

# PROCEDURE:

## 6.6.4p1. Satisfactory Academic Progress Requirements for Financial Aid

*Revised: March 18, 2009; March 17, 2010; March 16, 2011; March 21, 2012; March 20, 2013; March 19, 2014; March 18, 2015; March 15, 2017; March 18, 2020; March 16, 2022*

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*Adopted: March 19, 2008*

### I. PURPOSE

To be eligible to receive Student Financial Aid (SFA) funds (Pell, Hope Career Grant, FWS, Private Loans and HOPE), students must maintain satisfactory academic progress. Ogeechee Technical College is required by the U. S. Department of Education to establish minimum standards of Satisfactory Academic Progress (SAP). Students attending Ogeechee Tech must be in good academic standing and making satisfactory academic progress to receive financial aid.

### II. RELATED AUTHORITY

State Board Policy 6.6.4. Satisfactory Academic Progress

### III. APPLICABILITY

This procedure applies to all students who receive financial aid while attending Ogeechee Technical College.

### IV. DEFINITIONS

Academic Plan (AP): An academic plan is a required course of action that covers one or more terms of enrollment. It may specify courses and/or term grade point averages that need to be reached in order to continue to receive financial aid.

Completion Rate: Students must complete 66.6 percent of course work attempted each term.

Grade Point Average Requirement: A GPA of 2.0 or higher, on a 4.0 scale each term.

Maximum Time Frame: One and one half (150 percent) times the published length of the program in which a student is enrolled.

Satisfactory Academic Progress (SAP): The student is proceeding in a positive manner toward fulfilling educational requirements.

Warning: Financial aid warning is a status assigned to a student who fails to make satisfactory academic progress at the end of the term. Students will be allowed to

continue receiving financial aid for one additional term in a warning status in an attempt to regain SAP.

Probation-OT: Financial aid probation OT is a status assigned to a student who fails to make satisfactory academic progress after a warning period, has appealed and has his/her financial aid reinstated for one term.

Probation-AP: Financial aid probation AP is a status assigned to a student who fails to make satisfactory academic progress, has appealed, required to complete an academic plan within the allotted time frame and has had his/her financial aid reinstated for more than one term, but not to exceed three terms.

Suspension: Financial aid suspension is a status assigned to a student who fails to make satisfactory academic progress for two consecutive terms, or at the end of a probationary-AP period. The student is not eligible for financial aid and must pay for tuition and fees until he/she meets the current SAP standard.

## **V. ATTACHMENTS**

Title IV of the Higher Education Act

## **VI. PROCEDURE**

### **Grade Point Average Requirement**

Students must maintain a cumulative grade point average (GPA) of at least 2.0 to remain in good standing each term. A student's GPA will be monitored at the end of each term. A student whose cumulative GPA falls below a 2.0 is placed on financial aid warning for their next term of attendance. A student will be allowed one term to increase the cumulative GPA to the satisfactory level. If, after one term, the GPA remains below 2.0, the student will be placed on financial aid suspension.

### **Completion Rate**

In order for students to graduate within this maximum "time frame" of hours, they are expected to have cumulatively completed at least 66.6% of their credit hours attempted. A student who has not successfully completed 66.6% of his/her cumulative hours attempted (at the end of any term) will be placed on financial aid warning for their next term of attendance. A student will be allowed one term to increase the cumulative completion rate to the satisfactory level. If, after one term, the cumulative completion rate remains below 66.6% the student will lose financial aid eligibility (placed on financial aid suspension).

Total hours attempted consist of all hours attempted at Ogeechee Tech. Transfer credits are not included in the computation for the cumulative GPA for financial aid except when determining a student's HOPE eligibility.

### **Grades**

The following grades are calculated in the completion rate but do not count toward successful completion: I, W, F, or WF. Repeat courses will be considered as any other

class and both grades will be counted in both the GPA and completion rate. A grade of A\*, B\*, C\*, or D\* will be considered satisfactory completion of a learning support course. A grade of F\* will be considered unsatisfactory. Grades received for learning support courses are not calculated in the GPA, but the hours are calculated in the 66.6% cumulative completion rate.

### **Maximum Time Frame**

There are a maximum number of hours that students may attempt in pursuing their program of study. All students must complete their educational objective within a maximum time frame of one and one half (150 percent) times the length of the program in which they are enrolled. This means that once a student has attempted one and one half times the minimum number of credit hours necessary for completing program requirements, the student is ineligible to receive financial aid. Waivers are at the discretion of the Financial Aid Department.

### **Transfer Students**

Transfer students who have not previously enrolled, will be classified as maintaining Satisfactory Academic Progress for the first term enrolled. At the end of the first term, the student's grades will be calculated in accordance with the college's Satisfactory Academic requirements. Students who previously attended Ogeechee Tech, transferred to another school, and then returned will have all Ogeechee Technical College courses and courses transferred from other institutions calculated in the cumulative completion rate.

### **Warning/Suspension**

If a student fails to meet the cumulative GPA, cumulative completion rate, or the maximum time frame standards at the end of a term, the student will be placed on financial aid warning. The student will continue to receive financial aid while on financial aid warning. However, if the student does not meet the satisfactory academic progress standards by the end of the warning period, he/she will be placed on Financial Aid Suspension. The student can continue taking courses while on suspension, but will receive no financial aid assistance.

### **Appeal of Financial Aid Suspension**

Students have the right to appeal their suspension of financial aid if they have mitigating circumstances that prevented them from making satisfactory academic progress. A student wishing to appeal financial aid suspension must do so in writing with supportive documentation. The form may be obtained from the Financial Aid Office or Ogeechee Tech's financial aid website. The SAP Appeal form must be submitted at a Financial Aid Appeals Briefing. Dates and times of all Financial Aid Briefings are posted in the

Financial Aid Office and at <http://www.ogeecheetech.edu/future-students/campus-calendar>.

The SAP Appeals Reviewer will review the appeals. The SAP Appeals Reviewer will notify the student of the decision. A student can appeal a maximum of two times. The SAP reviewer's decision is final.

A student is expected to know the Satisfactory Academic Progress Policy. The Financial Aid Office attempts to notify students when they are suspended from the financial aid programs, however, sometimes students do not receive notification due to circumstances beyond the control of the Financial Aid Office. If a student is not notified of the suspension, that, in itself, does not excuse a student from the financial aid suspension, nor does it exempt a student from appealing in a timely manner. A student status is available at all times via Banner Web by clicking Financial Aid, My Eligibility, and Academic Progress.

#### **VII. RECORD RETENTION**

Individual student records are stored in the Student Affairs Division and retained per TCSG requirements for records retention.