

Satisfactory Academic Progress (SAP) – Graduate Policy

Federal regulations require that all students who receive any federal or state financial assistance make measurable satisfactory academic progress (SAP) toward a degree at Georgetown College. Progress is determined quantitatively (hours attempted vs. hours earned, and max time frame) and qualitatively (GPA).

Progress is monitored at the conclusion of Fall, Spring and Summer semesters, and all students must be making measurable satisfactory academic progress to continue receiving federal or state financial assistance, or they must successfully appeal and be on probation.

Those candidates readmitted to Georgetown College or admitted as transfers will be evaluated for SAP upon registering for classes.

Enrollment

A minimum standard for full-time at the graduate level is 6 credit hours per semester. A minimum standard for part-time enrollment (at least half-time) at the graduate level is 3 credit hours per semester.

Qualitative Measure (Grade Point Average)

The qualitative component measures the quality of the student's satisfactory academic progress by reviewing the student's cumulative grade point average (GPA). The minimum accepted cumulative grade point average for graduate candidates is 3.0.

Quantitative Measure: Completion Ratio

The quantitative component corresponds to the pace at which the student must progress through their program of study. This evaluation is to ensure completion within the maximum timeframe permitted and provides a measurement of the student's progress at the end of each semester.

To meet the quantitative requirement, a student must **earn** two thirds of the hours they **attempt**. For example, if a student has attempted 9 hours, they must have earned at least 6 of those hours to meet this measure of satisfactory academic progress.

Maximum Time Frame

Each candidate has a maximum time frame during which he or she can receive financial aid, per federal regulations. The maximum time frame in which a candidate must complete his or her degree cannot exceed more than 150% of the published length of his or her degree program. All attempted hours are counted (including transferred hours that count toward the degree), whether financial aid was received or the coursework was successfully completed.

A graduate candidate enrolled at Georgetown College may not receive Title IV aid for a period that exceeds 150% of the published length of the academic program the student is currently enrolled in. Therefore, the following chart shows the calculation of the maximum number of hours for which a student may receive Title IV funding in programs with varying hour requirements.

Hours to Complete Degree	Maximum Hours to Complete Degree
30	45
33	50
39	59

Candidates who wish to pursue an endorsement only, per the Department of Education, may not receive aid under the Title IV Federal student assistance programs for coursework that the student chooses to complete for professional advancement or recognition in the teaching field, that is not required by the State to receive or maintain a teach credential or certificate.

Teacher endorsement programs are, for all Title IV purposes, considered to be undergraduate programs because they do not lead to a graduate-level degree, certificate or other credential awarded by the institution. Therefore, students enrolled in such programs are considered to be undergraduate students for purposes of dependency determinations and loan limits.

Students who have exceeded their maximum time frame standard must submit an appeal to continue with courses. If the appeal is approved, the student would have one subsequent semester to earn 100% of attempted credits with financial aid. After one subsequent semester, the student is able to continue as a student but would no longer receive financial aid.

SAP Appeal Procedure

If a student fails one or more of the three measures (qualitative, completion ratio, and maximum time frame), the student is not eligible for federal and state financial aid including grants, scholarship, work-study, and loans. Students failing SAP standards who have had mitigating circumstances (e.g., death in the family, illness, tragedy, involuntary military leave), however, may request reinstatement of their financial aid eligibility by submitting a SAP Appeal and supporting documentation by the published Satisfactory Academic Progress deadlines. Students who are identified as not meeting Satisfactory Academic Progress standards are sent an email informing them of their ineligibility and are provided instruction on how to move forward with an appeal (see below).

SAP Appeal

To appeal a student must have completed the Free Application for Federal Student Aid (FAFSA) and include the following in a typed letter of appeal submitted to the Office of Financial Aid:

- Detailed explanation for failure to meet SAP standards for each applicable semester that student failed to perform satisfactorily.
- Documentation to support reason for failure or justification for why documentation cannot be provided.
- Detailed explanation of what has changed that will now allow the student to comply with SAP standards, and, when warranted, a statement of academic objectives, corrective action plan, and/or plan of study indicating which courses apply to the degree and which courses remain to complete the program of study.

Students will be notified by email of the decision of the SAP Appeals Committee. The decision of the SAP Appeals Committee is final; however, the student may appeal again for a future semester if denied.

Financial Aid Probation

If a student successfully appeals, they are placed on Financial Aid Probation. While on probation, a student must complete 80% of coursework (or 100% of course work if on probation for exceeding max time frame) and earn a minimum 3.1 GPA. If a student meets the requirements of Financial Aid Probation but remains below the required mark on the three measures of Satisfactory Academic Progress, they will be assigned continuing Financial Aid probation for one subsequent term. If a student on Financial Aid Probation fails to meet the requirement of Financial Aid Probation, that student shall be deemed ineligible for Financial Aid funding until such time as that student meets all three measures of Satisfactory Academic Progress.

Re-establishing Financial Aid Eligibility

Students who are ineligible because they do not meet the required three measures of Satisfactory Academic Progress or who are on Financial Aid Probation shall be re-evaluated at the conclusion of each semester (Fall, Spring, Summer) in

which they enroll to determine whether they have re-established financial aid. Students will be notified via email when they successfully meet all three measures of Satisfactory Academic Progress and are again eligible to receive federal and state financial assistance without Probation.

SAP Definitions and Notes:

Satisfactory Academic Progress (SAP)

SAP is the term used to define successful completion of degree requirements to maintain eligibility for federal and state financial aid.

Financial Aid Probation

Financial Aid Probation status is assigned to students who do not meet SAP standards and who have successfully appealed.

Continued Financial Aid Probation

Continued Financial Aid Probation status is assigned to a student who was placed on Financial Aid Probation during the previous semester/term and at the end of the semester/term did not meet the standards of SAP but met the requirements of Financial Aid Probation.

Attempted Hours

Attempted Hours include all course hours attempted at Georgetown College and in which the student remains enrolled past the add/drop date.

Earned Hours

Earned hours are attempted hours for which the student received credit by earning a C or above in that course.

Effect of withdrawing from a course

Credits for withdrawn courses (i.e., assigned a grade "W", meaning the student withdrew or was administratively withdrawn after the final date to drop a course without a grade) are counted as attempted credit hours in the quantitative measure (and maximum timeframe) but are not counted in the qualitative measure.

Effect of Dropping or Never Attending Courses

Courses students register for but drop prior to the end of drop period are not included in the calculation of SAP. Courses in which the student registers but never attends are not included in the calculation of SAP.

Effect of Incomplete Grades

Credits for incomplete courses are counted as attempted credit hours in the quantitative and maximum timeframe measures but are not counted in the qualitative measure.