

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Regulations governing the federal student aid programs require that institutions develop standards of satisfactory academic progress (SAP) for student aid recipients. These guidelines require that we evaluate your progress by all three of the following: the length of time it takes to complete your program of study, the rate of completion, and your cumulative grade point average (GPA). Your academic record is reviewed at the end of each semester, including summer, to ensure you are meeting the SAP requirements. Students must meet all three of the following minimum requirements for each term for which they are enrolled in order to demonstrate satisfactory academic progress.

QUALITATIVE/QUANTITATIVE MEASURES

Grade Point Average (GPA): Undergraduate students are required to maintain a 2.0 cumulative GPA and graduate and doctoral students are required to maintain a 3.0 cumulative GPA for all coursework at the end of each term whether or not financial aid was received. The Office of Financial Aid is NOT notified when a student finishes an incomplete class or receives a grade change. It is the student's responsibility to notify the Financial Aid Office when incompletes are finished and/or grade changes are made. In the event that a student repeats a course, the new grade and the previous grade are both counted in the calculation.

Completion Rate: All students are required to successfully complete at least 67 percent of the coursework attempted by the end of each term whether or not financial aid was received. Successful completion means a grade of A, B, C, or D is received for the course. Grades for incomplete courses are not counted until the end of the semester during which the final grade is given. A grade of W is counted as an attempted but not completed course.

Maximum Time Frame: A student must successfully complete the program of study within its time frame. Federal regulations specify that the time frame may not exceed 150% of the published length of the program. Once the student reaches the maximum time frame requirement all future financial aid is suspended.

The minimum number of credit hours required for an undergraduate degree at GovState is usually 120. Therefore, the maximum time frame for undergraduate students is 180 attempted credit hours of coursework at GovState. Some programs may be slightly more or slightly less. Similarly, the maximum time frame for graduate students varies with each program but cannot exceed 150% of the program. All courses attempted, whether receiving financial aid or not, will be counted toward attempted hours. Further, any courses that are transferred in are also counted toward timeframe to completion. An attempted course is any for which a grade of A, B, C, D, E, F, I, or W is received.

Students who have chosen to take additional coursework to obtain a minor in conjunction with their major degree program, or who take additional coursework for personal reasons, will not receive maximum time frame extensions for those purposes. Frequent incomplete and/or multiple withdrawn classes will jeopardize your continued aid eligibility. Students who complete and graduate from one program will be allowed to continue to another program. However, a change of program without completion does not reset the maximum time frame calculation.

MAINTAINING SAP STANDARDS

Monitoring SAP: Students will be monitored for satisfactory academic progress after grades are posted at the end of each semester. Students working on additional degrees after their first bachelor's and/or master's degree will also be monitored for all SAP criteria. Students will be assigned one of the following SAP statuses: Satisfactory, Warning, Suspension, Probation, or Continued Probation. If a student is placed on Warning or Suspension, an email will be sent explaining the terms of that status. The student may also review their SAP status at any time in the financial aid self-service portal.

Financial Aid Warning: Students who fail to meet the minimum cumulative GPA and/or fail to complete a minimum percentage of classes are placed on financial aid warning for the following term. Additionally, students who are nearing the maximum timeframe for their program will also be placed on financial aid warning. Students placed on warning remain eligible for financial aid for one semester. At the end of the warning period, students will be reviewed for SAP compliance. Successfully complying with SAP standards will result in the continuation of financial aid for the following term. Failure to achieve the required cumulative GPA and/or percentage of completion will result in suspension of financial aid eligibility for the following term.

Financial Aid Suspension: Students who were previously given a Financial Aid Warning and failed to meet the conditions of the warning which are to maintain a minimum cumulative GPA and complete a minimum percentage of classes are placed on suspension. Students who are placed on suspension are no longer eligible to receive state or federal financial aid. Suspension status for financial aid will remain in effect until an appeal is submitted and approved or all SAP standards are met. Students who are ineligible for financial aid funding due to SAP Suspension may still attend GovState.

SAP APPEALS PROCESS

SAP Appeal: Students who are suspended for not meeting the satisfactory academic progress standards may appeal for reinstatement of financial aid eligibility for one semester, if they have extenuating circumstances which are generally beyond their control such as a death in the family, serious illness or injury of the student. Completing a SAP appeal does not guarantee approval. SAP appeals must be submitted, in full (all required documentation included), by the published appeal deadlines for the applicable term. Approved SAP appeals cannot be applied retroactively to reinstate eligibility for terms that have already ended. For more detailed information, including appeal deadlines, refer to the SAP Appeal Instructions at www.govst.edu/finaid. All SAP Appeal communication with the student is done through email.

Financial Aid Probation: Students who are suspended and filed a successful appeal for financial aid reinstatement will be awarded aid for one semester on Financial Aid Probation.

Continued Probation: As long as the student continues to make progress as identified by the academic plan the student will remain eligible for financial aid on continued probation. Students will be notified of their status at the end of each semester or when they first apply for financial aid.

Appeal Denied: Students whose appeal are denied will have all aid cancelled and will be responsible for paying for their classes or dropping them within the required refund period. Your classes are not automatically dropped when your financial aid is cancelled. If you register, pay your tuition and fees out-of-pocket and successfully complete all your courses you can re-appeal at the completion of the term for re-consideration. If approved your financial aid will not be retroactive, it will be reinstated for future terms at GovState.

Reinstatement of Eligibility: Students who are on financial aid suspension, can regain eligibility by raising their cumulative GPA to 2.0 (undergraduate students) or 3.0 (graduate and doctoral students), and/or raising their overall completion rate to 67 percent or above.