

Move On When Ready

Satisfactory Academic Progress (SAP) Policy

Effective Fall 2016 term (including files reviewed and awarded prior to this term, but for aid to be paid for this term or beyond)

Georgia Student Finance Authority's Move On When Ready Program Regulations 1600, Sec. 1604.3 Satisfactory Academic Progress, require students to maintain the Satisfactory Academic Progress Policy, as defined by his or her Eligible Postsecondary Institution and hold students accountable for meeting the standards. **The Financial Aid SAP policy should not be confused with the College's academic standards policy, including PROBATION or GOOD STANDING.**

Please note: Faculty and staff other than financial aid staff are not required to know financial aid policies and how they may affect your situation. Please work directly with the financial aid office to check on how your aid will be affected with any changes in your enrollment status, financial situation or grade outcomes.

Components of SAP:

Albany State University's definition of SAP for receiving financial aid includes the following:

I. Grade Point Average (Qualitative Measure)

Students are required to maintain a minimum 2.0 cumulative **Financial Aid** GPA, which may differ from the academic GPA. **All attempted credits at Albany State University, including repeat courses and transfer credits where a letter grade was received, regardless of whether or not you received financial aid for those credits are included when determining SAP standards** (exclusions: transfer courses accepted as "NO CREDIT"). Grades that are not associated with a letter grade and quality points will not be used in the GPA calculation, but they do, however, count as attempted credits.

II. PACE of Progression (Quantitative Measure)

Completion Ratio -- Students must successfully complete a minimum of 67% (**NO** rounding) of the cumulative credits attempted. This calculation is done by dividing the total cumulative earned credits by the total cumulative attempted credits. **All attempted credits are counted, including all credits taken at ASU such as incompletes, withdrawals, unofficial withdrawals, hardship withdrawals, failed courses, audit courses, repeat courses, transfer courses and assessment courses¹.** Grades of F, W, WF, U, I, and NR do not indicate successfully completed courses and will count as attempted credits but not earned credits.

Initial SAP Determination

At Albany State University (ASU) Satisfactory Academic Progress is checked prior to awarding aid, even if students did not receive financial aid in past terms.

New Students: All new students attending ASU as their first college since high school are considered to be meeting SAP during their initial term of enrollment at DSC. Once initial determination is made, SAP will subsequently be calculated after grades are posted at the end of each semester.

Transfer students: Transfer students must meet the 67% Pace of Progression and the minimum 2.0 overall GPA requirement to be eligible for financial aid. **All hours attempted while enrolled at ASU and all transfer credits accepted by the institution are included in initial SAP determination.**

Once initial determination is made, SAP will subsequently be checked after grades are posted at the end of each term in which aid is received. Students who do not meet the minimum SAP standards are not eligible for financial aid, unless they have been granted a WARNING, APPROVED APPEAL, or PROBATION status as described below.

Repeated Courses

Students may receive financial aid for one repetition of a previously passed course. This includes any course where a “D” grade was received, even if a “C” grade may be required for degree and/or graduation requirements. All courses that are repeated must be a requirement to complete your program of study at DSC and will count toward your attempted credits when applying SAP standards.

If a student repeats a course that does not qualify to be repeated, as outlined above, a repayment of financial aid may be required.

Consortium/Transient Courses

ASU students who must take a course at another college (known as the host school), which is required to complete their program of study at ASU (known as the home school), must complete a Consortium/Transient Agreement. The agreement is signed by the host college’s financial aid office. Students must submit this signed agreement and a copy of the registration from the host college to the Albany State University Office of Financial Aid (home school).

At the end of the term, grades from the Host College must be submitted to the Registrar’s Office, in the form of an official transcript for evaluation, before any future financial aid will be disbursed.

Academic Renewal

ASU approval of Academic Renewal **does not** supersede SAP requirements. Students who are granted Academic Renewal must be meeting the 67% Pace of Progression and minimum 2.0 overall GPA requirement from the all prior coursework to be eligible for financial aid.

Warning Status

Students who are not meeting SAP qualitatively (2.0 GPA) and/or quantitatively (67% completion rate) are allowed to receive financial aid for one term on a WARNING status. 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 will lose financial aid eligibility. Students may only be placed on Warning if they were meeting the SAP standards for the immediate preceding term.

Financial Aid Suspension

Financial aid suspension occurs when students are no longer meeting minimum SAP standards. This could occur when a student is still not meeting minimum SAP standards after a warning period.

When financial aid is suspended, students are no longer eligible for aid until they are meeting the terms of academic progress for financial aid both qualitatively and quantitatively, or have an approved financial aid appeal. **Students on financial aid suspension are not eligible for financial aid. Therefore, it is the student's responsibility to pay all tuition and fees by the payment deadline to prevent cancelation of registration.**

SAP Appeals

Students who lose their financial aid eligibility may appeal based on mitigating circumstances. Mitigating circumstances are defined as unanticipated and unavoidable events or situations beyond a student's control that prevented him or her from successfully completing courses or meeting the terms of a prior appeal. Examples of **acceptable** mitigating circumstances could include, but are not limited to, serious accident or illness of the student, serious illness or death of immediate family member (parents, grandparents, siblings, spouse, children), and/or unexpected financial obligations, etc. Examples of **unacceptable** mitigating circumstances include, but are not limited to, withdrawal to avoid a failing grade, too many courses attempted, voluntary change of major, disagreement with instructor, voluntary change in work hours, being out of school for a number of years, and/or incarceration. The Office of Financial Aid realizes that students may not be able to continue their education without financial assistance; however, this is not a reason that will be considered for an appeal. Approval of all appeals is determined on a case-by-case basis and is not guaranteed.

Appeals will only be reviewed once all balances owed to ASU for prior terms are paid and requested documentation to complete your file is received.

SAP Appeal Process

- ✓ Download the online Satisfactory Academic Progress Appeal Form with Instructions from the Financial Aid website. You will be required to provide a detailed explanation of mitigating circumstances, supporting documentation, and a statement explaining what has changed that will allow you to be successful.
- ✓ Submit the completed form along with all appropriate documentation to the Office of Financial Aid by the deadline for the following term of enrollment. *(NOTE: Appeals submitted after the deadline will be accepted but may not be reviewed before the fee payment deadline. Meeting this deadline does not guarantee that funds will be available, only that a decision will be made by the fee*

payment deadline.) Appeals will not be reviewed or approved without sufficient supporting documentation. **Incomplete appeals may result in automatic denial.**

- ✓ The appeal decision is final and may not be appealed.
- ✓ Notification of the appeal decision and conditions of any approval will be sent by mail to your primary address on record with the Registrar's Office and/or an email to your DSC email account.
- ✓ Students whose appeals are denied or rescinded will be required to pay tuition/fees in full by the next published fee payment deadline.
- ✓ Appeal approval is determined on a case-by-case basis and is not guaranteed.

PROBATION Status

Students who lose financial aid eligibility but have an approved SAP appeal are placed on financial aid PROBATION. Students in this status may continue to receive aid for one semester or for the amount of time designated in the aid academic plan outlined in the appeal approval. Students on financial aid PROBATION will have their progress checked at the end of each semester. Failure to meet any part of the academic plan will result in the appeal being rescinded and the immediate loss of financial aid eligibility. **It is important to note** that all stipulations and requirements of an Office of Financial Aid approved **academic plan** are final and are not subject to further consideration.

Regaining Student Financial Aid Eligibility

If you are suspended from financial aid eligibility you can earn reinstatement one of two ways:

1) Earn reinstatement on your own (self-reinstatement):

Register and take classes at Albany State University at your own expense (without the benefit of financial aid) until you meet the minimum GPA and PACE requirements. For example, both your cumulative GPA is 2.0 or greater and the total attempted credits versus earned credits is 67% or greater. Once you meet the minimum requirements to reinstate under this option, you will need to contact the financial aid office to verify that you meet minimum standards and ensure everything is completed to award your file.

2) Earn reinstatement by submitting an appeal and having it approved per the SAP Appeal Process outlined under "SAP Appeals" in this policy.

Once financial aid eligibility is regained, a student may again be awarded payment for the semester **in which the student is now making SAP or the semester for which a SAP appeal and/or an academic plan has been approved.**