

## **Financial Aid Office**

### **Standard for Satisfactory Academic Progress (SAP) Policy**

Effective Fall semester 2012, students will be evaluated at the end of each semester to ensure compliance with the Department of Education's regulations regarding making Satisfactory Academic Progress. The standards of this policy apply to all students regardless of whether he/she has previously received aid. These policies will determine a student's continued eligibility for financial aid assistance.

Satisfactory Academic Progress includes three standards: qualitative, quantitative, and maximum time frame. Students must meet these standards to continue receiving financial aid. It is the responsibility of the student to be aware of the SAP standards and their SAP status.

#### **Qualitative (GPA requirement)**

In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0. The cumulative GPA includes grades of A, B, C, D, F and WF. Grades of D, F, and WF will have a negative impact on the grade point average (GPA). The cumulative GPA, which is determined by the Registrar's Office processes, will be checked at the end of each semester for Satisfactory Academic Progress.

#### **Quantitative (Completion Rate)**

Financial aid recipients must successfully complete at least 67% of all courses attempted. Courses attempted include any course in which grades of A, B, C, D, F, W, I, WF, or WP are given. The completion rate will be checked at the end of each semester.

#### **Maximum Time Frame**

Students must complete their program of study within 150% times the normal length of the program of study. This includes all credit hours attempted. For example, if a student is in a Banking and Finance program of study and the requirements in the catalog for completing the program is 64 semester hours, then the maximum number of hours the student can receive aid is 96 hours ( $64 \times 150\% = 96$ ).

#### **Financial Aid Warning**

If a student does not maintain a cumulative 2.0 GPA, or does not complete 67% of the cumulative attempted hours, at the time the academic standing is checked at the end of each semester, the student will be placed on **Warning**. The SAP Warning period will allow the student to continue receiving financial aid assistance for one semester only. If the student raises his/her cumulative GPA to at least a 2.0 or reaches the 67% completion rate and is still within the maximum time frame, then the student will be in **Good Standing** and will continue to receive aid. If the student is still not making SAP at the end of the Warning semester then the student's financial aid will be **Suspended**.

Students with a Warning status will have a hold placed on their account after the census date of the term and are required to attend an SAP Workshop to have the hold removed. Students will be notified of this requirement via Their GPTC email account.

### **Financial Aid Suspension**

If a student fails to meet academic progress in back-to-back terms their financial aid will be suspended. Students are required to pay out-of-pocket for all future classes, until they are back in compliance with the standards.

### **Appeals**

**Approvals:** Students on suspension may appeal to the SAP Appeals Committee. The appeal must be documented in writing by submitting a **Satisfactory Academic Progress Appeal/Academic Plan**. The appeal committee will only approve appeals if extenuating circumstances beyond the student's control are clearly documented. The strategy/strategies that the student will take to ensure success must be indicated on the appeal form and becomes a part of the student's Academic Plan for success in completing the program of study. If the appeal is approved the student is placed on **Probation**.

**Auto Denials:** Students who were automatically denied because to their appeal packet was not complete, will remain in a suspended status. They are able to submit the missing documentation and the appeal will be read by Committee at the next regularly scheduled meeting.

**Denials:** Students whose appeals are denied will remain in a financial aid suspended status until they are in compliance with Academic Progress Standards.

Students who believe that their circumstances were not accurately represented and merit further review, may request their appeal be considered by the SAP Executive Committee. This request must be made in writing. You may include additional information to support your appeal. **The decision of this Committee is final.** No additional appeals will be heard for that academic year.

### **Financial Aid Probation**

Students on Financial Aid Probation will be reviewed at the end of each semester to determine if they are meeting the requirements of their academic plan. The Financial aid Office will check to ensure that you have taken the classes as outlined in your academic plan, have not received and grades lower than a C, and did not withdraw during the term. Students who do not meet these requirements will have their financial aid suspended.

### **Learning Support Coursework**

Grades received for learning support courses are not calculated in the GPA (qualitative), but the hours are calculated in the 67% completion rate (quantitative).

**Repeat Coursework**

Repeated courses are included in the qualitative and quantitative calculations. Students may only receive federal financial aid for one repeat of a previously passed course.

**Multiple Degrees**

Students should be aware that they may violate the maximum timeframe rule and become ineligible for financial aid.