

Satisfactory Academic Progress

This brochure explains the minimum SAP requirements for all students seeking any form of financial aid at Southwest Georgia Technical College. For program specific (HOPE, Pell, etc.) requirements and eligibility information, please refer to the SWGTC catalog and website.

All students seeking to receive state and/or federal financial aid (HOPE Grant, HOPE Scholarship, Pell Grant, Supplemental Educational Opportunity Grant, and Federal Work-study), are required to maintain satisfactory academic progress (SAP). SAP means the student is proceeding in a positive manner toward fulfilling educational requirements. All periods of enrollment at SWGTC are included in calculating SAP, even terms in which the student did not receive financial aid. SAP is calculated at the end of each term after final grades are posted by the Registrar's Office.

Grade Point Average Requirement (GPA)

Students must maintain a minimum cumulative grade point average (GPA) of 2.0 for all credit hours ever attempted at SWGTC.

Grades for all attempts of repeated courses are included in the GPA calculation. Learning Support courses are not included in the GPA calculation for financial aid purposes.

Grades **not included in GPA are: A*, B*, C*, D*, F*, W, W*, I, I*, TR, EX, AU, and AC.*

Pace of Progression (Completion Rate)

Students must complete 67% of all credit hours ever attempted at SWGTC to maintain satisfactory progress. The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. All attempts of repeated courses are counted for completion rate. Credit hours for which a student earns a grade of I, W, or WF, as well as all Learning Support credit hours are included in calculating completion rate for SAP. Incomplete grades (I or I*), withdrawals (W, W*, WF* or WF), and failures (F, or F*) are considered unsuccessful completions. Transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation of completion rate.

**Exemption exam credit (EX), credit for previous experience, grades for audited courses (AU), and articulated credit (AC) are NOT included in the completion rate calculation.*

Maximum Time Frame

The purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives. For that reason, federal regulations require a student to complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they

are enrolled. Program length is measured in credit hours and is determined by the number of credit hours required for completion of the program.

All attempts of repeated courses, including withdrawals (W,W*,WF,WF*), incomplete grades (I,I*), transfer credit (TR) which counts toward the student's program of study, exemption exam credit (EX), credit for previous work/life experience, and articulated credit (AC) are included in the calculation for maximum time frame. Once a student has exceeded the maximum time frame allowed, he or she will be ineligible for all types of Title IV federal financial aid. HOPE eligible students who become ineligible for federal aid due to maximum time frame, may still be eligible for HOPE Grant or Scholarship until they reach the Paid or Attempted hour limits for the HOPE Programs. *(Please review the SWGTC catalog or our college website for requirements for HOPE)*

Financial Aid Warning

Students who fail to maintain either a 2.0 cumulative GPA or 67% cumulative completion rate will be placed on financial aid warning. Students on financial aid warning will continue to be eligible to receive financial aid for one term only. Students on financial aid warning must meet all SAP requirements by the end of their warning period in order to receive financial aid in subsequent terms. Students placed on warning who fail to raise their cumulative GPA to a 2.0 or

higher and/or their completion rate to 67% or higher by the end of their next term of enrollment will be placed on financial aid suspension and will be ineligible for all forms of financial aid.

✦ **Financial Aid Suspension**

Students who fail to meet one or more SAP requirements for at least two consecutive terms of enrollment are placed on financial aid suspension and are not eligible for any form of financial aid.

✦ **Appeal of Financial Aid Suspension**

Students have the right to appeal a financial aid suspension if there are extenuating circumstances that have prevented them from meeting one or more SAP requirements. Appeals must be signed by the student and must be submitted in writing to the Financial Aid Office by the deadline specified in the student's suspension notification in order to be considered for the next term of enrollment. Appeals submitted after the deadline or with missing signatures or incomplete information may not be considered prior to the start of the next term of enrollment.

The Financial Aid Appeals Committee will review all appeals and their decision is FINAL.

Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of a family member, an injury or illness of the student or their immediate family member, or other special circumstances that are generally outside of the control of the student.

The appeal MUST include:

- ✦ Information explaining why the student failed to make SAP.
- ✦ What has changed in the student's situation that will allow him/her to make SAP within the next term of enrollment.
- ✦ Documentation of the extenuating circumstances that led to the student's suspension.

✦ **Probation & Academic Plans**

Students whose appeal is approved will be placed on financial aid probation and be eligible to receive financial aid for ONE term only. In order to receive financial aid after the Probation term, a student must meet all SAP requirements or meet all requirements of an Academic Plan which may be established for the student by the Appeals Committee. Academic Plans will be developed on an individual basis, but at a minimum, will require the student to successfully complete all attempted courses with a C or better. An Academic Plan may also require a student to meet with his/her advisor, Student Affairs staff, to enroll in specific courses, or any other activity the Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable him/her to complete the program of study in a timely manner. All requirements of an Academic Plan must be met each semester and will be checked by the Financial Aid Office prior to awarding aid for the next semester.

✦ **Resources**

www.southwestgatech.edu
www.studentaid.ed.gov

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Financial Aid Office

SATISFACTORY

ACADEMIC

PROGRESS

(Effective July 1, 2011)



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