



# STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

The Educational Amendments of 1976 provide that financial aid payments through Title IV federal programs are authorized only if a student is maintaining SATISFACTORY ACADEMIC PROGRESS (SAP), both **QUALITATIVELY AND QUANTITATIVELY**. At Bainbridge College, SAP standards include the components as defined below. **NOTE:** This policy applies to those receiving all types of financial aid including Pell, Loans, Scholarships, FSEOG, LEAP or HOPE.

1. **QUALITATIVE - GPA REQUIREMENTS** – The financial aid recipient is expected to maintain the same minimum grade point average (GPA) as any other student enrolled at Bainbridge College. The minimum grade point average is reflected on a sliding scale of cumulative semester hours attempted. Cumulative semester hours is defined as degree credit hours. The scale is as follows:

CUMULATIVE SEMESTER HOURS ATTEMPTED (including TRANSFER hours earned)	MINIMUM REQUIRED CUMULATIVE GPA AVERAGE
1-12 -----	1.20
13-27 -----	1.50
28-42 -----	1.80
43+ -----	2.00

**Students falling below these minimums will be placed on financial aid probation.** Students will remain on probation *for two semesters of enrollment* or until the GPA is raised to the minimum requirement or higher. Students who earn a 2.00 GPA during the semester in which they are on probation, but do not raise their cumulative average sufficiently to be removed from probation, will continue on financial aid probation.

**Students falling below these minimums for two enrolled semesters will be placed on financial aid suspension.** Students who are suspended because of failure to meet the SAP are not eligible for financial aid until they are meeting the minimum requirements as stated above.

## 2. QUANTITATIVE - REQUIREMENTS FOR HOURS COMPLETED

- A. COMPLETION RATE** - In addition to meeting the requirements defined above, in order to remain eligible for financial aid, the financial aid recipient must satisfactorily complete at least **67%** of all work for which he or she is registered. **A student's academic progress will be evaluated at the end of each semester.** A student who fails to satisfactorily complete the required two-thirds (67%) of all registered courses is ineligible for continued financial aid until such time as he/she satisfactorily completes 67% of all registered attempts.

**Satisfactory** completion is defined as grades: **A, B, C, D, IP or S.**

**Unsatisfactory** completion is defined as grades: **F, W, WP, WF or U.**

If a grade of "I" is received, the student will be evaluated on a cumulative basis at the time the "I" is received, and again after it is changed to a letter grade.

**Please Note: If you withdraw from all of your classes you may owe back a percentage of your financial aid.**

- B. TIME FRAME AND PROGRAM OF STUDY** - The maximum time frame allowed is **150%** of the number of semester hours required to earn the **degree or certificate.** For example, if a student is pursuing a program of study that requires 62 semester hours to complete, the student cannot receive financial aid after attempting 93 hours (62 X 150% = 93).

## REPETITION OF COURSES, LEARNING SUPPORT COURSEWORK, WITHDRAWALS AND

**INCOMPLETES** – Students should take care when repeating courses, as all attempts at a course are counted in the maximum hours allowed. Students should be reminded that withdrawing from a course does not count as successful completion and may adversely affect the successful completion rate. In addition to the above, no student may receive financial aid for more than **30** semester hours of learning support course work.

**DETERMINATION OF AWARD AMOUNTS** –Award amounts are directly affected by a student's selected program of study. **The student must inform the Office of Financial Aid if changing a program of study.** Award amounts are also based on the number of semester hours taken *in your primary program of study.*

- A. **Full-time** - Must maintain a minimum of **12 or more semester hours** of credit required in the student's program of study.
- B. **Three-quarter-time** - Must maintain a minimum of **9-11 semester hours** of credit required in the student's program of study.
- C. **Half-time** - Must maintain a minimum of **6-8 semester hours** of credit required in the student's program of study.

**Student Loan Recipients:** You must be enrolled in a minimum of 6 semester hours in order to be eligible for a student loan. Please note that if you receive a student loan and you drop below six semester hours of credit in the first term of the loan period, *you must enroll in at least six hours in your primary major for the next term in order to receive your second disbursement.*

**Degree-seeking** students are advised to take courses pertaining only to his or her *primary* program of study. Students who take courses outside their program of study risk not receiving funds for those courses and also jeopardize depleting the number of hours allowed in their total program of study.

**Certificate-seeking** students who receive HOPE will not receive funds for courses taken outside of their program of study.

**RIGHT OF APPEAL** - A student may request **only two appeals** at Bainbridge College. A student who has experienced **extenuating** circumstances and whose aid has been terminated for one of the circumstances stated above shall have the right to appeal to the Financial Aid Committee. The student should complete a Financial Aid Appeal Form (available in the Office of Financial Aid) and attach all supporting documents for the appeal. The appeal form and attached documents should be submitted to the Office of Financial Aid and will be reviewed by the committee. The student will be responsible for filing their appeal **prior** to the last day of the Drop/Add period. The student will be notified in writing of the committee's decision.

**REINSTATEMENT OF FINANCIAL AID** - A student terminated from financial aid due to financial aid suspension may apply for reinstatement of aid after he/she has successfully attempted and completed enough hours to meet the requirements of the policy, and are meeting the minimum required cumulative GPA. It shall be the student's responsibility to petition the Office of Financial Aid for reinstatement of financial aid **prior** to the beginning of the semester for which aid is requested.

**WITHDRAWAL FROM SCHOOL** – Anytime a student withdraws from school, the student needs to be aware that their financial aid could be affected.

- A. The student may be responsible for owing back funds to the college, *Department of Education, and/or the State of Georgia.* If this occurs, the student may become ineligible for future financial aid.

***WITHDRAWAL FROM CLASSES***—*Anytime a student withdraws from a class during the Drop/Add period, the student needs to be aware that their aid will be adjusted to reflect the new hours. Any balance that becomes due as a result of this change is the responsibility of the student.*

## **STUDENTS MAY REQUEST A CLARIFICATION OF THE POLICY FROM THE OFFICE OF FINANCIAL AID.**

The Financial Aid Office reserves the right to void or adjust any offer or award due to changes in the student's eligibility, the correction of data, availability of funds, or changes in Federal or State regulations.

Bainbridge College does not discriminate on the basis of race, color, national origin, handicap, sex, religion, or age in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.