



## UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS FINANCIAL AID POLICY

In order to be eligible for financial aid at Anna Maria College, a student must maintain satisfactory academic progress. All students are evaluated for academic progress on an annual basis in June for financial aid purposes. The Federal Government requires that students be evaluated both quantitatively and qualitatively.

The quantitative evaluation is determined by counting the number of credits earned versus those they have attempted. **Students must have earned at least 67% of all the credits they have attempted by the end of their second year.** For example, if a student takes 15 credits (usually 5 classes) in a semester, he must earn at least 10 of those credits. In other words, he must receive a passing grade for 4 of the classes he takes.

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). **A student must earn a 2.0 cumulative GPA by the end of the second year to retain his financial aid.** In certain cases there may be exceptions to that rule, please read below for more information.

### SATISFACTORY ACADEMIC PROGRESS CATEGORIES

**Financial Aid Warning** - Students who have completed less than 2 years and whose cumulative GPA is below a 2.0 or they have not earned at least 67% of all the credits they have attempted will be placed on Financial Aid Warning. Students are still eligible for financial aid on Financial Aid Warning.

**Financial Aid Probation** - Students who have completed 2 years and whose cumulative GPA is above a 1.85, but below a 2.0, will be placed on Financial Aid Probation. A student remains eligible for financial aid while on probation. After one year on probation, if the student's GPA is still below a 2.0, he will be placed on Financial Aid Suspension and will lose his financial aid. Please note that financial aid includes all federal, state and institutional loans, grants and work study.

**Financial Aid Suspension** - Students who have completed 2 years and whose cumulative GPA is below 1.85 or they have not earned at least 67% of all the credits they have taken, will be placed on Financial Aid Suspension and will lose their financial aid.

Students who have completed more than 2 years and whose cumulative GPA is less than 2.0 or they have not earned at least 67% of all the credits they have taken, will be placed on Financial Aid Suspension and will lose their financial aid.

## APPEALS

Students who have been placed on Financial Aid Suspension have the right to appeal their suspension in writing within 10 days of the notification. The appeal should go to the Financial Aid Office and should state what mitigating circumstances, if any, were present that caused the student's cumulative GPA to fall below 2.0 or kept them from earning the required number of credits. Examples of mitigating circumstances that will be considered include illness, injury, and death in the family. If a student's appeal is approved, the 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. If they are not at the required level, the student will be placed on Financial Aid Suspension again.

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 do not effect either the qualitative or quantitative measurements, until the student either completes the coursework and earns a grade or doesn't complete the coursework and gets an F. Incompletes stand until the fourth week of the following semester, at which point a student with Incompletes will be reevaluated for SAP.

Repeated courses remain on the student's record. If a student fails a course and then repeats it, the grades for both are factored into the GPA and all of the credits attempted are counted as well.

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

Change in program 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.

Withdrawal from Anna Maria for a period of time 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.