

## YOUNG HARRIS EARLY COLLEGE SATISFACTORY ACADEMIC PROGRESS POLICY (Non-Degree Seeking Students)

As recipients of aid from the State of Georgia, Young Harris Early College (YHEC) students are subject to meeting Satisfactory Academic Progress (SAP) as mandated in the State Regulations. SAP means a student is progressing through their academic classes and completing the requirements of those classes. There are two components to SAP for YHEC/Non-Degree seeking students – Qualitative (GPA) and Pace of Progression (Completion Rate).

### Components

1. **Qualitative (GPA) Requirements** – Students are required to maintain a cumulative SAP grade point average (GPA) at or above 2.0. **Transfer and Learning Support grades are NOT counted when determining the SAP GPA.** The Office of Financial Aid determines SAP by evaluating the GPA based on the following grades – A, B, C, D, and F. Grades of P and NP given during the COVID19 pandemic will not count toward the student’s Qualitative Requirement.

**Pace of Progression (Completion Rate)** – Students are expected to successfully complete a minimum of 67% of their total credit hours attempted. Grades of A, B, C, and D are considered to be successful completion of a course. Grades of F, W, and WF are **NOT** considered to be successful completion of a course. Grades of P and NP given during the COVID19 pandemic will count toward the student’s Pace of Progression. A grade of P will be considered as a successful completion of a course, however, a grade of NP will NOT be considered successful completion of a course. In addition, hours for repeated courses and hours for which a student received grade forgiveness **will be** included in the attempted hour’s total. Completion Rate is determined using the following calculation:

$$\text{Completion Rate} = \frac{\text{Cumulative Completed Hours}}{\text{Cumulative Attempted Hours}} * 100\%$$

### SAP Review Process

The Office of Financial Aid will review SAP at the end of EACH academic semester to determine if students are meeting the minimum standards for EACH of the components (GPA and Pace of Progression) listed above. The following are the statuses to be determined:

**Meeting SAP** – Students who are determined to be in compliance with all of the SAP components will be Meeting SAP standards.

**SAP GPA Warning** – Students who are **NOT** meeting the **GPA component** of SAP will be placed on SAP Warning for **ONE** semester following the review. A student is eligible to have their Dual Enrolled classes paid for by the State during the Warning period. Students will be notified of their SAP Warning status by the YHC Financial Aid Office.

**SAP GPA Suspension** – Students who are **NOT** meeting the **GPA component** of SAP at the end of their SAP Warning semester, will be placed on SAP Suspension and will **NOT** be eligible to have their Dual Enrolled classes paid for by the State. Students placed on SAP Suspension will have the opportunity to submit an SAP Appeal if they have extenuating circumstances.

**SAP Pace of Progression Notice** – Not meeting the Pace of Progression component will **not** impact a student’s ability to receive State aid as a Dual Enrolled student. **However, if a student does not meet this component, it could have significant impact on their ability to receive Financial Aid as a Traditional-Degree Seeking student if the student chooses to attend college after High School graduation.**

### **SAP Appeal Process**

Students who experienced extenuating circumstances that resulted in their not meeting SAP GPA requirements will be allowed to submit an SAP Appeal form to the SAP Appeal Committee. Extenuating circumstances **MUST** be due to a situation beyond the student's control and may include death of an immediate family member, or injury or illness of the student or an immediate family member. Documentation of the circumstance **MUST** be submitted with the SAP Appeal. **SAP Appeals must be submitted NO LATER than two weeks prior to the beginning of the semester for which the student is appealing.** Decisions of the SAP Appeal Committee are final. The SAP Appeal Form can be obtained from the YHC Financial Aid Office, or the YHC Dual Enrollment Office.

If the SAP Appeal is approved, then the student is placed on SAP Probation. The student will then have **ONE** semester to meet SAP Requirements. Students are eligible to have their Dual Enrolled classes paid for by the State. SAP will be reviewed at the end of the SAP Probation semester, and if the student is NOT meeting the requirements, they will be placed on SAP Suspension for the next semester they enroll.

### **Avoiding SAP Issues**

**Withdrawing from classes** – Sometimes withdrawing from courses is inevitable, however, students should always speak with YHC Dual Enrollment personnel or their High School Counselor to be sure they understand the repercussions of withdrawing from courses. Also, students should speak with their professor to see if there may be a way to avoid withdrawing from courses.

**Course Load** – Sometimes students take a heavy course load, or, take too many demanding courses in one semester. Students should speak with their advisor and/or professors to ensure they are taking the appropriate courses to stay on track academically and to meet the SAP Requirements.

**Dedication** – Before enrolling in courses, students should determine if they have a good understanding of what is involved in Dual Enrolled classes as well as a willingness and ability to put forth the time and effort needed to be successful.

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