect direct deposit, a paper check will be issued and mailed to the student's most current address on file. This disbursement will take place within fourteen (14) days after Financial Aid funds have been posted to students' accounts. Any student who withdraws from all courses immediately following the drop/add period will not receive an award balance refund. These funds are refunded to the respective financial aid programs. Any student who withdraws from all classes after receiving an award balance refund may be required to repay portions of that award balance refund.

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR FINANCIAL AID (please read carefully)

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 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 and cumulative GPA, South Georgia State College utilizes 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 coursework.** Any student who fails to complete the required 67% (2/3) of all attempted coursework 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 outlines several possible enrollment situations:

	First Year (Fall & Spring Semesters)		**Second Year** (Fall & Spring Semesters)	
Enrollment Status	*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 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 or 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	111
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 Arts, or Bachelor of Science) 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 who is placed on Financial Aid Warning status who does not meet all standards of progress at the conclusion the of the next semester, and all students exceeding Maximum time Frame, will be placed 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 successful completion of 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 eligibility 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 courses enrolled during the last term attended and must re-appeal based on those passing grades. Students 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 of "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 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 follows:
Until transfer credits from other institutions are accepted, students will be treated as incoming freshmen for the initial disbursement of aid. All course grades, including institutional grades and grades 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 SGSC 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.

Revised 7/21/2025