

# Satisfactory Academic Progress (SAP)

Every student shall be made aware of the specific institutional requirements of Coastal Pines Technical College (CPTC), a unit of the Technical College System of Georgia, for achieving and maintaining satisfactory academic progress (SAP).

CPTC has developed a local Satisfactory Academic Progress Procedure that is consistent with Title IV of the Higher Education Act.

Federal and state regulations require students meet minimum academic requirements to remain eligible for financial aid each semester. In order to maintain financial aid eligibility at CPTC, students must meet minimum cumulative Grade Point Average (GPA) requirements as well as successfully complete, within a maximum timeframe, all coursework required for completion of the chosen program of study. CPTC requires that all financial aid recipients earn a cumulative GPA of 2.0 and successfully complete, with a grade of "C" or better, at least two-thirds of 66.67% of all credit hours attempted.

Satisfactory Academic Progress is evaluated after grades are issued each semester. Grades of "A", "B", "C", "Z" and "S" are considered successfully completed while grades of "D", "F", and "WF" will negatively affect the grade point average. Grades of "U", "W", "WP", "WF", "D", and "F" are not considered satisfactory grades and are included in the total credit hours attempted. Grades of "I", "TR", "IP", "EX", "AU", repeated courses, and Learning Support courses are included in the total hours attempted and applied towards the maximum timeframe when computing Satisfactory Academic Progress. Learning Support grades are not included in the GPA calculation for financial aid purposes.

Transfer credits from other schools accepted by CPTC will be counted toward completion as both hours attempted and hours successfully completed. A transfer student is considered to be making satisfactory academic progress during the first semester of enrollment at the institution. After the first semester, the student will be responsible for meeting all Satisfactory Academic Progress requirements.

Students are expected to know and understand the SAP procedure. The Financial Aid Office will notify students of their status via their student e-mail address. Students that do not receive notification because they did not check their student e-mail are not excused from financial aid probation (suspension) nor are exempt from appealing in a timely manner. Students may log into BANNER Web at any time to check their academic status.

## **Maximum Time Frame (150% Standard):**

Students must complete their program of study within 1.5 (150%) times the normal length of a program of study. This includes all credit hours attempted whether they are completed or passed that are a part of the current program of study. For example, if a program of study is 80 credit hours, the maximum timeframe to complete the program and receive financial aid is 120 attempted credit hours. Courses that are not part of the current program will not count as attempted. The maximum timeframe will vary depending upon the length of the program of study. Students required to enroll in Learning Support courses may receive federal aid for up to a maximum of 30 attempted semester credits of Learning Support courses.

## **Financial Aid Warning:**

Students who fail to meet the minimum cumulative GPA or fail to complete a cumulative minimum of 66.67% of attempted credits at the end of a semester will automatically be placed on financial aid warning for the subsequent semester of enrollment. During the warning period, students remain eligible for financial aid and must improve their academic standing in order to meet the minimum requirements. An appeal is not required for this status. Students will be notified in writing when they are placed on warning status.

## **Financial Aid Suspension:**

Failure to meet the minimum GPA or course completion requirements by the end of the financial aid warning period will result in the suspension of financial aid eligibility. Students placed on financial aid suspension will

not be eligible for financial aid until the cumulative GPA of 2.0 is met and a minimum of 66.67% of attempted credits have been successfully completed. Students will be notified in writing when aid eligibility has been suspended. Students have the right to appeal the suspension and request reinstatement of eligibility.

**Appeal of Financial Aid Suspension:**

Within five (5) calendar days after notification, students for whom financial aid eligibility has been suspended have the right to petition the Financial Aid Appeals Committee for reinstatement of financial aid eligibility. Students must submit to the Financial Aid Office a completed/signed Appeal of Financial Aid Suspension form along with supportive documentation and include a letter of explanation describing the basis for the appeal (i.e., death of a relative, an injury or illness of the student, or other special circumstances). The letter should also include an explanation of what has changed that would allow the student to demonstrate satisfactory academic progress during the next semester of enrollment. The Financial Aid Appeals Committee will evaluate each appeal on a case-by-case basis.

**Financial Aid Probation:**

An appeal approved by the committee may require an academic plan which is a set of certain conditions that must be met in order for financial aid eligibility to be reinstated on a probationary basis for the subsequent semester of enrollment. Some academic plans may expand over the course of multiple terms but will be monitored on a term by term basis and may be terminated at any time that the conditions are not met. The Financial Aid Office will continue to monitor each recipient's academic progress to ensure that the conditions of the probationary status are successfully completed.

Students for whom an appeal for financial aid reinstatement is denied may continue enrollment at CPTC at their own expense.

**Responsibility:**

The Vice President for Student Affairs has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** April 28, 2014

**Revised:** July 19, 2022