Policy Number: 407 (210)

Policy Title: Academic Policies for Financial Aid

**POLICY:**
Georgia Perimeter College enforces federal regulations requiring that students maintain Satisfactory Academic Progress (SAP) in their program of study to continue receiving Federal Title IV aid (federal student financial aid) and some state student aid.

**PROCEDURE:**
Failure to maintain SAP will result in the loss of federal and some state student financial aid. Federal and state student financial aid includes:

- Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Direct Loans (Subsidized and Unsubsidized)
- PLUS loan
- Federal Work Study Program
- HOPE Scholarship and Grant

Satisfactory Academic Progress standards are measured based on the student’s performance at Georgia Perimeter College and accepted transfer courses. Satisfactory Academic Progress is measured using a student’s entire academic history at Georgia Perimeter College and accepted transfer hours. These measures include:

1. **Pace:** The pace at which a student must progress in his/her program of study requires that the student earn 67% of the total hours attempted.
2. **Cumulative GPA:** A student must maintain a certain Cumulative Grade Point Average (CGPA) at Georgia Perimeter College.
3. **Maximum timeframe:** The maximum amount of hours a student may receive financial aid is 150% of the total hours published in his/her program of study.

Students must meet each of the measures to continue receiving financial aid at Georgia Perimeter College. These standards apply to part-time students as well as full-time students. Satisfactory Academic Progress is measured at the end of each term of enrollment after grades have been posted. Students are notified of their status on the Student Information System (SIS), student GPC email, and letter mail.

The Satisfactory Academic Progress standards are applied to all Georgia Perimeter College student population. This includes, but is not limited to:

- Students that receive or have received financial aid.
- Students that have not or do not receive financial aid.
• Students that are or were in ineligible student statuses.

Satisfactory Academic Progress

1. **PACE:** Students must earn 67% of the total hours attempted. A pace of 67% is required separately within collegiate level, English as a Second Language (ENSL), and remedial courses.
   - Courses **earned** include grades of: A, B, C, or D*.
   - Depending on the program of study, a grade of “D” may not be considered as earned.
   - Courses **attempted** include any course with grades of: A, B, C, D, F, W, WF, I, S, U or IP.

2. **CUMULATIVE GPA:** A student must maintain a certain cumulative grade point average (CGPA) at Georgia Perimeter College to continue to remain eligible for financial aid.
   - CGPA includes hours attempted at Georgia Perimeter College and accepted transfer collegiate level credit hours.
   - Exclude all hours of Learning Support (LS) and English as a Second Language (ENSL) when determining total attempted hours for CGPA.
   - If the CGPA is below the minimum in the table, the student is no longer meeting SAP standards and may become ineligible for financial aid. Use the table below to determine what the student’s SAP CGPA must be:

<table>
<thead>
<tr>
<th>If the student’s total attempted hours are within this range…</th>
<th>…then the CGPA should be at least.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13 - 27</td>
<td>1.65</td>
</tr>
<tr>
<td>28 - 36</td>
<td>1.75</td>
</tr>
<tr>
<td>37 - 59</td>
<td>1.85</td>
</tr>
<tr>
<td>60 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

3. **MAXIMUM TIMEFRAME:** Federal regulations state that the maximum amount of hours a student may receive financial aid is 150% of the total hours published in his/her program of study. Georgia Perimeter College offers two-year degree programs that require approximately 62 collegiate credit hours to graduate and earn an Associate Degree.

   **Maximum Timeframe Calculation**

   \[(150\%) \times (62 \text{ collegiate credit hours}) = 93 \text{ maximum attempted hours}\]

   The 93 **maximum attempted hours** that a student may receive financial aid is determined as follows:
Collegiate level courses

- The 93 maximum attempted hours is the amount of hours that a student may receive financial aid on collegiate level courses.
- All attempted hours of remedial and English as Second Language (ENSL) courses are excluded from the 93 maximum attempted hours.

Remedial Courses

- Remedial courses include Learning Support (LS), College Preparatory Curriculum (CPC), and Regent’s – both institutional and accepted transfer hours.
- The maximum attempted hours that financial aid will pay for remedial coursework is up to 30 hours.
- Financial aid will not pay for remedial courses attempted above 30 hours.
- All remedial hours attempted are excluded from the 93 maximum attempted hours.

English as a Second Language (ENSL)

1. There is no limit on the amount of hours that financial aid may be paid on ENSL coursework.
2. All attempted hours of ENSL are excluded from the 93 maximum attempted hours.

Additional Hours

1. Certain programs of study require hours beyond the standard program of study hours.
2. Students in the following categories may petition for additional hours beyond the 93 maximum attempted hours:
   
   - Nursing
   - Dental Hygiene
   - Education, with a concentration in Secondary Education
   - Accelerated Bachelor’s degree in Business Administration (BBA)
   - Sign Language Interpreting Program (Career)
   - Student has earned a degree at GPC and is pursuing a 2nd degree at GPC.

Certificate Program: Certificate programs and certain career programs require fewer hours to achieve a certificate or a degree.

4. WITHDRAWALS: Any course in which a “W”, “WF”, “W%”, or “WF%” is given is considered an attempted hour. Excessive withdrawals from courses may result in the loss of eligibility for financial aid. Additionally, withdrawing from the entire semester may result in repaying unearned aid and losing eligibility if not repaid.

5. INCOMPLETE AND REPEAT COURSES: Any course that is repeated or is given a grade of “I”, are unearned hours and are included in attempted hours. A grade of “I” must be
complete and assigned a grade before determining if it is earned. Any courses that are unearned hours will affect the student’s pace of completion SAP standard.

6. **REINSTATEMENT OF FINANCIAL AID:** If a student fails to meet the standards of academic progress and does not have mitigating circumstances, or the student fails to meet the conditions of an appeal, the student must pay for courses from his/her own resources until all SAP standards are met to regain financial aid eligibility.

7. **APPEALS PROCESS:** A student who fails to establish good academic status or to make Satisfactory Academic Progress (SAP) becomes ineligible for financial aid. If the student has mitigating circumstances beyond his/her control that affected his/her ability to meet SAP standards, the student may appeal the loss of his/her eligibility. To appeal the loss of eligibility, a student must complete a “Financial Aid Appeal” form and submit it with appropriate documentation to the Financial Aid Appeals Committee.

**Academic Plan:** As part of the appeal a student is required to develop an academic plan with their academic advisor.

**Supporting Documentation:** In addition to the appeal, the student must submit supporting documentation. The documentation must be directly related to the events that affected the student’s ability to meet SAP standards. The appeal should also include the steps the student is taking to ensure progress in the future.

**Appeal Decision:** The student will be notified of the appeal decision through the mail, student GPC email, and may check the status of the appeal by logging into his/her account on the Student Information System (SIS) at http://sis.gpc.edu. A student that is granted an approval by the Financial Aid Appeals Committee must meet certain conditions to continue to remain eligible for financial aid.

- If the appeal is approved, in order to continue to retain eligibility a student must follow each semester’s plan. At the end of the first semester, the academic progress will be evaluated to determine if the academic plan was followed.

  - If the student follows the academic plan developed and passes all courses attempted, the student will maintain financial aid eligibility for the next semester of the academic plan. If after completing and meeting the conditions of both the semesters of the academic plan, a student that is not making academic progress must submit a new appeal with an updated academic plan developed by the student and academic advisor.
  - If a student does not follow the academic plan for the first or second semester, the student will lose his/her financial aid eligibility for the following semester. A student must be prepared to pay for his/her next semester of enrollment. If
there was a new mitigating circumstance(s) that occurred to prevent a student from meeting the conditions of the academic plan, the student may submit a new appeal with an updated academic appeal from the academic advisor.

8. **CURRENT POLICY:** Regulations frequently are updated regarding the maintenance of federal and/or state student financial aid requiring updates to policies and procedure to remain in compliance with the most current regulations. For this reason, to obtain the most current information regarding the Satisfactory Academic Progress Policy, please visit the following web address: [http://www.gpc.edu/~finaid/SAP.htm](http://www.gpc.edu/~finaid/SAP.htm).

PPAB Approval Date: ______________

Policy Council Review Date (s):

SAPC: 9/22/11; FAPC: _________; ITPC: _________; IAPC: _________; AAPC: _________