

2011-12 Satisfactory Academic Progress Georgian Court University

Introduction

Georgian Court University is required by federal law (34 CFR 668.34) to define and enforce standards of Satisfactory Academic Progress (SAP). All students receiving financial aid from federal, state and/or university sources must be making Satisfactory Academic Progress at Georgia Court University to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate Satisfactory Academic Progress prior to applying for financial aid and must continue to meet Satisfactory Academic Progress standards.

SAP is reviewed after Fall, Spring, and Summer grades are posted. The student's academic progress is measured using two components: Qualitative and Quantitative Measures of Academic Progress. The first time a student does not meet the minimum requirements for the two components, the student is placed on financial aid warning for the subsequent semester and will be notified of the warning via e-mail. Students failing to achieve satisfactory status following their warning semester are placed on financial aid suspension and notified by email that their aid has been cancelled for subsequent terms. Students may appeal their suspension of financial aid based on extenuating circumstances (i.e. student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student). See the appeal process below.

Qualitative Measures of Academic Progress

The qualitative measure of academic progress is based on a grading scale of 0.00 to 4.00 and the students' enrollment classification.

Classification	Grade Point Average Requirement
Undergraduate Students	
Total Number of Credit Hours Attempted	Minimum Cumulative Grade Point Average
1-30 hours attempted	1.80 GPA
31-60 hours attempted	1.90 GPA
61 hours and above	2.00 GPA
Graduate Students	Minimum 3.00 GPA

Incoming freshmen, graduate, and transfer students are considered eligible for financial aid upon admission to the university.

Quantitative Measures of Academic Progress

Students must successfully complete at least two thirds (66%) of their attempted credit hours at Georgia Court University. The following table provides an example of the number of credits a full-time student must attempt and successfully complete each semester:

Undergraduates

Semester	Credits Attempted	Minimum Credits Completed
1	12	8
2	24	16
3	36	24
4	48	32
5	60	40
6	72	48
7	84	56
8	96	64
9	108	72
10	120	80
11	132	88
12	144	96
13	156	104
14	168	112
15	180	120

Graduates

Semester	Credits Attempted	Minimum Credits Completed
1	9	6
2	18	12
3	27	18
4	36	24
5	45	30
6	54	36
7	63	42
8	72	48
9	81	54
10	90	60
11	99	66
12	108	72

Hours completed do not include the following grades; however, these hours are included in hours attempted:

Grade	Description
U	Unsatisfactory
INC	Incomplete
W	Withdrawal from a course

If a grade other than U, INC, and W is received, courses that have been repeated will be counted for each enrollment as hours attempted, as well as hours completed.

Remedial Course Work

If acceptance to a program has been confirmed, and the remedial coursework is necessary to complete the program, students may receive financial assistance for 30 semester hours of remedial coursework. Students cannot receive financial assistance for remedial coursework if their acceptance to a program is based on the completion of the remedial work.

Maximum Time Frame

Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program. Thus, an undergraduate is allowed a maximum of 180 credit hours to complete degree requirements. Unless the student can provide documentation of a graduation date of two semesters or less at the time of the appeal, federal financial assistance for undergraduate work will not be extended beyond this time frame.

Transfer students who are considered in good academic standing from the previous schools attended will be eligible for federal Title IV funds. Transfer credits will also be included in the maximum time frame.

Students who leave GCU while not maintaining SAP and attend another institution may appeal for reinstatement of eligibility. These appeals will be reviewed on a case-by-case basis and will be based on the number of hours taken and the GPA earned from the other institution.

Graduate students will be ineligible for aid if they do not meet their degree objectives after carrying the maximum number of credit hours listed below (whether or not they have received aid for all terms):

Classification	Total Attempted Hours Including Transfer Credit
Undergraduate (Students working on their first baccalaureate degree)	180 credit hours
Graduate and Professional	100 hours beyond B.A.

Appeal Process

Financial Aid Suspension Notification

The GCU Financial Aid Office reviews satisfactory academic progress for each student at the end of each term. If the student is not making satisfactory academic progress, notification is sent in the form of an email informing the student of their noncompliance. A student may apply for financial aid reinstatement by submitting a satisfactory academic progress appeal. The satisfactory academic progress appeal allows the student to explain extenuating or unforeseeable circumstances that may have hindered the student's academic progress. Appeals based on extenuating circumstances (i.e. student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student) should be accompanied by documentation of the extenuating circumstances and a description of what has changed that will allow the student to make SAP.

Step 1: Student must begin the financial aid reinstatement process by downloading the Financial Aid Appeal Form from the Financial Aid web page. Appeals based on extenuating circumstances (i.e. student injury or illness (on the physician's letterhead), death of student's relative, and/or other circumstances resulting in undue hardship to student) should be accompanied by documentation.

See Appeal form for exact guidelines.

Students indicating that Stress or Depression was the cause of their satisfactory academic progress not being met must provide medical documentation on the physician's letterhead and signed by the physician.

Appeal Forms should be received by the Financial Aid Office within 14 days from the day you receive your Satisfactory Progress letter or August 1 which ever comes first. Appeals submitted later than these dates may be denied.

Step 2: The Financial Aid Review Committee will normally review the appeals provided within ten (10) days of submission. The Committee may render one of the following decisions:

Decision	Description
Pending	Additional information is needed to render a decision.
Financial Aid Probation	Student may continue to receive student financial aid for one semester.* Student must have the minimum credits and required GPA at the conclusion of the next semester as determined by the committee.
Continued Suspension	Student's financial aid will be suspended until the student regains satisfactory standing at the student's expense.

Step 3: Financial Aid Officers will communicate the Committee's decision to the student via an email.