



WAYCROSS COLLEGE
Where Great Futures Begin.

Financial Aid Office

Satisfactory Academic Progress (SAP) Policy

(Revised April 2011)

A student is expected to achieve Satisfactory Academic Progress (SAP) toward the completion of course requirements. Progress toward the course requirements is measured both qualitatively and quantitatively. SAP will be checked at the beginning of each new academic term (fall, spring, and summer semester).

Qualitative Standard

Each financial aid recipient is expected to maintain the same minimum grade point average (GPA) as any other student enrolled at Waycross College. GPA must be cumulative and includes all transfer work accepted by Waycross College. A student is considered to be in good standing if his/her GPA falls within the acceptable range for the number of hours attempted (see chart below). The GPA is calculated by dividing the number of credit hours attempted by the number grade points earned on the attempted hours.

<u>Semester Hours Transferred into and Attempted at Waycross College</u>	<u>Minimum Grade Point Average (GPA) Required</u>
0 – 9	No Minimum
10 – 15	1.7
16 – 30	1.8
31 – 45	1.9
46 or more	2.0

Quantitative Standard

In addition to maintaining the required GPA, a student receiving financial aid must show that he/she is making Satisfactory Academic Progress (SAP) in fulfilling degree requirements. To remain eligible for financial aid benefits, a student must successfully complete two-thirds (67%) of the hours for which he/she enrolls. A student who fails to meet this requirement will have his/her financial aid suspended. A student will regain eligibility when he/she is again meeting SAP standards. Successful completion is defined as a grade of D or better, except in those courses where a D must be repeated (ENG 1101 and 1102). Grades of **I**, **IP**, **F**, **WF**, and **W** are considered unsatisfactory. Up to thirty (30) hours of noncredit remedial coursework may be excluded from satisfactory academic progress determination.

Financial Aid Appeals Process

(Revised April 2011)

Once a student has been notified by the Financial Aid Office that he/she has been placed on financial aid suspension and if the student chooses to appeal that decision, he/she must complete the Financial Aid Appeals form and submit to the Financial Aid Office. This form must be submitted to the Financial Aid Office at least 2 weeks prior the beginning of the semester in which the student is trying to enroll. The financial aid appeal form is located on-line at: <http://www.waycross.edu/CompServ/Forms/FinAidAppealForm1.pdf>

The Financial Aid Appeals Committee will review the appeal of students who have been placed on financial aid suspension and determine:

1. If the extenuating circumstances stated in the appeal are valid and have been proven. Extenuating circumstances include the following conditions during the period of enrollment in which satisfactory academic progress was not achieved:
 - a. A serious injury or illness
 - b. The death of an immediate family member
 - c. An undue hardship as a result of special circumstances
2. If it is possible for the student to mathematically meet the requirements of the Satisfactory Academic Progress (SAP) policy by the end of the next semester in which he/she is enrolled.

Steps in the Appeal Process

1. If at the end of a student's first semester of enrollment Satisfactory Academic Progress (SAP) is not being achieved, the Financial Aid Office will send the student a warning letter stating that the student's financial aid benefits are in jeopardy of being suspended unless the student makes SAP during the next semester of enrollment.
2. If after the second semester of enrollment the student fails to make SAP, the student's financial aid benefits will be automatically suspended.
3. The student can submit an appeal at this point to the Financial Aid Appeals Committee explaining the reasons (s) for his/her failure to achieve SAP and request that his/her financial aid benefits be reinstated.
4. In order for the appeal to be granted, the Financial Aid Appeals Committee has to determine if both of the following conditions exist:
 - a. If the circumstances listed on the appeal form are indeed extenuating and can be proven.
 - b. If it is possible for the student to mathematically meet the requirements of the Satisfactory Academic Progress (SAP) policy by the end of the next semester in which he/she is enrolled.
5. If the appeal is denied, the student will not be allowed to receive financial aid benefits until SAP is achieved.
6. Once the student achieves SAP, he/she is responsible for contacting the Financial Aid Office to request that financial aid benefits be restored.
7. If at the end of any subsequent semester a student fails to achieve SAP again, the above stated procedures will re-start.
8. A student is only allowed to go through the process of losing financial aid benefits and regaining those benefits **2** times. After losing and regaining financial aid benefits twice, financial aid benefits will be permanently lost.