

Satisfactory Academic Progress Policy

Federal and state regulations require that students must maintain satisfactory academic progress (SAP) to continue receiving financial aid. Federal Title IV financial aid programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). State financial aid programs include the HOPE Grant, HOPE Scholarship, Zell Miller Scholarship, and HERO Scholarship.

Satisfactory academic progress includes two standards; qualitative and quantitative. Students must meet both standards to be in **Good Standing** and continue receiving financial aid. It is the responsibility of the student to be aware of SAP standards and their respective status.

Qualitative (Grade Point Average)

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative GPA includes grades of A, B, C, D, F, and WF. WF is counted as an F. Grades of I, W, and WP do not affect the GPA. The cumulative GPA will be checked at the end of each term for satisfactory academic progress.

Quantitative (Completion rate)

Students must complete their educational objective within a maximum time frame of 150% of the credit hours required to complete the program in which they are enrolled. To maintain this pace of progression, a student must complete 67% of all courses attempted. Grades of A, B, and C are considered completed. Grades of D, F, I, W, WP, and WF are considered not completed. The cumulative pace of progression will be checked at the end of each term for satisfactory academic progress.

Financial Aid Warning/Suspension

If a student has not maintained a cumulative 2.0 and/or has not completed 67% of the cumulative attempted hours at the time that SAP is evaluated, the student will be placed on **Financial Aid Warning**. While on warning status, the student may continue to receive financial aid for one term only. No appeal is necessary. Students on Financial Aid Warning must be making satisfactory academic progress by the end of the next term in order to regain Good Standing. Students on warning status who are not making SAP at the end of the term will be placed on **Financial Aid Suspension**. Students who are on Financial Aid Suspension are not eligible to receive financial aid until they regain good standing.

Students will be notified of suspension via their SGTC student email account. If a student is not notified of the suspension, that in itself does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner.

Appeals

Students may appeal a financial aid suspension if they can demonstrate that there were extenuating circumstances that prevented them from making satisfactory academic progress. Extenuating circumstances may include death of a family member, injury or illness of the student or an immediate family member, or other extenuating circumstances that are outside the control of the student.

An appeal should be submitted to the Director of Financial Aid and should include a signed statement explaining why the student failed to make satisfactory academic progress and what has changed that will allow the student to make satisfactory academic progress at the next evaluation. In addition to this statement, the student should provide documentation of the extenuating circumstances. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate or newspaper obituary, signed statement from employer on letterhead, etc. The appeal must be submitted to the financial aid director within two business days from the beginning of the term following the term in which the student failed to make satisfactory academic progress.

Appeals are reviewed by the **SAP Appeals Committee**. The decision of the SAP Appeals Committee is final and cannot be appealed further. Students will be notified of the decision via their SGTC student email account. A student may appeal one time only.

Financial Aid Probation

Students will be placed on a status of **Financial Aid Probation** if their appeal is granted and may receive financial aid for one semester. A student may, at the discretion of the SAP Appeals Committee, be allowed to continue on Financial Aid Probation for more than one term by following an **academic plan** that will ensure that SAP standards are met by a specific point in time.

To regain eligibility for financial aid, a student must meet the required standards.

Transfer Credit

Transfer credit from other schools that is accepted toward completion of the student's program will be counted as both hours attempted and completed.

Incomplete Courses

Incomplete grades count as attempted but not completed. An incomplete may be resolved if the grade is changed to an A, B, or C.

Withdrawals

W, WP, and WF count as attempted but not completed.

Repeating Courses

Repeated courses are included in the qualitative and quantitative calculation. Students may repeat each course only once for Title IV purposes.

This SAP Policy is in effect beginning with the 2011-2012 academic year.