

## Satisfactory Academic Progress Policy for Financial Aid Recipients

### Academic Requirements for Financial Eligibility

Federal regulations require that students make satisfactory academic progress according to institutional policy in order to receive Federal Title IV funds. Sweet Briar College also requires that students meet these standards in order to maintain eligibility for institutional funds. Financial Aid conducts a review of student progress every May.

First-time, first-year students are expected to complete graduation requirements within a standard four- year time frame. The maximum time frame for satisfactory progress is 150% of the published program length of eight semesters. An entering first-time, first-year student is eligible to receive a maximum of eight semesters of institutional funding and a maximum of twelve semesters of Federal funding. If a student needs an additional semester to complete their program of study, they may submit an appeal to the Director of Financial Aid for extended aid consideration.

Financial aid at Sweet Briar College is awarded to students for the entire academic year or summer session. If an aid recipient's grade point average falls below the minimum standards during the award year, the recipient will be placed on financial aid warning for the subsequent semester. If a student on warning fails to meet the standards of satisfactory academic progress outlined below, the student will be ineligible for financial aid for the subsequent enrollment period and will not receive consideration for aid again until the standards have been met. A student may attend summer school to meet the standards of satisfactory academic progress to regain eligibility.

The standards for determining progress at Sweet Briar College are composed of three separate measurements: Grade point average (qualitative), incremental progress (quantitative), and accumulated hours (maximum timeframe). A student whose average drops below the minimum requirement will be placed on financial aid warning for the subsequent semester.

GPA requirements for financial aid recipients:

Earned <u>Hours</u>	Minimum Required Cumulative <u>GPA</u>
1-18	1.0
19-37	1.7
38-56	1.8
57-75	1.9
76+	2.0

In addition, students must achieve an overall cumulative GPA of 2.0 and a cumulative major GPA of 2.0 by the middle of the junior year and each semester thereafter. Students failing to maintain the standard will be placed on academic probation. Failure to achieve a cumulative and major 2.0

at the end of the probationary semester will result in the student's ineligibility to continue at the College.

### **Incremental Progress**

Sweet Briar College students must complete at least 67% of all hours attempted towards graduation. Repeated courses and courses with a grade of W, F, and NC will count as attempted coursework and not as completed coursework. This should be kept in mind when planning a schedule to assure completion in enough credit hours to be considered making incremental progress. Students repeating a course previously passed may do so only once. A course repeated more than once will not be included when determining enrollment status.

### **Accumulated Hours**

Students that receive financial aid at Sweet Briar College are allowed up to 150% of the published credit hours needed to graduate. Thus, as 120 credits are required to graduate, the student must complete their degree within 180 attempted hours.

### **Classification**

The classification of a student during any academic year will be the responsibility of the Registrar. Students will be classified with their entering class when there is a reasonable expectation that they can meet the requirements to graduate with that class.

<u>At the end of:</u>	<u>Completed Credit Hours</u>
First year	24
Sophomore year	56
Junior Year	88
Senior Year	120

## Submitting an Appeal

If a student is denied financial aid for failure to meet any of the above standards for satisfactory academic progress, the student may request an appeal of the decision for the following reasons.

- The death of a relative of the student
- An injury or illness of the student; or
- Other special circumstances

The appeal must be submitted in writing to the dean of the College.

The student will be notified of response in writing with two weeks from the dean. If the appeal is approved, a student will receive financial aid on a probationary status and an academic plan may be required. At the end of the semester, the student will be evaluated according to the SAP Policy to determine if financial aid will be awarded for the next semester.

If you have questions, please contact the Office of Financial Aid at 434-381-6156.

If the appeal is denied by the dean, the student will be notified in writing by letter and/or email of the decision. This notification will also make the student aware of their opportunity to respond and provide more information and documentation regarding their extenuating circumstances, if applicable. While there is no official appeal deadline, all information should be submitted during the term the student is seeking aid, and not after.

Federal regulations prevent a student from submitting the same appeal two semesters in a row. However, there is no limit to the number of appeals a student can submit if they can document there are new circumstances preventing the student from meeting SAP standards. Similarly, there is no limit to the number of semesters a student can be on financial aid probation as long as an approved appeal or academic plan is in place and the student continues to make progress toward their degree.

## Academic Probation/Warning Policy

Any student who fails to achieve a cumulative credit ratio of 2.00 at the end of any term will be reported by the dean to the Eligibility Committee, which may place the student on academic warning, academic probation, academic suspension, or declare her ineligible to continue her college course. Normally, a student with a GPA below **1.70** shall be placed on academic probation.

The status of a student who has been placed on academic warning or academic probation for **two consecutive** semesters shall be reviewed by the Eligibility Committee, who may suspend the student or declare her ineligible to continue.

Students not making satisfactory progress toward the degree or who experience extreme academic difficulty in a given term may be placed on academic warning or academic probation even if their cumulative GPA is greater than 2.00.

If you have questions, please contact the Office of Financial Aid at [financialaid@sbcc.edu](mailto:financialaid@sbcc.edu) or 434.381-6156.

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