

Anna Maria College

Undergraduate Satisfactory Academic Progress

Financial Aid Policy

2014-2015

In order to be eligible for financial aid at Anna Maria College (AMC), 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 that have been attempted. Attempted includes all classes passed, failed, withdrawn, repeated, or incomplete. Required percentage of classes passed:

- *Freshman must pass 50% of all classes attempted
- *All upper classman (students earning 30 or more credits) must pass 67% of all classes attempted

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).

- *Freshman must earn 1.50 cumulative GPA
- * All upper classman (students earning 30 or more credits) must maintain a 2.0 cumulative GPA or higher

When SAP is verified in June of each year, a student who does not meet either of the two categories above, are immediately placed on financial aid suspension and all financial aid through the federal government, state or commonwealth, and institution are cancelled.

Appeal Process

Students who have been placed on Financial Aid Suspension, but who are allowed to return academically, have the right to appeal their financial aid suspension in writing within 10 days of the notification.

A student may appeal by submitting a letter with the following information:

1. A complete explanation as to why the student was not academically successful – must be extenuating circumstances such as illness, injury, death in the family, etc. Any medical verification, death certificate or other documentation must be attached.
2. The changes to be put in place to address the situation so that the student will be successful in the future semesters

The letter should be submitted to the AMC Financial Aid Office. Allow 5 days for review and response. If a student's appeal is approved, the financial 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 not be eligible for any federal, state, or institutional aid but may apply for a credit-based student loan that does not require SAP for the cost of education or pay cash.

***A student may not appeal two consecutive semesters.**

***A student's SAP will be checked after the next completed semester to determine if they will continue to be eligible for financial aid**

***A student may appeal only two times, but not consecutive semesters, while enrolled at AMC**

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 are not factored into the cumulative GPA, but are counted toward the number of credits attempted (once a grade is submitted, the student may request a recalculation)

Repeated Courses remain on the student's record. If a student fails a course and then repeats it, only the better of the two grades is factored into the GPA. Both classes are counted into the number of credits attempted.

A student may repeat a class that they passed (to improve their grades) only one (1) time and receive financial aid for the cost of that class.

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 in the aggregate amount of credits attempted. CAUTION: a student may run out of eligibility for loans if they change programs and are enrolled longer than 5 years.

Withdrawal from Anna Maria College 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 College and has made SAP at that other college, then the student can appeal the Financial Aid Suspension.

Graduate students must maintain a GPA of 3.0 at all times.

