



STUDENT FINANCIAL AID OFFICE SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

CONVENTIONAL SAP

Minimum Standards

Students who are receiving federal student financial aid are required to maintain satisfactory academic progress (SAP) in their program of study. To maintain SAP students must meet all three of the following standards:

1. Qualitative: Maintain a cumulative grade point average (GPA) as follows:

Total Credits Attempted	Minimum Cumulative GPA
1 to 18	1.50
19 to 31	1.75
32 to 44	1.85
45 or above	2.00

2. Quantitative: Complete two-thirds (67 %) of all cumulative attempted credits with grades of A, B, C, D or P.

NOTE: Attempted credits include credits for withdrawn, repeated, transfer, failed, incomplete courses, developmental, and all courses taken at PGCC regardless of year taken.

3. Complete their program of study within the Maximum timeframe (150% of the published length of program). Developmental credits are excluded in determining maximum timeframe. Maximum timeframe is applied using the most current program.

For Example: if your program of study requires 60 credits in order to earn your degree, your maximum time frame is 90 attempted credits.

Transfer Students

Transfer students will be treated as first time students for their first semester. Accepted credits from another institution will be considered as both attempted and completed credits on evaluation of the cumulative completion rate and maximum timeframe. Grades earned at other institutions are not included in the student's GPA and therefore do not impact the qualitative measure for SAP.

Evaluation

Students with a Conventional SAP status will be evaluated annually at the conclusion of the spring semester with the exception of the Police Academy. Students in the Police Academy program are evaluated each term.

Other Standards

1. Financial aid can only be received for a maximum of one year of developmental courses, (30 credit hours).
2. Developmental course grades **are** considered in calculating the student's cumulative GPA only if credits are received.
3. ESL credit courses **are** considered in determining students' cumulative GPA, completion rate and

program completion percentage.

4. Police Academy financial aid recipients must maintain continuous enrollment in each term to remain eligible for financial aid. Continued eligibility will be based on the number of clock hours completed.

ACADEMIC PLAN SAP

Minimum Standards

Students who are receiving federal student financial aid under an Academic Plan are required to maintain satisfactory academic progress (SAP) according to the following quantitative and qualitative standards:

1. Quantitative: Complete 100% of all semester credits attempted (Not withdraw from class)
2. Qualitative: Attain a semester GPA as follows:

Total Semester Credits Attempted	Minimum Semester GPA
1 – 12	2.00

Evaluation

Students with an Academic Plan SAP status will be evaluated at the end of each semester.

Note: Academic Plans are not accepted or approved for summer or intersession except for extenuating circumstances.

Students may submit an Academic Plan Appeal beginning the first Monday in June for the Fall semester. All appeals must be received by the first Friday in August. Students who failed to meet the deadline, or who were not enrolled in the Fall semester may submit the Academic Plan Appeal Request Form for the Spring semester ONLY. Students may submit an Academic Plan Appeal beginning the second Monday in October for the Spring semester only. The deadline for submission is the first Friday in December.

Appeal Process

Students must meet with an academic advisor to complete an Academic Plan. The completed Academic Plan, along with a typed appeal is to be submitted to the Financial Aid Appeals Committee. The appeal must include a detailed explanation of the circumstances which led to the poor academic performance or additional time needed to complete your degree. Please be sure the student ID number is clearly written on all correspondence submitted. It is recommended that students appealing suspension carefully review their academic transcript to ensure that the overall performance is explained in the written appeal. All appeals must include:

1. A copy of the Conventional SAP evaluation
2. The Academic Appeal Request Form
3. **A typed explanation of why you failed to meet SAP and what in your circumstances have changed that will allow you to improve sufficiently to meet the requirements of an Academic Plan.**
4. A signed Academic Plan

Once the Academic Appeal Request Form and all the required documentation (listed above) are submitted to the Student Financial Aid Office, the appeal process begins.

Additional information may be requested during the appeal process. Students must provide the requested information within (3) business days from the date of the additional information request. Failure to provide requested information may result in a denial of the appeal.

Approved Appeal

Students whose appeals are successful will be placed on an Academic Plan for two (2) semesters. The Student Financial Aid Office will monitor progress at the end of each term. Students must alert the academic advisor if he or she feels that they cannot meet the terms of the academic plan as outlined.

Financial Aid Suspension

Students whose appeals are denied will remain on **financial aid suspension**. Students who are on **financial aid suspension** are not eligible to receive federal student financial aid, however are allowed to continue attending PGCC at their own expense.

Reestablishing Eligibility

Reinstatement of aid eligibility after a financial aid suspension is not automatic when students improve their GPA or completion rate. However, students who improve to the point of meeting Conventional SAP at any point before the stated end of their academic plan will again be eligible.