



Satisfactory Academic Progress Policy

Savannah State University is required by the U.S. Department of Education to establish minimum standards of satisfactory academic progress (SAP) to include quantitative (time frame) and qualitative (GPA) measurements. **Satisfactory Academic Progress (SAP)** means a student is proceeding in a positive manner toward fulfilling their degree requirements.

The Office of Financial Aid will measure students' SAP at the end of Spring semester and the new status is effective with the following term. The following policy is effective for semesters beginning on or after Summer Session 2010. An academic year consists of a Fall/Spring combination—i.e., Fall Semester 2009 and Spring Semester 2010. Students that do not meet the minimum standards of SAP are ineligible for financial aid.

Measurement

The Satisfactory Academic Policy applies to all students, part-time, full-time, undergraduates, and graduates.

Quantitative

Students must successfully complete credit hours (earned hours) at the minimum percentage (%) of attempted hours according to the scale below. Hours attempted also include courses with a grade of IP, W, F, U, WF and all accepted transfer hours. Repeated courses are counted in hours attempted. Also see section on **Time Frame**.

Qualitative

Students must maintain the minimum cumulative grade point average according to the scale below.

Attempted Hours	% Earned Hours	Minimum Cumulative GPA
1–29	35%	1.50
30–59	45%	1.75
60–89	55%	2.00
90+	67%	2.00
Graduate 1-54	70%	3.00

Time Frame

Undergraduate students (including transfer students) enrolled in a four-year degree program have a maximum number of credit hours in which to complete their degree program, 150% of the degree required credit hours. For example, if a program requires 131 credit hours, a student is allowed 196 credit hours to receive financial aid. **Time frame should be considered carefully when changing majors.**

Second Degree

Students pursuing a second bachelor's degree will have an extension of 66 credit hours to attempt beyond the maximum to complete their second bachelor's degree and may not exceed more than 150% of the additional hours.

Graduate

Students enrolled in a Master's degree program have a maximum of 54 credit hours attempted to complete their degree requirements.

Learning Support (LS), Regents' Remediation & College Preparatory Curriculum (CPC)

Students enrolled in LS, Regents', and CPC may receive aid for one academic year's worth of credit hours (30 hours). Students who do not complete the requirements for the Learning Support program after a maximum of two semesters will be suspended from the financial aid program. Since students receive SFA funds while enrolled in Learning Support courses, all courses in learning support count when measuring a student's SAP.

Transfers

Transferred students would have only the credits transferred in counted toward the maximum timeframe.

Appeal of Financial Aid Suspension

[\(Click for Appeal for Reinstatement Form\)](#)

Failure to meet or exceed the SAP standards will result in suspension from financial aid eligibility until such time as the student fulfills quantitative and qualitative measures. In addition, if a student withdraws from one or more courses during the semester and he/she is attending based on a granted aid appeal, he/she is placed on financial aid suspension. While on suspension, a student is not eligible to receive any financial aid award including student loans.

A student wishing to appeal financial aid suspension must do so in writing, with supportive documentation, when possible, and accept an academic plan designed by the student and his/her academic advisor. If a student does not have an academic advisor, he/she should contact the Center for Academic Success (CAS). **The type written appeal, supportive documentation, and academic plan must be attached to the [Appeal for Reinstatement Form](#)** that is available online or in the Office of Financial Aid (OFA) and must be submitted **by August 1st for Fall, December 1st for Spring, and April 1st for Summer. Failure to adhere to this time line will result in the student losing the right to appeal their suspension for the pending semester. A student on an academic plan will be evaluated at the end of the term for which he/she has the plan.**

A student is expected to know the policy. The OFA attempts to notify students when they are suspended from the financial aid programs, however, sometimes students do not receive notification due to circumstances beyond the control of the OFA. If a student is not notified of the suspension, that in itself

does not excuse a student from the financial aid suspension nor does it exempt a student from appealing in a timely manner.

An Appeals Committee or quorum representation will meet to review appeals and will make its recommendation concerning the appeal. In the event it is not feasible to obtain a quorum to review appeals, the Director of Financial Aid will act on the appeals. The OFA will notify students of the committee's decision. **The committee's decision may be appealed to the Vice President of Business & Financial Affairs, follow guidelines below.**

Reinstatement of Financial Aid

A student deemed ineligible for financial aid may apply for reinstatement of financial aid and be placed on Financial Aid Probation when one of the following conditions prevails:

1. The ineligibility has been successfully appealed and the student has accepted an Academic Plan designed by his/her academic advisor. Students without an academic advisor should visit the Center for Academic Success (CAS) in Whiting Hall.
2. The student has earned the minimum GPA and hours needed to meet the Satisfactory Progress of requirements as described under Measurement and/or adhering to the Academic Plan.

In addition, a student may be able to increase his/her GPA by successfully completing courses without financial aid.

A student granted a waiver is allowed federal financial aid for one term and will be evaluated at the end of the term. If found not making SAP, the student's use of federal aid will be terminated for subsequent terms.

Guidelines for Appeal of the Financial Aid Appeals Committee Office of the Vice President for Business & Financial Affairs

Purpose: This information is for students who are interested in appealing the Financial Aid Appeals Committee's decision.

Policy: The University's Satisfactory Academic Progress Policy is in compliance with the regulations established by the US Department of Education. A student is required to progress towards obtaining a degree to maintain eligibility to receive federal financial aid. The policy provides an opportunity:

- to appeal,
- to present information about factors that may impact your ability to be academically successful and
- to present the actions that you have taken to eliminate the impacting factors.

Requirement: To appeal the decision rendered by the Financial Aid Appeals Committee, please submit in writing responses to the statements below:

1. Provide a valid mailing address and telephone number.

2. Provide an explanation of the factors that impacted your ability to make satisfactory academic progress.
3. Describe the changes being made that will enable you to perform better academically.
4. Have you contacted SSU Center for Academic Success to determine which services are available to help you become academically successful? If you have a low percentage of courses successfully completed, you may need to contact your Academic Department Chair or Advisor to determine whether or not you can reach degree requirements with the remaining number of hours to receive federal aid. If so, please describe the plan you have developed with the Center for Academic Success and/or your Academic Department.
5. Provide any additional information you believe supports a decision different than the Financial Aid Appeals Committee's decision.

Any further consideration for you to receive federal financial aid will be based on your appeal demonstrating that you can and have taken steps to perform at a satisfactory academic level.

Please submit this information to the Financial Aid Office. If you have further questions, please call Financial Aid at 912.358.4162 or Business & Financial Affairs at 912.358.3000.