



SATISFACTORY ACADEMIC PROGRESS (Effective 2009-2010 Academic Year)

To receive financial aid from Title IV funds, a student must maintain satisfactory academic progress toward a degree defined as maintaining the graduating grade point average required for continued enrollment and completion of 67% of course work attempted each year up to the maximum time frame.

QUALITATIVE

The following table shows the minimal grade point average a student must achieve to maintain eligibility and to remain in good academic standing.

	<u>TOTAL HOURS ATTEMPTED</u>	<u>REQUIRED GRAD. GPA</u>
	0 - 15	1.50
	16 - 30	1.65
	31 - 60	1.75
	61 - and above	2.00
<i>Graduate students</i>	0 - 55	3.00

QUANTITATIVE

The following table is designed to assist students with minimal passage rate while enrolled as a full-time student taking at least 15 hours (for example) to insure the 67% passage rate.

EXAMPLES (BASED ON 15 HOURS COURSE LOAD Undergraduate and 2nd Degree)

- (1) At the end of 2 semesters, a student should complete at least 20 hours.
- (2) At the end of 4 semesters, a student should complete at least 40 hours.
- (3) At the end of 6 semesters, a student should complete at least 60 hours.
- (4) At the end of 8 semesters, a student should complete at least 80 hours.
- (5) At the end of 10 semesters, a student should complete at least 100 hours.
- (6) At the end of 12 semesters, a student should complete at least 120 hours.

Graduate Level

At the end of 2 semesters, a student should complete at least 12 hours, etc.

TIME FRAME

Failure to achieve satisfactory academic progress (67%) toward graduation will result in financial aid being terminated. Aid will also be terminated after a student has attempted 180 credit hours for a 4-year degree and 120 credit hours for a 2-year degree, 60 hours for a 2nd degree. Graduate students cannot exceed 54 credit hours per graduate degree. **Only one level of appeal is allowed for exceeding the time frame and that appeal must be made to the Financial Aid Office.** If the appeal is denied at the first level, aid will be terminated.

“At the end of Spring Semester (unless a review has been scheduled), the student’s progress will be reviewed.”

Whether or not the student’s aid can be renewed will be based on that progress. Non-credit courses will be counted as attempted hours against the time frame.

APPEALS PROCESS

A student whose aid has been terminated for one of the reasons outlined above shall have the right to appeal if there are extenuating circumstances which prevented the student from meeting these standards. To appeal the loss of eligibility, a student must complete a Georgia SouthWestern State University Financial Aid Appeal Form and submit it with supporting documentation to the Financial Aid Office. The Financial Aid Appeal Form can be obtained either from the Financial Aid Office or from www.gsw.edu -[Financial Aid - Forms](#). The documentation must be directly related to the events that affected the student's ability to meet SAP standards. Students should also include the steps he or she is taking to ensure progress in the future. The student will be notified by mail of the outcome of the appeal. If the appeal is approved and conditions are listed, those requirements must be met to continue to receive financial aid. If the student's appeal is denied and conditions are listed, the student may regain eligibility by meeting the listed conditions without the use of financial aid.

RIGHT OF APPEAL

- **THERE IS NO RIGHT OF APPEAL FOR EXTENDED TIME FOR LEARNING SUPPORT/ DEVELOPMENTAL STUDIES.**
- **THERE IS ONLY ONE LEVEL OF APPEAL FOR EXCEEDING THE 180 HOUR TIME FRAME. THAT APPEAL MUST BE MADE TO THE FINANCIAL AID OFFICE.**
- **Appeals should be submitted to the Financial Aid Office prior to the beginning of the semester for which aid is being requested.** Appeals received after the semester begins will be reviewed but students must pay fees and be reimbursed if the appeal is approved.
- **Students who wish to appeal the outcome, except for the two above reasons, may appeal to the Vice President of Student Affairs.**
- **Aid will be automatically terminated if the student is suspended by the Vice President for Academic Affairs. Students must appeal to the Vice President for Academic Affairs and the Financial Aid Office, providing evidence of academic reinstatement to the Director of Financial Aid before restoration of Financial Aid is considered.**

YOU SHOULD BE AWARE:

1. Course withdrawals are considered hours attempted but not earned. Continuous withdrawal from classes each semester have an adverse affect on passage rate and ultimately the time frame (hours earned/hours attempted).
2. Repeated courses are treated as all other hours attempted as additional time is built into the policy.
3. Incomplete grades are included if the student fails to complete the requirement necessary to remove the "I", then the "I" becomes an "F," therefore, calculated in the GPA and attempted hours.
4. Non-credit remedial courses are considered as regular hours earned, for Title IV purposes, if a grade of "IP" or "S" is achieved. A grade of "U" is considered an attempted hour. (*Only 30 hours of developmental studies can be paid with Title IV aid.*)
5. For transfer students, SAP begins at GSW. Transfer students will be judged on their progress at GSW only in terms of GPA. Transfer hours are counted toward the total time frame.
6. Part-time students - - - The minimal passage rate is 67% for successful achievement each year. If students attend fewer hours, an appropriate adjustment will be made in determining progress.
(67% x number attempted = required credits).
7. A change of major sometimes affects time frame (180 hour limit). Students who appeals time frame due to 'change of major' or 'pursuit of a second degree' must provide a list of remaining courses from his/her advisor with the Appeal. Only those remaining courses will be covered by Title IV aid if the appeal is approved.
8. All periods of enrollment count toward time frame whether or not aid was received.
9. Students who have completed all the coursework for the degree but have not received the degree are no longer eligible for aid.

REINSTATEMENT

It shall be the student's responsibility to monitor academic progress and/or to initiate reinstatement. The student will be considered ineligible otherwise. If a student fails to meet the standards of the Satisfactory Academic Progress policy and the appeal is denied, the student may have his/her aid reinstated by meeting the requirements set forth in the letter of denial. Once the student has met the listed requirements, he or she may submit an appeal. Upon receipt of the appeal form and verification of the student's grades, the student may be awarded financial aid. As long as the student completes all stipulations, he or she may remain eligible for financial aid.

Paying for courses out of pocket (including use of a private/alternative loan) or sitting out a semester does not qualify a student for reinstatement of aid eligibility. The student must come into compliance or have an appeal approved in order to receive aid if placed on suspension.

HOPE RECIPIENT

Hope recipients must adhere to the Satisfactory Academic Policy above and Georgia's Hope Guidelines. There is an end of spring checkpoint regardless of hours attempted. The following must be met to continue to receive the HOPE Scholarship for regular and transfer students:

HOURS ATTEMPTED = 30, CUM GPA MUST = 3.00

HOURS ATTEMPTED = 60, CUM GPA MUST = 3.00

HOURS ATTEMPTED = 90, CUM GPA MUST = 3.00

AFTER 127 HOURS (or maximum degree requirement) HAVE BEEN ATTEMPTED, HOPE ELIGIBILITY ENDS. Students who lost HOPE eligibility based on the scale above, but have regained a 3.00 HOPE GPA, should meet with a Financial Aid Counselor to determine if and when HOPE can be reinstated.