



**Satisfactory Academic Progress Standards
For Financial Aid Eligibility
Effective July 1, 2011**

General Information

Students receiving financial aid must maintain Satisfactory Academic Progress (SAP) at Georgia Military College in order to remain eligible for financial aid consideration. All students who receive financial aid are expected to complete a minimum number of credit hours and maintain a minimum grade point average each quarter as demonstration that they are making satisfactory academic progress. The Financial Aid Office evaluates SAP after the completion of each term. **Federal regulation requires that all terms of enrollment must be considered in SAP, including summer and terms for which a student is not receiving financial aid.** The standard for Satisfactory Academic Progress (SAP) measures three components:

1. A qualitative component: Minimum Cumulative GPA Standard
2. An incremental quantitative component: completion rate of credit hours earned versus attempted
3. An overall quantitative component: maximum time for the completion of a student's academic program

Please note that transfer credits are included when measuring the above standards. Sections included in this policy are:

- **Monitoring Periods and Warnings**
- **Evaluation Criteria**
- **Minimum Cumulative GPA Standard**
- **Quantitative Completion Rate Standard**
- **Quantitative Maximum Time Frame Standard**
- **Appeal for Probationary Term**

A printed copy of this policy will be provided upon request.

Monitoring Periods and Warnings

A review of academic progress is done at the end of **each** term for all students enrolled during that term, regardless of whether the student received financial aid.

Students not meeting Satisfactory Academic Progress standards will receive communication via email to the GMC email address and, in some situations, letters sent to the address listed in the student's record.

- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress will be notified and allowed one automatic Financial Aid Warning term associated with their next term of enrollment to restore their satisfactory academic progress standing. During the Financial Aid Warning term, a student will be awarded financial aid for which they have applied and are otherwise eligible. A student is not allowed to receive a Financial Aid Warning for two consecutive terms. A student may receive a Financial Aid Warning even if that student has not applied for financial aid.
- **Students who fail to meet the Maximum Credit Standard are placed in a SAP Suspension status. There is no “Warning” term for the Maximum Credit Standard. (150% rule)**
- Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Financial Aid Warning term are considered to be in a SAP Suspension status, under which student aid eligibility is lost.

Evaluation Criteria

Courses with grades of IP, F, I, WF, W, and XF are counted as courses attempted but not earned and count toward the maximum time frame (incremental and overall). Transfer credit hours (accepted for the student's academic degree) are counted as credit hours attempted when measuring the maximum time frame to complete the degree and establishing benchmark points for the qualitative standard, but do not impact the grade point average.

The GMC Financial Aid Office will NOT automatically adjust a student's Satisfactory Academic Progress status when grades are changed, but rather ONLY upon request from the student. In such cases, grades must be reflected on GMC's student records system prior to a review of a student's status. For any grade change (for example, a prior grade of "I" that has now been assigned a traditional letter grade), a student is responsible for notifying the GMC Financial Aid Office of such a change and requesting a review of his/her Satisfactory Academic Progress evaluation. Note that such a review is NOT considered an appeal, and may not result in eligibility for financial aid (for example, if a state/federal processing deadline has passed).

Minimum Cumulative GPA Standard

Students must maintain the following minimum cumulative GPA in accordance with the GMC catalog. **Please note that the cumulative GPA for financial aid eligibility must be calculated on ALL grades received, including those affected by GMC's policies on grade exclusion and repeated courses.**

Total Number of Credits Attempted and Transferred	Minimum Cumulative GPA
0 - 18	1.50
19 - 37	1.70
38 - 56	1.90
57 or more	2.00

How to Regain Financial Aid Eligibility For Minimum GPA Standard

Students must enroll in and complete credits to increase cumulative GPA to the minimum levels described in this section.

Please note that probation policies for academic standing with Georgia Military College are separate from the requirements for Satisfactory Academic Progress. In order to retain eligibility for financial aid, a student must be meeting the minimum GPA levels described within this policy.

Quantitative Completion Rate Standard

Students must complete 2/3 of all credits attempted at Georgia Military College, as well as those credits transferred and accepted from other schools.

Completion Rate Warning

If any other Satisfactory Academic Progress standards are failed, those standards and conditions take precedence over the completion rate standard.

How to Regain Financial Aid Eligibility For Completion Rate Standard

Students must enroll in and successfully complete enough credits to meet the 2/3 completion rate standard.

Maximum Credit Standard

A student's maximum time frame for completion of their academic program must not exceed 150% of the primary program length. This means that a student's attempted and transferred credit hours cannot exceed 150% of the credit hours necessary for completion of their primary degree. The maximum time frame is not increased for dual-degrees. However, a student may appeal SAP suspension based on the pursuit of a dual-degree.

Please note: Students cannot receive more than two degrees with GMC, therefore, once academic requirements are met for two degree programs, a student is no longer eligible for financial aid.

The average degree program at GMC requires approximately 104 credit hours, 150% of which is 156. Therefore, no further aid will be awarded when a student has attempted 156 credit hours. Remedial courses will not be included in the hourly limitation.

How to Regain Financial Aid Eligibility for Maximum Credit Standard

Students must complete the current degree program without financial aid eligibility.

Appeal for Probationary Term

Students who fail to meet one or more of the requirements for Satisfactory Academic Progress (SAP) at the end of the Warning term are considered to be in SAP suspension status, under which student aid eligibility is lost. If **extenuating circumstances** exist, which caused a student to fail to meet one of the above standards, a written appeal may be submitted. Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, divorce, house fire, or victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

In the SAP appeal, a student is expected to demonstrate an understanding of what SAP components were failed. The appeal should address **and document** the extenuating circumstances and describe what has changed that will allow the student to meet SAP at the next evaluation. Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid. An appeal may be denied. The student is responsible for all tuition expenses while the appeal is being reviewed. Please allow up to 7 days for review.

If an appeal for a probationary term is denied by the Committee*, the student will be notified by email. The decision is final for that term. The student may re-establish eligibility to be considered for financial aid for a subsequent term by taking action that brings him or her into compliance with the qualitative and quantitative components of GMC's SAP standard. Subsequent appeals will be automatically denied until the student has earned at least 10 additional GMC credit hours above the level of hours earned at the time of his/her prior SAP appeal denial.

If a student's appeal is approved by the Committee, the student will be notified by email and will be placed on Satisfactory Academic Progress Probation. For the probationary term, the student will be considered academically eligible for financial aid for which the student has applied and is otherwise eligible. While on Satisfactory Academic Progress Probation, certain conditions for academic performance will be set and monitored. For example, while on Satisfactory Academic Progress Probation, a student must successfully complete 100% of all attempted hours. Students on Financial Aid Warning and Financial Aid Probation should expect a delay in receiving their financial aid for a subsequent term, as all grades for the current term would have to be reviewed.

The probationary conditions will continue each term until the student meets the minimum standard(s) or fails to meet the probationary conditions. When the student fails to meet the probationary conditions, or has left GMC, the probation status may revert to Satisfactory Academic Progress Suspension, indicating that the student is ineligible for financial aid.

*The Committee is made up of financial aid staff at the Milledgeville campus. Three groups of 2-counselor teams review and provide results of an appeal within 7 days of receipt of the appeal.



Maximum Credit Appeals

Maximum Credit Appeals should address the unique circumstances that created the maximum credit situation, the plan for completing the degree, and the rationale for the academic plan. Example: rationale for changing majors. Approval of these appeals may be based on factors other than the extenuating circumstances previously listed.

Appeals must include supporting documentation. Incomplete appeals or those missing adequate documentation are typically denied. The Committee will review the appeal and the committee's decision is final. The specific instructions, deadlines and appeal forms are available on the web at: XXXXXXXXXXXX