STANDARDS OF SATISFACTORY ACADEMIC PROGRESS:

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of “satisfactory academic progress (SAP)” for students receiving financial aid. All students receiving financial aid from federal, state, or institutional sources must conform to the College definition of satisfactory progress. All students will be held responsible for this information. Each student’s academic progress will be monitored upon the initial financial aid award for each academic year and each time the award is adjusted or updated thereafter. Satisfactory Academic Progress will be measured at the conclusion of each semester (fall, spring, summer) once grades are finalized. Students should be aware that financial aid is awarded based on the number of hours enrolled. If the student or an instructor fail to notify the Financial Aid Office that the student has not attended a class or classes, but received financial aid based on registration, the student’s financial aid will be adjusted and he or she will be responsible for paying the balance. Below are the criteria to maintain SAP.

STUDENT SATISFACTORY ACADEMIC PROGRESS (SAP)

U.S. Department of Education Federal Regulations requires all students to maintain satisfactory academic progress in their course of study to receive Federal Title IV financial aid. Federal Title IV financial aid at Atlanta Metropolitan State College (AMSC) includes Direct Loan programs, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). Any state administered financial aid programs (i.e., HOPE/Scholarship, Zell Scholarship, Dual Enrollment Funds) follow the same requirements as federal aid. Satisfactory academic progress (SAP) includes three standards:

(1) qualitative, (2) quantitative and (3) maximum time frame.

Students must meet these standards to continue receiving any and all financial aid at AMSC. It is the responsibility of the student to be aware of SAP standards and his or her respective status.
1. **Qualitative (GPA):** All undergraduate students must maintain at least a 2.0 overall cumulative Grade Point Average (GPA) at the end of every semester. The cumulative grade point average will be used to determine academic standing for financial aid. The cumulative GPA includes grades of A, B, C, D, F, and WF.

2. **Quantitative (Pace):** Students must complete and pass (earn) 67% of all courses attempted. Courses earned include grades of A, A-, B+, B, B-, C+, C, C-, D. This percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the number of hours the student has attempted. The calculation must not fall below 67% and will be checked at the end of each semester.

3. **Maximum Time Frame:** Regulations allow a student to maintain financial aid eligibility for attempting credit hours that are within 150% of the credit hours (maximum time frame) required to receive a degree. Students cannot receive financial aid once they have reached 150% of the number of hours required to complete their first undergraduate degree program unless the student is able to provide documentation of extenuating circumstances that prevented the completion of a degree. For most undergraduate programs of study, this provides students up to 98 attempted semester hours to complete a 65-semester hour Associate degree program and up to 180 attempted semester hours to complete a 120-semester hour bachelor’s degree program. All hours attempted at the College and any approved transferable hours taken at previous institutions are included and apply toward the Maximum Allowable Total Attempted Hours.

**UNSATISFACTORY ACADEMIC PROGRESS**

Monitoring Satisfactory Academic Progress SAP is reviewed at the end of each semester of enrollment. If a student has not maintained a cumulative 2.0 GPA and/or has not completed at least 67% of the cumulative attempted hours at the time academic progress is checked, the student is considered not meeting SAP requirements. Maximum Time Frame is monitored at the end of each semester of enrollment. When students reach the maximum credit hours, they are no longer eligible for financial aid.

**Financial Aid Warning:** Any student who does not meet SAP requirements will be placed on Financial Aid Warning. During the SAP warning period, the student may continue to receive financial aid for one term only. If, at the end of that term, the student...
has raised his/her cumulative GPA to at least a 2.0 and maintained a 67% cumulative completion rate, the student is considered to be back in good standing and again eligible for financial aid. If the student is still not meeting SAP requirements by the end of that term, the student will be ineligible for all financial aid.

**Financial Aid Suspension:** Any student who fails to meet SAP requirements after a term on Financial Aid Warning, is placed on Financial Aid Suspension and is not eligible to receive financial aid without a successful appeal. Should the student not wish to appeal, the student must meet SAP requirements before aid eligibility can be re-established.

**Reestablish Financial Aid:** A student can regain financial aid eligibility by meeting the SAP standards. Neither paying for classes a semester nor sitting out for period(s) of enrollment, is sufficient, alone, to regain financial aid eligibility. A student is considered in good standing when their GPA is 2.0 and above, they are passing at least 67% of attempted classes and they are within 150% of program completion.

**Appeals:** Any student on SAP suspension may appeal to the Financial Aid Office. An appeal for reinstatement must be based on specific extenuating circumstances. Examples may include, but are not limited to, health reasons, family reasons, or personal reasons. The appeal statement of the student should explain the extenuating circumstances. Documentation supporting the extenuating circumstance(s) must accompany any appeal. Documentation may include one or more of the following: signed statement from a physician on letterhead, death certificate, obituary, or a signed statement from employer on letterhead, etc. The Financial Appeals Committee decision is final.

**Approved Appeals (Financial Aid Probation):** If an appeal is granted and financial aid is reinstated, the student will receive aid on a Probation status with an Academic Plan. Students will create an Academic Plan with the Center for Academic Advising & Student Success (CAAS) Department. The Financial Aid Department will monitor the students’ progress at the end of each semester to check their progress. Students must maintain a “C” grade or better and complete all attempted courses.

**Appeal Denials:** SAP appeal denials are based on its determination that the student’s circumstances were not sufficiently mitigating, or that although the circumstances were mitigating, the student has not sufficiently documented that the circumstances are now
resolved or stabilized. The decision of the Financial Aid Office is final and not subject to further consideration.

**Transfer Credit:** Only approved transferable hours from a prior institution will be included in the SAP calculations.

**Incomplete (I) Courses:** Any course with 'I' is counted in hours attempted (quantitative). When a grade of 'I' is changed to an actual grade, the course(s) will be evaluated on a case-by-case basis.

**Withdrawals:** Any course with a grade of 'W', 'WF' and FA is considered as hours attempted. Students should be aware that excessive withdrawals from classes could result in the loss of financial aid at some point in future semesters due to the 67% quantitative standard for SAP.

**Repeating Courses:** Repeated courses are included in the qualitative and quantitative calculation.