

## Maintain Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is a series of standards including academic performance and classroom attendance established by the U.S. Department of Education. In order to receive federal and state financial aid, a student must meet these standards.

The Financial Aid Office evaluates students for SAP for grade point average, completion rate, and maximum time.

There are three (3) ways SAP is determined. A student must meet all three standards.

1. **Grade Point Average (GPA Rule):** The minimum cumulative GPA requirement is based on the number of credit hours attempted. Only courses with grades of A, B, C, D, and F are included.

Credits Attempted	Required GPA
13-30	1.50
30 or more	2.00

2. **Completion Rate (67% Rule) :** A student must earn at least 67% of their attempted hours. This calculation is performed by dividing the number of credit hours earned by the number of credit hours attempted. All courses attempted at SVCC are included and this evaluation begins when a student has attempted 24 credits or credits that total 50% or more of their program requirements, whichever comes first.

Satisfactory Grades: A, B, C, D, P, R, S  
Unsatisfactory Grades: F, I, U, W, X

3. **Maximum Time (150% Rule):** A student may not receive financial aid once they have attempted a total number of courses that meets or exceeds 150% of their program's length. All credit courses attempted and all applicable transfer courses are included, regardless of whether or not financial aid was received. Failure of this rule is permanent.

## Southside Virginia

### Community College

#### Christanna Campus

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Keysville, VA 23947

Phone 434-736-2091 \* Fax 434-736-9716

#### Website:

[www.southside.edu](http://www.southside.edu)

The purpose of this brochure is to allow you, the student, to make informed decisions regarding your academic career at Southside Virginia Community College. If you have any questions about the information provided in this brochure, please contact the Financial Aid Office.

#### Remember to...

- Plan your class schedule carefully.
- Maintain excellent attendance.
- Meet with your counselor/advisor.
- Maintain strong study habits.

## Financial Aid Office

## Satisfactory

## Academic

## Progress



Southside Virginia  
Community College

## *Make the Grade*

Students must maintain a minimum cumulative grade point average (GPA) based on the number of credits attempted. If placed on academic suspension or dismissal, a student would become ineligible to receive financial aid regardless of GPA.

**GPA STANDARD** — A student must have at least a 1.50 GPA when they have attempted 13-30 credits and a 2.00 when they have attempted 30 or more credits.

We will make every effort to send a warning letter to students who are in jeopardy of losing their aid based on GPA, although this is not always possible.

## *Complete Courses Successfully*

Students must complete 67% or more of the total credits attempted.

**COMPLETION RATE (67% Rule)** — Total all ATTEMPTED credits (developmental, credit, and repeated courses). Total all successfully COMPLETED credits. Divide the completed credits by the attempted credits. If the student has earned 67% or more of the classes they attempted, they pass SAP. If they earned 66% or less, they fail SAP.

## *Don't Max Out*

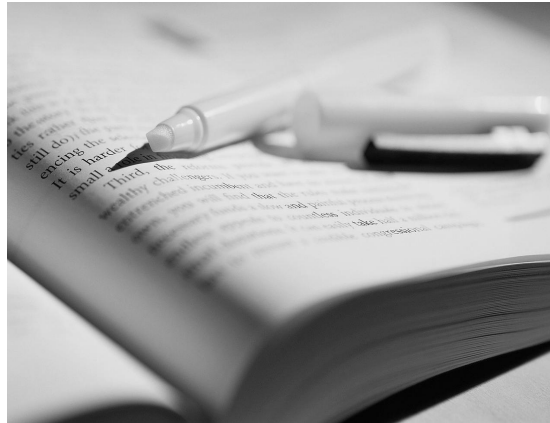
Students have a maximum of 150% of their program's length to complete their associate degree or certificate program.

**MAXIMUM TIME (150% Rule)** — Count all attempted CREDIT courses. If they total 150% of the program or higher, the student fails SAP. Once a student has exceeded 150% of coursework for his/her individual degree/certificate program, their eligibility for aid at SVCC will be exhausted. Changes of curriculum does not necessarily constitute extended time limits for eligibility.

Example: John Jones must complete 60 credit hours to graduate. 150% of his program equals 90 credit hours. If John has not graduated after 90 credit hours of coursework, his financial aid will be canceled.

**PER FEDERAL REGULATIONS, ALL COURSEWORK AT SVCC AND ALL APPLICABLE TRANSFER CREDITS WILL BE CONSIDERED WHETHER OR NOT AID WAS AWARDED OR RECEIVED.**

*Please note that only 30 credits of developmental coursework can be covered by financial aid.*



## *Know the Difference Between Dropping and Withdrawing From a Class*

Until the end of the add/drop period for each semester, a student may DROP a class by completing the proper paperwork. Dropped classes will not appear on the student's academic record. After the end of the add/drop period through the last day to withdraw without academic penalty, it is considered a WITHDRAWAL from class. The withdrawal stays on the academic record, and we count it towards the student's enrollment status and in all SAP calculations. Students who withdraw frequently run the risk of losing their eligibility in the future.

## *Avoid Excessive Withdrawals*

During your academic career at SVCC, you may consider withdrawing from a class. You should consider all options before withdrawing because it may have serious implications on your financial aid eligibility.

Federal and state law requires us to return part of your financial aid if you withdraw from or stop attending ALL classes prior to the passing of the 60% point of the semester. You will have to REPAY the part of your financial aid that is deemed "unearned" by the Department of Education. The percentage of funds that you would be financially liable to return is based on your last date of attendance for the semester involved. If you do not repay the portion of financial aid funds for which you are responsible, then you may be reported to the federal government, thus becoming ineligible for future financial assistance until this debt is paid in full. All services for the college could also be restricted.

## *SAP Appeals*

Students who do not meet all Satisfactory Academic Progress standards at the end of each semester will lose their financial aid eligibility for the subsequent semester. Students may appeal the loss of their aid, in writing, to the Financial Aid Office within 15 days from the date of the notification letter. Only appeals that document mitigating circumstances will be considered.

- A student may apply for an appeal and if approved, it would be valid for one semester only.
- Students who lose their eligibility for financial aid due to lack of satisfactory academic progress and do not qualify for an appeal can regain their eligibility if they are able to correct their deficiency. This can be accomplished by taking courses at SVCC with out-of-pocket funds. It is important to realize that failure of the 150% Rule is permanent and all coursework will be considered for the 150% and 67% Rules.