

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Within approximately 5 days of all grades being posted for the semester, the Financial Aid Office examines each financial aid recipient for Satisfactory Academic Progress. Students who do not meet these standards will be notified in writing of the reason(s) for the loss of eligibility. (See your Student Center/To Do List for this notification.) For students that do not meet these standards at this time, all financial aid that has been awarded for future semesters is subject to being cancelled.

***Students must meet all of the following conditions in order to be making Satisfactory Academic Progress at Germanna:***

- Maximum Time Frame- Total credits attempted must be less than 150% of the program length.
- Completion Rate- Students must earn a grade of A, B, C, D, or S in at least 67% of all credits attempted on a cumulative basis. Grades of F, I, R, U, W and X (and sometimes D) are not considered satisfactory grades. **\*\*Important\*\*** Completion Rate is calculated as soon as the program has been started and the first credit has been completed.
- Minimum GPA- Students who have attempted 1-15 credits must have a minimum cumulative GPA of 1.5. Students who have attempted 16-30 credits must have a minimum cumulative GPA of 1.75. Students who have attempted more than 30 credits must have a minimum cumulative GPA of 2.00.
- Developmental Maximum- Students can only receive financial aid for a total of 30 semester hours in developmental courses.

### **Maximum Time Frame and Repeated Coursework Eligibility Information**

AA, AS and AAS Degree seeking students will have a maximum of approximately 96 attempted credit hours during which time they may qualify for financial aid. (Actual maximum credit hour is 150% of the number of credit hours required to complete the program. This may be slightly more or slightly less than 96 credit hours.) Once a student has reached this maximum credit hour limit, eligibility for aid will be exhausted.

- Changes of program do not extend these time limits.
- All enrollments at the school are counted toward the maximum limit whether or not the student received aid.
- Certificate programs are limited to 150% of the number of credit hours required to complete that program.
- Transfer credits are counted as credits attempted.

**Financial Aid Warning:** Students who fail to meet SAP for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet SAP requirements at the end of the Warning term will no longer be eligible for financial aid. However, with a successful SAP Appeal (see below), those students will be placed on financial aid probation and will retain financial aid eligibility for one additional semester.

**Satisfactory Academic Progress Appeal:** A student may appeal the loss of his or her eligibility, in writing, by submitting the Satisfactory Academic Progress Appeal Form to the Financial Aid Office. The Satisfactory Progress Appeal Committee will consider all appeals in the order in which they are received and the Financial Aid Office will notify the student of the decision. All appeals must be supported with adequate documentation of circumstances or they will not be considered. All appeal decisions are final.

### **Things the Appeal Committee considers when reviewing your appeal:**

- Have you been granted a SAP Appeal approval in the past?
- Have you addressed the cause of your Satisfactory Academic Progress failure?
- Have you been able to demonstrate that the circumstances behind your failure have been corrected, and you are now ready for academic success?

***\*\*Issues with instructor(s), course(s), job conflicts, transportation problem, or childcare conflicts DO NOT constitute unusual mitigating circumstances and will not be considered\*\****

**Satisfactory Academic Progress Appeal Approval Process:** If your appeal is approved by the review committee, your financial aid will be reinstated only to the extent that funds are available. This is important to remember, as some aid types may not be available for reinstatement once the appeal has been approved. There is no guarantee of full re-instatement of the original financial aid award once an appeal has been approved. You will then be placed on financial aid probation (which may include a specific academic progress plan) for a specific period of time, allowing you to receive financial aid while you regain satisfactory academic standing at the college. For probationary periods that do not specify an exact timeframe, referred to as an Academic Progress Plan, adherence to the condition(s) of the progress plan is essential to remaining eligible for aid. Please make the most of this opportunity. If, after the probationary period has passed, satisfactory academic progress has not been achieved, you will be removed from probation and your financial aid eligibility will be lost. If you have been approved for the VCCS Academic Renewal Process, please speak to a financial aid associate for further assistance. While on financial aid probation, each student must continue to make progress toward his or her degree. At the conclusion of each semester, each student on financial aid probation is reviewed for continued progress toward his or her degree and, if continued progress is not maintained, financial aid probation is revoked and the student is no longer eligible for aid at Germanna.

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM**

This form can be used to appeal a student’s ineligibility for Financial Aid due to the failure to meet the Satisfactory Academic Progress (SAP) Requirements at Germanna Community College specifically pertaining to **GPA** and/or **Completion Rate (SAPGPA/SAPCOMP)**. Appeals are reviewed by the Appeal Committee. All questions on this form must be completed and documentation must be provided or the appeal will be denied. (“See attachment” is not a valid response.) You will be notified of the committee’s decision on your “To Do List” (myGCC, Student Center). Please contact the Financial Aid Office if you have questions about completing this form. Return this form to the Financial Aid office after it is completed. Include the Student ID Number on all attachments.

**Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

(Please print)

Please check the category below that applies to you and follow the instructions for that category. In each category you must address what circumstances prevented your academic success, how that circumstance has changed, and what you will do in the future to ensure that you will complete the rest of your coursework successfully.

1. Which term(s) does your appeal cover? \_\_\_\_\_
2. List all courses and grades for this term:

Course Name	Grade Earned

**Death in the Immediate Family:**

1. Name of family member: \_\_\_\_\_
2. Relationship to student: \_\_\_\_\_
3. Attach a photocopy of the death certificate or other relevant documentation.

**Student’s Serious Illness/Injury/Medical Condition:** Your doctor required that you stop attending classes.

1. Serious injuries or illness usually prevent the student from completing all classes. If you completed some classes explain how this serious illness or injury allowed you to complete some classes but not all classes.

2. Date illness or injury occurred: \_\_\_\_\_

3. Date student was able to return to class: \_\_\_\_\_

A doctor’s or hospital’s statement must be attached stating that you were unable to attend classes from the date in question 4 until the date in question 5. Is a statement attached? \_\_\_\_\_ (Appeals will not be considered unless the statement is attached.)

Will this injury or illness continue? If the injury or illness will continue please explain what accommodations have been made to ensure that you will successfully complete your classes.

**SATISFACTORY ACADEMIC PROGRESS APPEAL FORM** *(continued)*

**Student ID Number:** \_\_\_\_\_

**Other Mitigating Circumstances:** This must be a life altering situation outside of your control. Documentation is required. Please attach your documentation to your appeal form. Explain your mitigating circumstances below:

**Plan for future success:** Please use this space to define your plan(s) for future academic success.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

24 hour Student Support Center: [mysupport.germannna.edu](http://mysupport.germannna.edu) to chat or email, or call 855-874-6681