



2011-12 Financial Aid Satisfactory Academic Progress Appeal

Return Completed Forms to: Office of Financial Aid, 8 Old Suncook Road, Concord, NH 03301

Phone: (603) 513-1392 Fax: (603) 513-1386

<http://my.granite.edu/finaid/sap.htm>

Part A: Process

A student whose financial aid eligibility is suspended may request an appeal if he/she feels that special circumstances exist that affected the student's ability to achieve the minimum Grade Point Average and/or completion rate defined at <http://my.granite.edu/finaid/sap.htm>. A student can not appeal a financial aid suspension if he/she is unable to achieve the minimum SAP standards after probation (subsequent term only) or through an academic plan by the next scheduled review or upon graduation. Maximum timeframe for program completion cannot be appealed.

All SAP appeals will be reviewed by the Office of Financial Aid who will determine a student's eligibility or ineligibility for continued federal assistance. The student will be informed in writing of the decision. All decisions are final and cannot be appealed.

Deadlines for Submittal: Appeals must be complete and received by the following dates to be considered for reentry into the following terms: **Summer:** July 22, 2011; **Fall:** September 2, 2011; **Winter:** January 7, 2012; **Spring:** March 28, 2012.

Part B: Special Circumstance (Required)

Student Name: _____ GSC ID: _____

A special circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. A special circumstance may include an injury, illness, the death of a relative, or other circumstance. Special circumstances do not include a lack of dedication to your studies, not understanding the impact of withdrawals, etc. *All documentation submitted is confidential and only used to verify and support a student's special circumstance. The documentation will be filed in the learner's financial aid records.*

Write a letter to the Director of Financial Aid (attach with this completed form) and describe the special circumstances that did not allow you to achieve the minimum SAP standard(s) **AND** explain what has changed in your situation now that will allow you to demonstrate satisfactory academic progress at the next evaluation.

Part C: Academic Plan (Required if SAP cannot be achieved after Probation [subsequent term only])

An academic plan is only required if you cannot achieve the minimum SAP standards after financial aid probation which is the subsequent term only. An academic plan requires you to achieve the minimum SAP standards by the next scheduled review. You are required to meet with your advisor to create and approve your academic plan. *Any academic plan will require a student to achieve at least a "C" in each course attempted while completing 100% of the credits in the academic plan. Any higher expectations will be communicated to you in writing.*

Degree/Major: _____ Remaining Credits for Current Program Completion: _____

Summer 2011	Fall 2011	Winter 2012	Spring 2012

Advisor Signature

Date

Part D: Student Acknowledgement (Required)

- I have read and understand Satisfactory Academic Progress to Receive Financial Aid (included on reverse).
- I have attached a letter that explains my special circumstance and the documentation outlined in Part B.
- I understand that all documentation submitted is confidential and only used in the SAP appeal process for verification.
- I understand that I must follow my academic plan if I do not achieve the minimum SAP standards after Probation (subsequent term of approved appeal only) and any further requirements stated in my approval letter.
- I understand that all SAP Appeal decisions are final.

Student Signature

Date

Granite State College Satisfactory Academic Progress (SAP) to Receive Financial Aid

Federal regulations require that all financial aid recipients progress at a reasonable rate (satisfactory academic progress) toward achieving and completing their program of study.

This requirement applies to all GSC learners receiving federal student aid. Students are expected to meet the minimum SAP standards outlined below during each scheduled review. Students who fail to achieve these standards will no longer be eligible for financial aid and will be placed on financial aid suspension which will result in the loss of all federal, state and institutional aid, including grants, scholarships, loans and work-study.

Minimum Satisfactory Academic Progress Standards:

1. Maintaining a cumulative GPA in accordance with the following scale:

Undergraduate Program GPA		Post-Baccalaureate Program GPA	
Total Credit Hours Attempted	Dismissal Cumulative GPA	Total Credit Hours Attempted	Dismissal Cumulative GPA
0 - 12	0	0 - 12	0
13 - 24	Below 1.00	13 and above	Below 2.0
25 - 36	Below 1.50		
37 - 48	Below 1.70		
49 - 59	Below 1.90		
60 and above	Below 2.00		

2. Students are required to make progress (an acceptable pace) towards program completion and successfully complete the required number of credits in accordance with the following scale:

Undergraduate Credit Completion		Post-Baccalaureate Credit Completion	
Total Credit Hours Attempted	Minimum Number of Credit Hours Completed	Total Credit Hours Attempted	Minimum Number of Credit Hours Completed
0 - 24	0	0 - 12	0
25 - 36	Fewer than 12	13 - 24	Fewer than 12
37 - 48	Fewer than 24	25 - 36	Fewer than 24
49 - 56	Fewer than 32	37 - 48	Fewer than 36
57 - 72	Fewer than 44	49 - 60	Fewer than 48
73 - 82	Fewer than 54		
83 and above	Complete two-thirds of all credits attempted	61 and above	Complete two-thirds of all credits attempted

The number of credits attempted shall include all GSC credits and any transfer credits that are applicable to the student's current program at the time of review.

3. Maximum timeframe. Students may not receive Title IV financial aid for courses that do not count toward completing their current degree or certificate program. The timeframe for degree completion is limited by federal regulations to 150% of the published length of the degree program. This equates to a maximum number of credit hours that includes transfer credits and all credit hours attempted at Granite State College. *Example: A Bachelor's degree requires 124 credits; students may not exceed 186 credits to earn a Bachelor degree.*

Credit hours attempted will include completed credits, incompletes, withdrawals, transfer credits applicable to the student's degree, and repeated or failed classes. If due to withdrawals, failed courses, change in degree program, etc., the student exceeds the maximum number of attempted credits for his/her program or a student cannot complete the program of study without exceeding the maximum timeframe, then he/she will no longer be eligible for federal financial aid programs for any future terms.

Various Types of Coursework in the SAP Calculation

Please visit: <http://my.granite.edu/finaid/sapcoursework.htm> to understand how the following types of coursework are calculated in SAP:

- Dropped Coursework
- Withdrawals (W), Administrative Failures (AF), Incompletes (IC) and Failing Grade (F)
- Audit Coursework
- Remedial/Developmental Coursework
- Repeated Coursework
- Prior Learning Assessment (PLA) Credits
- Pass/Fail Coursework
- Transfer Coursework
- Consortium Coursework
- Subsequent Major

Scheduled SAP Reviews

Annual Review

SAP will be reviewed at the end of the Spring term payment period on an annual basis for students in the following programs:

- All GSC Undergraduate Degree programs (Associate and Bachelor programs)

- Post-Baccalaureate certificate programs in General Special Education, Early Childhood Special Education, and General Special Education and Elementary Education (48 credits)

Payment Period Review

SAP will be reviewed at the end of each term payment period for students in the following post-baccalaureate advanced endorsement programs: Emotional and Behavioral Disorders, Intellectual Developmental Disabilities, Learning Disabilities, and Reading and Writing Specialist.

Financial Aid Suspension

All students who do not meet the minimum SAP standards during the scheduled review will be placed on Financial Aid Suspension which results in the loss of all federal, state and institutional aid, including grants, scholarships, loans and work-study.

Regaining Eligibility

A student may re-establish Title IV eligibility when he/she meets the minimum SAP standards at the next scheduled review or if an appeal is successful. Students may not regain eligibility if suspension is due to reaching the maximum timeframe or may reach the maximum timeframe without completing the program.

If no appeal is submitted or an appeal is not approved following a suspension, then the student may continue to take courses at their own cost unless the student is academically suspended.

SAP Appeal

A GSC student whose eligibility is suspended may request an appeal if he/she feels that extenuating/special circumstances existed that affected the student's ability to achieve the minimum SAP standards. *A student can not appeal a financial aid suspension if he/she has reached or will reach the maximum timeframe before program completion.*

An extenuating/special circumstance must exist and be supported by additional documentation in order to file an appeal to regain financial aid eligibility. A special circumstance may include an injury, illness, the death of a relative, or other special circumstance. Circumstances do not include a lack of dedication to his/her studies, not understanding the impact of withdrawals, etc.

All submitted documentation of special circumstances is confidential and only used to verify and support a student's special circumstance. All documentation will be filed in the learner's financial aid record.

If an extenuating circumstance exists that can be supported with documentation, then the student may complete the aid-year specific **Financial Aid Satisfactory Academic Progress Appeal Form**. *The deadlines for submittal of this form for reentry into each term are published annually on the aid year specific form. The process involves:*

- a. An explanation of the special circumstance and supporting documentation
- b. An explicit explanation of what has changed in relation to the special circumstance(s) that will allow the student to advance
- c. An academic plan approved by the student's advisor if the student cannot achieve the minimum SAP standards after successful completion of the subsequent payment period which is defined probation (*includes identifying program, credits left to complete for program completion, and course(s) that student is required to take in order to achieve the minimum SAP standards*).

Number of Appeals

Students that are reviewed annually are allowed to appeal at two different times during their academic career at Granite State College. However, students cannot appeal in successive aid years. Post-baccalaureate students who are in the advanced endorsements may only appeal once. *If an appeal is denied, the student may not submit another appeal unless he/she achieved the minimum SAP standards and regained eligibility before the next appeal is submitted.*

Appeal Approval

SAP appeals will be reviewed by the Office of Financial Aid who will determine a student's eligibility or ineligibility for continued federal assistance. Any incomplete appeal will not be reviewed. Approvals may involve, but are not limited to, a reduced course load, specific courses, a required GPA by term, etc. The student and the advisor will be informed in writing of the decision and any additional requirements.

Financial Aid Probation

A student who is approved through the appeal process will be placed on financial aid probation for the subsequent payment period. If the student is unable to achieve the minimum SAP standards at this time, then the student will be placed on his/her approved academic plan if the student achieves at least a "C" in each course while completing 100% of the credits attempted during probation. *Students who achieve the minimum SAP standards after probation will have their eligibility reinstated and will not be required to follow an academic plan.*

Academic Plan

A student, who completes probation and did not achieve the minimum SAP standards, will follow the academic plan created and approved by his/her advisor. The academic plan must demonstrate the achievement of the minimum SAP standards by next scheduled review. Progress will be reviewed on a term by term basis in accordance with the academic plan. Any academic plan will require a student to achieve at least a "C" in each course attempted while completing 100% of the credits in the academic plan. Any higher expectations will be communicated to you in writing.