

2022-23 YHC Satisfactory Academic Progress Policy

The U.S. Department of Education mandates that institutions of higher education establish standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. SAP means a student is progressing through a degree program in a timely manner and successfully completing degree requirements. Young Harris College (YHC) applies these standards to students receiving federal, state and institutional financial aid. SAP will be determined at the end of each semester.

Components

1. **Qualitative (GPA) Requirement** – Students are required to maintain a cumulative SAP grade point average (GPA) of 2.0 or higher. Transfer and Learning Support grades are NOT counted when determining the SAP GPA. The Office of Financial Aid determines SAP by evaluating the GPA based on the following grades – A, B, C, D, and F. **UPDATE:** Grades of P and NP given during the COVID19 pandemic will not count toward the student's Qualitative Requirement.
2. **Pace of Progression (Completion Rate)** – Students receiving financial aid must demonstrate measurable progress toward the completion of their degree program. **Students are expected to successfully complete a minimum of 67% of their total credit hours attempted.** Transfer credits, including courses taken as a transient student, **ARE** included in the Pace of Progression calculation. Grades of A, B, C, and D are considered to be successful completion of a course. Grades of F, W, and WF are **NOT** considered to be successful completion of a course. **UPDATE:** Grades of P and NP given during the COVID19 pandemic will count toward the student's Pace of Progression. A grade of P will be considered as a successful completion of a course, however, a grade of NP will NOT be considered successful completion of a course. In addition, hours for repeated courses and hours for which a student received grade forgiveness **will be** included in the attempted hour's total. Completion Rate is determined using the following calculation:

$$\text{Completion Rate} = \frac{\text{Cumulative Completed Hours}}{\text{Cumulative Attempted Hours}} * 100\%$$

3. **Maximum Time Frame** – Students must not exceed 150% of the published credit hours required to earn their degree. For example, a degree which requires 136 hours for completion must not exceed 204 hours (136 x 150% = 204 hours). Transfer credits, including courses taken as a transient student, are included in the Maximum Time Frame calculation. Frequent withdrawals from courses, change of major, failed courses, repeated courses or courses taken that are not related to the degree program, could cause a student to exceed the 150% requirement.

SAP Review Process

The Office of Financial Aid will review SAP at the end of EACH academic semester to determine if students are meeting the minimum standards for EACH of the components (GPA, Completion Rate and Maximum Time Frame) listed above. The following are the statuses to be determined:

- **Meeting SAP** – Students who are determined to be in compliance with all of the SAP components will be Meeting SAP and will be eligible for financial aid.
- **SAP Warning** – Students who are **NOT** meeting the GPA or Completion Rate components of SAP will be placed on SAP Warning for **ONE** semester following the review. A student is eligible for financial aid during SAP Warning. However, if a student is not meeting SAP standards for Maximum Time Frame, they are immediately placed on SAP Suspension and will no longer be eligible for any financial aid. Students will be notified of their SAP Warning status and will be required to sign an acknowledgement form before their financial aid will be disbursed for the Warning semester.
- **SAP Suspension** – Students who are **NOT** meeting the GPA or Completion Rate components of SAP at the end of their SAP Warning semester, will be placed on SAP Suspension and will **NOT** be eligible for **ANY** financial aid.

Students placed on SAP Suspension will have the opportunity to submit an SAP Appeal if they have extenuating circumstances.

- **SAP Probation** – Students who have submitted an SAP Appeal that has been approved, will be placed on SAP Probation for **ONE** semester and will have their financial aid reinstated. The student will be required to meet with the Academic Success Center as outlined in their SAP Appeal Approval.
- **Academic Plan** – Students who have submitted an SAP Appeal that has been approved, but, have been determined to need more than one semester to meet SAP requirements, will be placed on an Academic Plan. The student will be required to meet with the Academic Success Center and follow the requirements of their Academic Plan.

SAP Appeal Process

Students who experienced extenuating circumstances that resulted in their not meeting SAP requirements will be allowed to submit an SAP Appeal form to the SAP Appeal Committee. Extenuating circumstances **MUST** be due to a situation beyond the student's control and may include death of an immediate family member, or injury or illness of the student or an immediate family member. Documentation of the circumstance **MUST** be submitted with the SAP Appeal. **SAP Appeals must be submitted NO LATER than two weeks prior to the beginning of the semester for which the student is appealing.** Decisions of the SAP Appeal Committee are final.

If the SAP Appeal is approved and the student is placed on SAP Probation, the student will have **ONE** semester to meet SAP Requirements. Students will be eligible for financial aid during their SAP Probation semester. SAP will be reviewed at the end of the SAP Probation semester, and if the student is NOT meeting the requirements, they will be placed on SAP Suspension for the next semester they enroll.

If the appeal is approved and the student is placed on an Academic Plan, the student will be required to meet ALL of the requirements set forth in their Academic Plan. SAP will be reviewed at the end of the Academic Plan semester, and if the student is NOT meeting the requirements, they will be placed on SAP Suspension for the next semester they enroll.

Avoiding SAP Issues

- **Withdrawing from classes** – Sometimes withdrawing from courses is inevitable, however, students should always speak with a Financial Aid Representative prior to withdrawing from courses to see how it may affect their SAP status. Also, students should speak with their professor to see if there may be a way to avoid withdrawing from courses.
- **Course Load** – Sometimes students take a heavy course load, or, take too many demanding courses in one semester. Students should speak with their advisor and/or professors to ensure they are taking the appropriate courses to stay on track academically and to meet the SAP Requirements.
- **Dedication** – Before enrolling in courses, students should determine if they have the willingness and ability to put forth the time and effort needed to be successful.
- **Academic Success Center** – Young Harris College has excellent resources in place through the Academic Success Center such as tutoring, peer mentoring, etc. These resources are helpful to ensure the student's success in their courses and help them avoid SAP issues.

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