

## Satisfactory Academic Progress Policy

Approved by President's Cabinet 12/16/14

1. Federal regulations require all schools participating in Title IV federal financial aid programs to establish, publish and apply standards to monitor progress toward completion of degree. Students receiving federal, state and or institutional financial aid must be in good academic standing and making Satisfactory Academic Progress (SAP) as outlined in the requirements below. Good Academic Standing means that a student is not on academic exclusion or learning support dismissal. Satisfactory Academic Progress is the advancement of the student toward his or her degree objective in a manner consistent with the prescribed policies of East Georgia College.

- SAP status is based on the student's entire academic record, at all schools attended, regardless of whether the student received financial aid
- SAP status is calculated at the end of each semester, after the Registrar's Office has posted grades to the student's academic history
- Students are considered to be making SAP during their first term at EGSC, unless the student's latest Academic Standing at a former institution is one that would have prohibited their return to the institution.

### REQUIREMENTS

Satisfactory Academic Progress is measured both qualitatively (Grade Point Average) and quantitatively (a percentage completion and maximum time frame).

#### *Qualitative:*

*Each student must maintain a cumulative 2.00 GPA each semester to remain in good academic standing. The cumulative GPA includes grades of A, B, C, D, F, and WF. If you would like to estimate what grades you need to bring up your GPA, you may want to look at the [Raise Your GPA Calculator](#).*

#### *Quantitative: (PACE)*

*The quantitative requirement has two parts:*

- *A required completion ratio*
- *A maximum time frame*

A student must successfully complete 67% of the cumulative credit hours attempted, including transfer hours accepted by the college. Grades of F, I, IP, NR, SU, U, W, WF, and WM do not indicate successfully completed courses.

**Maximum Time Frame** - Students are allowed to attempt up to 150% of the hours required for their degree level. Example: If Associate Degree Level student may attempt a maximum of 99 semester hours before becoming ineligible for financial aid based on Max time frame. If Bachelor Degree level student may attempt a maximum of 189 semester hours before becoming ineligible for financial aid based on Max time frame.

### LEVELS OF NOTIFICATION

Students will receive the following levels of notification once the Office of Financial Aid has determined that they are not maintaining Satisfactory Academic Progress.

- **First Notification – WARNING**

Students who are not meeting SAP because of completion ratio and/or cumulative GPA are allowed to receive financial aid for one term with a status of WARNING. Students are notified by email when they are placed in a WARNING status and no appeal is necessary to receive aid for this status. Students must meet the SAP requirements at the end of their next term of enrollment or lose financial aid eligibility.

Students may only be placed on Warning if they were meeting the SAP standards for their last term of attendance.

- Second Notification – Suspension – Student has a right to submit an appeal to be placed on probation. If appeal is approved student will be placed on an Academic Plan. Students placed on **Academic Plan** will be required to meet the following standards each term or be placed on Financial Aid Suspension.

- Have a minimum term GPA of 2.0 or a cumulative GPA of 2.0 or higher.
- Cannot withdraw from more than one class
- Strongly advised to take advantage of one or more of the following to devise a plan of action for success: Academic Center for Excellence, Counseling and Disability Services, Academic Advisor, or Personal Tutoring.

Students who are not making Satisfactory Academic Progress will receive a written notice from the Office of Financial Aid to the student's EGSC email account.

Students who are placed on Suspension and their appeal to be placed on probation is denied or they failed to meet the conditions of the Academic Plan is ineligible to receive any additional financial aid until they can meet the minimum standards (cumulative 2.00 GPA and 67% completion rate). Exceptions of extenuating circumstance will be considered on a case-by-case basis.

### **APPEALS:**

Any financial aid recipient has the right to appeal the suspension of financial aid funds. The procedure will be as follow:

- Appeals should be submitted to the Academic and Financial Aid Appeal committee by submitting the Letter of Appeal Form. When a student loses FSA eligibility because he failed to make satisfactory progress, he/she may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances.
- In cases involving injuring, illness, or death of relative, supporting documentation is requested from medical doctor, clergy, professional etc. In cases involving extenuating/special circumstances, supporting documentation requested were applicable.
- Demonstrate what has changed in the student's situation that will facilitate progression towards meeting SAP.
- Appeals submitted without documentation of special circumstances will be considered based on GPA, pace rate, and amount of loans received per earned credit hour.
- The appeal must be submitted to the Academic and Financial Aid Committee by the published deadline for the term the student wishes to receive financial aid.
- Appeals will be received by the Academic and Financial Aid Committee. Students will be notified of the Committee's decision via EGSC Student Email account by 12 noon of the business day following the day of the appeal meeting.
- If you are currently in good standing and have reached maximum time frame, you have the right to appeal your max time frame if it is mathematically possible to complete your degree requirements during your next term of attendance.

### **Reinstatement of Aid**

- If student successfully appeals their status, they may receive financial aid for one additional payment period.
- At the end of the probation period, students must meet requirements of the academic plan or the student's financial aid will be suspended until such time they can meet the minimum standards.

## ACADEMIC CIRCUMSTANCES THAT AFFECT YOUR STATUS

- Incomplete Grades, IPs, Missing grades, Failing Grades, course Withdrawals: All reduce your completion ratio because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.
- Repeated Courses: Count as attempted hours each time you register for them. Count against the maximum time frame allowed. Reduce your completion ratio because repeated credits count as earned credits only once.
- Learning Support Courses: Students who are required to enroll in learning support coursework may attempt up to 30 credit hours in learning support courses (per federal regulations). The 30 credit hours in learning support courses will be counted as attempted hours in the maximum time frame for the students' program of study.
- Transfer Credits, Credits Taken While in Transient Study, and credits taken while enrolled in Study Abroad: Count toward your maximum attempted credits and your completion ratio. NOTE: Credits count as attempted, but not earned, until your official transcript is reviewed and processed by the EGSC Registrar's Office.
- Late Posted Grades or Grade Changes: May have an effect on your current SAP standing. EGSC Registrar's Office will notify the Office of Financial Aid that a grade change has been posted to your academic record. Office of Financial Aid will re-evaluate your current FA SAP standing. You will be notified if FA SAP standing changes. May be required to repay any awards that have already been disbursed for term if financial aid is suspended.
- Dismissal and Return: Students who are suspended academically or choose not to attend because of Financial Aid Suspension will not be automatically eligible for financial aid upon their return. Students must meet both the qualitative and quantitative standards for FA SAP. Student must use means other than financial aid for their educational expenses. It is the responsibility of the student to be knowledgeable of their SAP standing when returning to school after dismissal or choosing not to return because of SAP suspension.
- Summer Term Courses: All hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP is checked following the summer term as well.
- Audit Courses: Students are not eligible to receive financial aid assistance for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

ARCS

For an up-to-date copy, go to the policies and procedures page on the EGSC website.