



UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID POLICY

Undergraduate Satisfactory Academic Progress Policy

To be eligible for financial aid including Federal student loans at Anna Maria College, a student must maintain satisfactory academic progress. All students are evaluated for academic progress after each semester they attend courses at Anna Maria College, including Summer. The Federal Government requires that students be evaluated both quantitatively (credits completed) and qualitatively (GPA).

The quantitative evaluation is determined by two methods. First, by counting the number of credits earned versus those they have attempted (pace). **Students are required to earn at least 67% of all the credits they have attempted towards their degree. For example, if a student attempts 60 credits (usually 20 classes), they must earn at least 40 of those credits.**

The second quantitative evaluation measures the total number of credits attempted versus those needed to obtain the student's degree. **Students are required to complete their program within 150% of the program length.** For example, if the student requires 120 credits to obtain their bachelor's degree, they can only receive Federal financial aid for the first 180 credits they attempt.

The qualitative evaluation is determined by the cumulative Grade Point Average (GPA), which is calculated by the Quality Point Average or QPA (please see Academic Policies and Procedures for more information on the QPA). **All undergraduate students must earn a 2.0 cumulative GPA to remain eligible for their financial aid even if they are allowed to enroll in classes.**

SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID SUSPENSION

Students who are failing to meet either the quantitative or qualitative requirements at the end of a term, including Summer, will have their Federal and State financial aid eligibility suspended until they either meet all the quantitative and the qualitative requirements or have an approved Satisfactory Academic Progress Appeal on file.

APPEALS

Students who have been placed on Financial Aid Suspension have the right to appeal this suspension in writing by completing a Satisfactory Academic Progress Appeal and providing supporting documentation. The appeal should state what mitigating circumstances, if any, were present that caused the student's cumulative GPA to fall below the requirement or kept them from earning the required percentage of credits. Mitigating circumstances that will be considered include illness, injury, and death in the family or other special circumstances. If a student's appeal is approved, they will be placed on Financial Aid Probation and their aid will be reinstated for one semester. At the end of that semester the student's cumulative GPA and number of credits earned will be reevaluated. The appeal will be reviewed by the Financial Aid Director.

Students who submit a SAP Appeal and are mathematically unable, or unlikely based on their past academic record, to meet all SAP standards by the end of the next payment period may be required to develop and adhere to an academic plan to regain financial aid eligibility. The Satisfactory Academic Progress Committee will determine which students will require an academic plan. Students must meet the minimum pace/GPA standard specified in their plan at the end of each payment period to remain on financial aid probation while working to meet all SAP standards. During the SAP review process at the end of each payment period, the Financial Aid Director will independently review the academic record of each student on an academic plan in the prior payment period. If the student meets the minimum GPA/completion requirements specified in their plan, they will remain on academic probation and further committee review is not required. However, if the student did not meet the minimum GPA/completion requirements specified in their plan, they will be moved to financial aid suspension. In this case, the student will immediately lose financial aid eligibility and must either submit a successful subsequent appeal or make alternative arrangements for payment until they meet all SAP standards.

If the student's appeal is denied, the student will not be eligible for any financial aid assistance other than a student alternative loan that does not require a satisfactory academic progress component. In some cases, the student may be denied federal/state financial aid and have their institutional funding reinstated as they work towards meeting the SAP standards.

Anna Maria College does not have a limit on the number of times a student can appeal. However, subsequent appeals must be for a different reason and performance during prior periods of probation and or suspension will be considered in determining whether the subsequent appeal will be approved or denied. Retroactive appeals after a period of enrollment has ended will only be considered for institutional aid and Direct Loan funds (if applicable and student is eligible for disbursement based on cash management rules).

FINANCIAL AID PROBATION

If a student's appeal is approved, they will be placed on Financial Aid Probation and their aid will be reinstated for one semester. At the end of that semester the student's cumulative GPA and number of credits earned will be reevaluated.

Sometimes students need more than one semester to recover academically after being put on Financial Aid Suspension. If a student has not made the required cumulative GPA or has not earned the required number of credits and goes on suspension again, then the student may appeal again. Appeals in this circumstance will only be considered if there has been academic progress made during the probationary semester.

OTHER ACADEMIC ELEMENTS

Certain elements affect the academic progress evaluation, specifically:

Withdrawals are not factored into the cumulative GPA but *are* counted toward the number of credits attempted.

Incompletes affect the quantitative measurement for SAP because the credits will count as attempted but not earned. However, incomplete coursework does not impact the qualitative measurement because no letter grade is assigned. Per college policy, incompletes may remain on a student's record until the 4th week of the following semester, at which point the incomplete must be changed to a letter grade based on the work submitted at that point in time. Once a letter grade is entered, Anna Maria College will not re-evaluate a student's SAP if a review has already been completed for the payment period. However, at the next evaluation period, the formerly incomplete coursework will be included in the evaluation.

Repeated courses remain on the student's record. If a student fails a course and then repeats it, the higher grade is factored into the GPA. However, the credits from both attempts count towards the quantitative evaluation standards (pace, maximum timeframe).

Transfer credits are NOT included in determining the cumulative GPA but *are* counted toward the number of credits earned.

Change in program type (e.g. certificate to bachelor's degree) affects Satisfactory Academic Progress. Classes from the previous program count toward the new program for both cumulative GPA and number of credits earned. Classes from the previous program that do not count toward the new program will not be counted.

Change in undergraduate major does not affect Satisfactory Academic Progress. All credits taken towards the pursuit of a bachelor's degree will be included in the SAP calculation.

Withdrawal from Anna Maria for a period and then returning is not sufficient to regain financial aid. The student has to make Satisfactory Academic Progress before he or she can regain eligibility for financial aid. An appeal can be made if there were or are extenuating circumstances. For example, if a student attended another college in his or her time away from Anna Maria and has made SAP at that other college, then the student can appeal the Financial Aid Suspension.