

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 of the reason(s) for the loss of eligibility. (See your Student Center/To Do List for this notification.) For students who 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 academic program do not extend these time limits.
- All enrollments at the school are counted toward the maximum limit whether or not the student received financial 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 their 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?

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. 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/Academic Plan, each student must continue to make progress toward his or her degree. At the conclusion of each semester, each student on financial aid probation/Academic Plan is reviewed for continued progress toward their degree and, if continued progress is not maintained, financial aid probation/Academic Plan is revoked and the student is no longer eligible for aid at Germanna Community College.

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Maximum Credit Limit (SAPMAX)

This form can be used to appeal a student's ineligibility for Financial Aid due to the failure to meet the Satisfactory Academic Progress Requirements (SAP) at Germanna Community College specifically pertaining to Maximum Credit Limit (SAPMAX). Appeals are reviewed by the Appeal Committee. 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.

Name (Printed): _____ Student ID Number: _____

Name of your current Program of Study on record: _____

Reason for requesting more time to complete your program: ****if you are in more than one program, a separate appeal is required for each.****

****Contact an Academic Advisor for assistance with completing the section below.****

Attention Academic Advisor: Please provide the appeals committee with a Curriculum Checklist indicating which courses **still have to be completed** in order to meet the graduation requirements of the student's **current program of study on record**. Please include the student's name and Student ID on any attachments. Include any relevant comments or notes below.

Student signature: _____ Date: _____

Academic Advisor signature: _____ Date: _____

Academic Advisor name (printed): _____