

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR FINANCIAL AID

Please read carefully

(This policy has been recently revised; provisions will take affect Summer 2012)

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 or certificate program, regardless of whether federal aid was received. Satisfactory academic progress (SAP) means that a student is progressing in a positive manner toward fulfilling the requirements for a degree or certificate. 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	\$	Georgia Leveraging Educational Assistance Partnership (LEAP) Program
\$	Federal Direct Loans (Subsidized & Unsubsidized)	\$	Zell Miller Scholarship

In order to assure that a student progresses toward a degree or certificate, both in terms of number of hours completed each semester and cumulative GPA, South Georgia 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 66% (2/3) of all attempted course work. The following chart outlines several possible enrollment situations:

<i>Enrollment Status</i>	First Year (Fall & Spring Semesters)		Second Year (Fall & Spring Semesters)	
	<i>Cumulative Attempted Hours:</i>	<i>Must successfully complete:</i>	<i>Cumulative Attempted Hours:</i>	<i>Must successfully complete:</i>
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, IP, or S count as successful completion of a course. Grades of W, WF, WM, I, F, and U do not count as successful completion of a course. **This standard will be reviewed officially at the end of each semester.**

NOTE: For evaluating satisfactory progress for financial aid, an "I" will be considered as an "F". This position must be taken as an "I" becomes an "F" if it is not cleared within the pre-determined period of time.

B. **Qualitative Standard (A GPA Standard):** Students who first received financial aid during the 1987-88 award year or later must have a GPA of 2.0 at the end of two years or 48 semester hours at South Georgia College and the GPA designation for the number of hours attempted as stated in the catalog for Satisfactory Academic Standards of Progress. **This standard will be reviewed officially at the end of each semester.**

Students must, in addition to the above, meet the academic standards outlined in the section entitled "Academic Information, Regulations, and Rules" of the South Georgia College General Catalog.

C. **Maximum hours (A Length of Eligibility Standard):** The maximum hours for which a student may receive financial aid is 150% of the number of semester hours required to earn the degree or certificate. For example, financial aid will not be authorized for more than 96 semester hours for a program 64 semester hours in length. Normally, financial aid will not be authorized past four semesters of enrollment at South Georgia College. **This standard will be reviewed officially at the end of each semester.**

FREQUENCY OF EVALUATIONS (Increments)

Students enrolled in a degree program (either an Associate of Arts, Associate of Science, or Associate of Science in Nursing) will be evaluated on the above standards officially 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. 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. Students on Financial Aid Exclusion may appeal to the South Georgia College Admissions Appeal Committee. The appeal must be prepared in writing and be accompanied by the appropriate supporting documentation. An incomplete appeal that is not accompanied by a letter explaining the mitigating circumstances will not be reviewed for reinstatement of Financial Aid.

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 Probation** or **Learning Support Suspension** will be considered ineligible for financial aid. A student may be placed on Learning Support Probation or Suspension at the conclusion of any term. Therefore, a student may become ineligible for financial aid for Learning Support reasons at the conclusion of any term.

ACADEMIC STANDING AND FINANCIAL AID

Good Standing, Academic Warning, Academic Probation

Students who are in good academic standing, or who are placed on Academic Warning or 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. In most situations, students allowed to return by the Admissions Committee are ineligible to receive aid immediately upon re-enrolling. A subsequent appeal for reinstatement of aid should be submitted at the conclusion of the first term attended since being placed on suspension. A student may be placed on Academic Suspension at the conclusion of any term. Therefore, a student may become ineligible for financial aid due to Academic Suspension at the conclusion of any term.

APPEALS

Students placed on financial aid exclusion may appeal to the South Georgia College Admissions 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.

If a student successfully appeals, 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 school SAP standards or meet the individual academic plan set forth by the appeals committee when the student was reinstated upon appeal.

ELIGIBILITY TO HAVE FINANCIAL AID REINSTATED

A student who is placed on Financial Aid Exclusion 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 who is approved to be reinstated must be able to meet SAP standards within one term or within a specified number of terms set forth by an academic plan outlined by the appeals committee. If a student fails to meet the requirements set forth by the committee, that student will no longer be eligible to appeal until they are meeting SAP standards.

A student who exceeds the maximum time frame allowed may appeal to have financial aid reinstated, as long as they are otherwise eligible, for the remaining courses needed to complete the major they are currently pursuing. A student under such a contract of appeal must be able to complete the desired degree within a reasonable length of time in order to be approved for such a contract. Furthermore, the student may not receive any F's or withdraw from any course and otherwise meet all SAP standards to continue to remain eligible under appeal.

NOTE: Students who preregister for a subsequent semester before grades are evaluated and who are awarded financial aid may be required to repay some portion of their award if they are placed on financial aid exclusion.

NOTE: Occasionally, a student's record will have continuous withdrawals and failures but will remain technically in "satisfactory" status. This occurs primarily when the unsatisfactory semester is every other semester or every 2-3 semesters. Because of this, there may be a subjective evaluation of a student's overall record to determine if satisfactory progress has been maintained.

OTHER ISSUES

REMEDIAL HOURS, REPEATED COURSES, and TRANSFER CREDIT HOURS

Remedial hours include College Preparatory Curriculum (CPC) hours, Learning Support hours, and Regents Test Preparation hours. **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%; remedial hours in excess of the 30 hours will be counted in the 150% time frame. **Repeated courses** will be counted in the 150% maximum time frame. A failed course will be covered by financial aid one time in addition to the failed course. Any future attempts will not be eligible for financial aid nor counted towards full-time status.

Transfer credit hours that will be applied toward a student's degree or certificate at South Georgia College will be counted toward the maximum number of hours allowed to be eligible for financial aid. If a student must take additional hours as a result of transferring from another institution, the student must submit a written appeal to the Director of Financial Aid. If the appeal is approved, the student may remain on financial aid.

ACADEMIC RENEWAL There is no federal or state academic renewal/forgiveness policy related to eligibility for federal or state aid. Students who have been granted academic renewal should be aware that their eligibility for aid will not be affected.

Please Note: **A student who is excluded from receiving financial aid may still enroll in classes, provided that the student is not barred from enrolling by being placed on either Learning Support or Academic Suspension.**