

SATISFACTORY ACADEMIC PROGRESS (SAP)

All Gulf Coast College students accept issuance of and review a copy of the college catalog during the admissions process.

All students, including those who participate in Federal Student Aid Programs, must make continued progress in their educational program. This requirement is called Satisfactory Academic Progress (SAP) and will be monitored by the Academic Department. All information from the SAP reporting will be forwarded to the Financial Aid Office to determine the eligibility of Title IV. In accordance with Federal Regulations, Gulf Coast College's policy will be to check Satisfactory Academic Progress minimally at each payment period. Students who fail to maintain satisfactory academic progress for two consecutive payment periods are not eligible to participate in the federal student aid programs unless an appeal of the standards is granted due to mitigating circumstances.

Standards

The Federal Government has established both qualitative and quantitative SAP requirements. All students must meet both qualitative and quantitative standards in order to satisfy SAP requirements.

Qualitative Standard

At the end of each payment period (regardless of how many credits/clock hours the student has accrued); the student must have a minimum 2.0 ("C") grade point average (GPA).

Quantitative Standard

The institution must set a maximum time frame in which a student is expected to finish a program and a measure to determine the percentage of credit/clock hours completed versus those attempted. All students must complete a minimum of 67% of the credit/clock hours attempted at the end of each payment period to satisfy the quantitative standard. Under no circumstances may a student attempt more than 150% of the published program length credits/clock hour programs. Students who have transferred in credits or clock hours from another institution may be challenged by the SAP metric depending on the number of remaining terms (payment period). All students must complete the program within 150% of the published length for the program in which he or she enrolled. Students who exceed 150% of the published program length will be withdrawn from the College.

Academic Standing

Gulf Coast College has established benchmarks for a student to achieve during his or her academic program. Report cards are made available to students throughout their program. At a minimum, a student's progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (*see Tutoring in this catalog*) and/or the student may be required to attend an additional section of the class if available.

The first time a student fails to meet SAP requirements he or she will be placed on Academic Warning; however, he or she remains eligible for Financial Aid (Title IV). A student on Academic Warning must be academically advised by the Director of Education.

Should a student fail to meet SAP requirements for a second, consecutive payment period, the student will be placed on Federal Aid Suspension (FA suspension). A student on FA suspension is not eligible for

Title IV funds. However, a student on FA suspension may appeal his or her status to the Director of Education and consideration will be given for mitigating circumstances, (*see Appeal Process in this catalog*). If the appeal is approved, the student's status will be updated to Probation and the student will regain Title IV funds eligibility. A student on Probation must be academically advised by the Director of Education and an Academic Plan for success must be formulated for the student.

A student on Probation that fails to meet SAP for a third time will be placed on Academic Dismissal 1. The student will be withdrawn from the college. A student who has been academically dismissed and desires to return to the program must sit out for a complete term (for credit hour programs) or a complete payment period (for clock hour programs). They must go through an appeal process and an Academic Plan for Success must be formulated.

Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid.

Maximum Time Frame Allowed for Program Completion (Quantitative)

The Academic Department will review the quantitative progress after each payment period. The Financial Aid Office will be notified if the student did not meet SAP. In order to continue to receive financial aid, a student must:

Credit Hour Programs

- Complete a program of study within 150% of the credits required to graduate. For example, if a program requires 53 credit hours for graduation; a student must complete the program in no more than 79.5 credit hours.
- Successfully complete at least 67% of all attempted credits.
- Must have a 2.0 (C) GPA after each payment period.

Clock Hour Programs

- Complete a program of study within 150% of the clock hours required to graduate. For example, if a program requires 1,500 clock hours for graduation, a student must complete the program in no more than 2,250 clock hours.
- Successfully complete at least 67% of all attempted clock hours.
- Must have a 2.0 (C) GPA after each payment period.

Academic Warning (Qualitative and Quantitative)

Failure to achieve both qualitative and quantitative benchmarks after the first payment period places a student on Academic Warning. During this first status, Academic Warning, the student will continue to be eligible for Financial Aid. Satisfactory Academic Progress (SAP) will be monitored by the Academic Department. The student will be placed on an Academic Success Plan by the Director of Education. All information from the SAP reporting will be forwarded to the Financial Aid Office for review. A student cannot fail any courses while on Academic Warning.

FINANCIAL AID SUSPENSION AND PROBATION

Failure to achieve both qualitative and quantitative benchmarks for a second consecutive payment period will result in the student losing eligibility for Title IV aid. The student will be placed on FA suspension status and will have to meet with Financial Aid officer for FA advisement. However, a student on FA suspension status may appeal and if the appeal is approved, the student will be placed on Probation status and will regain Title IV eligibility. The student must meet with the Director of Education for an Academic Success Plan. If a student does not appeal the FA suspension status within five days of SAP calculation

or if their appeal is not approved, they will not be eligible for Title IV aid and will be responsible for all payments and tuition fees. Students who fail to go through the appeal process will be withdrawn from the college (*see the appeal process in this catalog*).

ACADEMIC PROBATION (QUALITATIVE AND QUANTITATIVE)

Failure to achieve both qualitative and quantitative benchmarks, for a second consecutive payment period, results in the student's ineligibility for financial aid and academic dismissal. The student can appeal the SAP standing and based on the appeal decision, the student may be approved to return and will be placed on academic probation (*see Appeal Process*). A student on probation status is eligible for Title IV aid.

ACADEMIC DISMISSAL ONE (QUALITATIVE AND QUANTITATIVE)

Students failing to re-establish good standing after an Academic Probation will be placed on Academic Dismissal one and withdrawn from the college. If there are extenuating circumstances that led to the continuing poor academic performance, the student may file an appeal. If the appeal is accepted and it is determined that the student can complete the program within 150% of the published program length, the student may return to pursue the program with eligibility for financial aid but the student must wait a full term for reinstatement. The student will be placed on an Academic Plan for Success by the Director of Education. The student will return in Academic Probation status. Failure to return to good standing after the appeal has been granted will lead to dismissal from the college. The Campus Director, in consultation with the Director of Education, may also dismiss a student for failing the same course twice, regardless of GPA.

Notification

Students who fail either the quantitative or qualitative benchmark for academic progress will be notified in writing within five days of the end of the term. Students who are in their first payment period and are failing to meet Satisfactory Academic Progress requirements are placed on Academic Warning for the next payment period. Students with the Academic Warning status do not need to submit an appeal but must meet with the Director of Education for an Academic advisement. Academic progress for Academic Warning students will be measured again at the end of their next payment period.

Students who are in their second payment period and are failing to meet Satisfactory Academic Progress (SAP) will not qualify for Financial Aid (Title IV). The student will be placed on FA suspension; however, the student can submit an appeal accompanied by all supporting documentation to the Director of Education. If the appeal is approved, the student will be eligible for financial aid for one more payment period and their Status will be changed to Probation. The student will be placed on an Academic Plan for Success by the Director of Education.

Letter grades, Withdrawals, Incompletes, Transfers, Repeats, and Remedial Courses

All attempted credits include all graded credits (A, B, C, D, F, S), withdrawn credits (W), incomplete credits (I), unsatisfactory credits (U), exempt courses (X) and audited courses. Once grades are in for Incompletes (I), Satisfactory Academic Progress (SAP) will be recalculated on the student. Transfer credit/clock, remedial and repeated courses will be counted as credit/clock hours attempted.

Change of Program

If a student elects to and is approved to change from one Gulf Coast College Program to another, the transcript is evaluated to determine which classes attempted in the previous program are also required in the new program. These transferred courses (attempted or completed) will be used for determining the student's GPA, credits earned, credits attempted and standards of satisfactory progress. Tuition Adjustments will be made accordingly.

Appeal Process Summary

A student who loses financial aid eligibility due to failure to meet Satisfactory Academic Progress standards will regain eligibility when the institution determines that he or she is again meeting the standards. Eligibility may also be regained if the student is approved through the appeal process. The student has five business days from the date of the letter to submit the appeal.

If a student has experienced a significant circumstance and feels the event has impacted his or her ability to make Satisfactory Academic Progress; he or she has the opportunity to file an appeal with the Director of Education. Please see Appeal Process.

Significant circumstances include:

1. Death of student's close relative
2. Injury or illness of student
3. Personal tragedy or event

A completed Academic Progress Appeal Form must be submitted along with documentation supporting the significant event or circumstance. As a part of the appeal process, students must meet with the Director of Education to review the completed plan of work. The Plan of Work requires that the transcript is reviewed and all remaining classes are mapped out.

An appeal form is available in the Director of Education's Office. The appeal form and all supporting documentation will be reviewed by the Director of Education and the student will receive a written response within 10 business days.

All students who failed SAP in the prior payment period are reviewed at the midpoint of the next payment period, to ensure that students are progressing in their academic standing.

Regaining Eligibility

Students who lose their financial aid eligibility because they fail to meet Satisfactory Academic Progress will regain eligibility when it is determined that they are again meeting both the qualitative and quantitative standards. The student is responsible for the payment of tuition and fees until financial aid eligibility is regained.