

## Reinstatement of Aid

A student who has been suspended from receiving financial aid due to a lack of Satisfactory Academic Progress **must pay** for credit hours attempted until he or she can meet the Satisfactory Academic Progress requirements to be eligible to receive any further financial aid. After a student has completed a semester on **Financial Aid Suspension** and the minimum Satisfactory Academic Progress requirements have been met, aid will be reinstated for the eligible student.

## Repetition of Courses, Learning Support Coursework, Withdrawals and Incompletes

Students should take care when repeating courses, as all attempts at a course are counted in the maximum hours allowed. Students should be reminded that withdrawing from a course does not count as successful completion and may adversely affect the successful completion rate. In addition to the above, no student may receive financial aid for more than **30** semester hours of learning support work.

## Program Transfers

Students transferring from one program to another at this institution will continue to carry his/her GPA from one program to another for financial aid purposes and all credits and grades will count in the cumulative GPA requirements.

## Financial Aid Termination

Financial aid will be immediately and permanently terminated at Okefenokee Technical College if the Office of Financial Aid has evidence the student willfully and knowingly falsified information on the application materials with fraudulent intent. Financial aid will also be terminated immediately if Federal or State funds are not available to meet the award.

## Responsibility

The Vice President for Student Affairs has the overall responsibility of ensuring this policy is implemented.

Adopted: January 22, 2003

Last Revised: July 17, 2013

## SATISFACTORY ACADEMIC PROCESS (SAP)

**This brochure explains the minimum SAP requirements for all students seeking any form of financial aid at Okefenokee Technical College. For program specific (HOPE, PELL, etc.) requirements and eligibility information, please refer to the OTC catalog and website.**

All students seeking to receive state and/or federal financial aid (HOPE Grant, HOPE Scholarship, PELL Grant, Supplemental Educational Opportunity Grant, and Federal Work-study), are required to maintain satisfactory academic progress (SAP). SAP means the student is proceeding in a positive manner toward fulfilling educational requirements. All periods of enrollment at OTC are included in calculating SAP, even terms in which the student did not receive financial aid. SAP is calculated at the end of each term after final grades are posted by the Registrar's Office.

Learn more about  
Financial Aid Services at

[WWW.OKEFENOKEETECH.EDU](http://WWW.OKEFENOKEETECH.EDU)



**OKEFENOKEE  
TECHNICAL COLLEGE**  
A Unit of the Technical College System of Georgia



Campus tours are available.  
To schedule a tour, please call 287-6584.

Okefenokee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. For additional information contact:

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For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at [www.okefenokeetech.edu/disclosure.asp](http://www.okefenokeetech.edu/disclosure.asp).



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**Satisfactory  
Academic Progress**



[WWW.OKEFENOKEETECH.EDU](http://WWW.OKEFENOKEETECH.EDU)

# OTC Policy: Satisfactory Academic Progress for Financial Aid

Financial Aid recipients at Okefenokee Technical College (OTC) are required to maintain Satisfactory Academic Progress (SAP) according to Federal Regulations in their program of study to continue receiving Federal, State, and Institutional financial aid awards. Students who fail to maintain Satisfactory Academic Progress risk becoming ineligible to receive future financial aid awards. Federal Title IV Financial Aid administered programs include the Federal PELL Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). State Financial Aid administered programs include HOPE Scholarship, HOPE Grant, HOPE GED Grant, HERO, Public Safety Memorial Grant, Law Enforcement Personnel Grant programs, and Strategic Industries Workforce Development Grant. Satisfactory Academic progress also affects a student's eligibility for Federal, State, and Private Student Loans.

Satisfactory Academic Program (SAP) is comprised of the student's cumulative grade point average (GPA) – (qualitative standard); the student's completion rate – (quantitative standard); and maximum time frame.

## Qualitative Standard

In order to maintain eligibility for financial aid with the qualitative standard, a student must maintain a minimum cumulative GPA of 2.0. The cumulative grade point average will be used to determine the academic standing for financial aid eligibility. The cumulative GPA is computed by the Registrar's Office and is calculated on a 4.0 scale (A = 4.0, B = 3.0, C = 2.0, D = 1.0, & F = 0.0). Grades that adversely affect a student's GPA are D, F, and WF – (Withdrew Failing). Grades of Incomplete (I or IP), Withdrawal (W), Withdrew Passing (WP), Satisfactory (S), and Unsatisfactory (U) have no impact on the student's GPA. **The cumulative grade point average will be calculated at the end of each semester for Satisfactory Academic Progress.**

## Quantitative Standard

- A. **Completion Rate** – In addition to meeting the requirements defined above, in order to remain eligible for financial aid, the student must satisfactorily complete at least 67% of all work for which he/she has attempted. **A student's academic progress will be evaluated at the end of each semester.**

**Satisfactory** completion is defined as earning grades of: **A, B, C, D, or S.**

**Unsatisfactory** completion is defined as earning grades of: **F, W, WP, WF, U, I, or IP.**

If a grade of "I" or "IP" is received, the student will be evaluated on a cumulative basis at the time the "I" or "IP" is received and again after it is changed to a letter grade.

Transfers of credit from other institutions are counted as credit hours attempted and earned in the calculation of completion rate.

**PLEASE NOTE: Withdrawal from all registered courses during a semester may result in an outstanding account balance due to financial aid adjustment.**

- B. **Maximum Time Frame** – The maximum time frame allowed is **150%** of the number of semester hours required to earn the **degree, diploma, or certificate**. For example, if a student is pursuing a program of study that requires 60 semester hours to complete, the student cannot receive financial aid after attempting 90 semester hours (60 X 150% = 90).

If a student graduates from one program and re-enrolls in another program, the maximum time frame will be reset. However, all previous credit hours attempted that count toward the new program will be included in the new time frame calculation.

## Financial Aid Warning

Students failing to make Satisfactory Academic Progress at the end of each semester will be placed on **FINANCIAL AID WARNING**. The student will receive notification and financial aid will continue for the student's next semester of attendance at OTC.

## Financial Aid Suspension

If at the end of a FINANCIAL AID WARNING period the student is NOT making Satisfactory Academic Progress, the student will be placed on **FINANCIAL AID SUSPENSION**.

## Appeal of Financial Aid Suspension

A student has the right to appeal a Satisfactory Academic Progress finding if there are extenuating circumstances that prevented the student from meeting the specified requirements. A written appeal specifically addressing the extenuating circumstances, including supporting documentation, must be submitted to the Office of Financial Aid within 5 days from the date the student is notified of Suspension. Appeals submitted after the deadline, with missing signatures, or incomplete information may not be considered prior to the start of the next semester of enrollment.

Appeals will be considered for extenuating circumstances only, which may include, but are not limited to, the death of an immediate family member, an injury or illness of the student or an immediate family member, or other special circumstances that are generally outside the control of the student. The appeal must include:

- Information explaining why the student failed to make SAP.
- What has changed in the student's situation that will allow him/her to make SAP within the next semester of enrollment.
- Documentation of the extenuating circumstances that led to the student's suspension of financial aid.

The Financial Aid Appeals Committee will review all appeals and their decision is considered **FINAL**.

**A student may only appeal Financial Aid Suspension twice but not in consecutive terms.**

## Probation and Academic Plans

Following an approved appeal, the student will be placed on **FINANCIAL AID PROBATION** and will be eligible to continue receiving financial aid during their next semester of attendance for **one** semester only. In order to receive financial aid after the probation term, a student must meet SAP requirements.

Alternately, an **Academic Plan** may be established for the student by the Financial Aid Appeals Committee. Academic Plans will be developed on an individual basis, but at a minimum, will require the student to successfully complete all attempted courses with a "C" (2.0 Term GPA) or better. An Academic Plan may also require a student to meet with his/her Academic Advisor, or Student Affairs staff, to enroll in specific courses, or any other activity the Appeals Committee believes will enable the student to meet SAP requirements by a specific point in time and ultimately enable him/her to complete the program of study in a timely manner. All requirements of an Academic Plan must be met each semester and will be checked by the Office of Financial Aid prior to awarding aid for the next semester of attendance. An Academic Plan will span no more than three terms.