



**YHC SATISFACTORY ACADEMIC PROGRESS  
(TO RECEIVE FINANCIAL AID)**

Federal and State regulations require schools to establish Satisfactory Academic Progress (SAP) standards for recipients of financial aid. Satisfactory Academic Progress (SAP) means proceeding toward a timely, successful completion of degree requirements. Standards are set on qualitative progress (grade-based) and quantitative progress (pace and time frame).

Students receiving funds from any federal, state or institutional aid program, including Federal Grants (Pell, FSEOG), Federal Stafford Loans, Federal PLUS (parent) Loans, Federal Work-Study, state scholarships/grants (Zell Miller Scholar, HOPE, GTEG, et al), and Young Harris scholarships/grants/work-study/loans must demonstrate and maintain satisfactory academic progress as outlined below. The Office of Financial Aid will measure Satisfactory Academic Progress on all students who receive financial aid at the end of each semester. **Some financial aid programs including Zell Miller Scholar, HOPE, YHC Academic/talent Scholarship and some federal grant programs may require more than the minimum SAP requirements set forth in this policy** (consult the Financial Aid Office with any questions).

**Qualitative Progress** – The Office of Financial Aid determines Satisfactory Academic Progress (SAP) by evaluating the cumulative grade point average (GPA) on a four-point scale based upon local (Young Harris College) credit hours attempted. The following grades are used in computing a cumulative GPA: A, B, C, D, and F. The Registrar’s Office provides the Office of Financial Aid with the Local Credit Hours Attempted, Local Hours Completed, and Local Cumulative GPA. The Financial Aid Office will review all students receiving financial aid at the end of each semester. The following chart indicates the required GPA within each credit hours attempted category. ***Transfer grades are not counted when determining qualitative progress.*** Part-time students will have their eligibility measured on an equivalency basis.

Credit Hours Earned	Cumulative GPA Required
0 – 29	1.80
30– 59	1.90
60 and above	2.00

**Quantitative Progress** – Students receiving financial aid must demonstrate measurable progress toward the completion of their degree program. **Young Harris College requires students receiving financial aid to maintain an overall (cumulative) completion rate of 67% of credit hours attempted.** Credit hours attempted will be defined by the Office of the Registrar (see YHC Catalog Academic Information). Only grades of A, B, C, and D are considered as successful completion of a course. At the end of each semester, the quantitative progress of each student receiving financial aid will be reviewed. Transfer credits, including courses taken as a transient student, do not count in the calculation of YHC GPA, but are included in the attempted hours, earned hours, and maximum time frame standards. *Note: If a student is placed on Financial Aid Warning, Probation or Suspension because of Incomplete Grades, it is up to the student to notify the Financial Aid Office upon successfully completing the course(s).* If a student withdraws from any course after the drop/add period, the hours dropped will be counted as attempted hours when determining quantitative progress. Repeated courses, for which a passing grade was previously awarded, are included in attempted hours and grade point average calculation but not earned hours. A student’s quantitative progress is determined by dividing credit hours earned by the total hours attempted. Part-time students will have their eligibility measured on an equivalency basis.

**Maximum Time Frame** - The maximum time for completion of degree requirements for students receiving aid is one and one-half times the length of the degree program (150% of length of the educational program as published by the YHC Academic Policy found in the YHC Catalog). Frequent withdrawals from courses or school, change of major, failed courses, repeated courses or courses taken that are not related to the degree program could jeopardize financial aid. If a student withdraws from school and re-enrolls at a later date, those withdrawn courses will count towards time spent on the degree program. A student pursuing a double major at the same time must adhere to the 150% time frame. A transfer student's time frame will be based on the sum of the attempted hours at YHC **plus** the transfer credit hours accepted toward the student's degree program.

**SAP Review Process** – The cumulative YHC academic history of all financial aid recipients is reviewed at the end of each **semester** to determine if the student is meeting the quantitative, qualitative and time frame standards. This includes all courses attempted or transfer accepted credits regardless of whether financial aid was received or not. Transfer credits, including courses taken as a transient student, do not count in the calculation of YHC GPA, but are included in the attempted hours, earned hours, and maximum time frame standards. Students who fail to meet **all** of the criteria outlined above will be placed on **Financial Aid Warning** for the next semester which the student is enrolled. **Students placed on Financial Aid Warning are eligible to receive financial aid for ONE ADDITIONAL SEMESTER, or payment period, as long as the aid in question is not subject to a higher GPA requirement. If the student does not meet satisfactory academic progress at the end of their additional semester, or payment period, the student will be placed on Financial Aid Suspension. That means that the student will lose financial aid eligibility and future aid will be suspended beginning with the next semester or payment period in which the student is enrolled.** The student will remain on **Financial Aid Suspension** without aid eligibility until SAP standards are met. While students should be aware of this policy and their financial aid standing, every effort will be made to inform students by a letter sent to the last known address of any student placed on Financial Aid Warning or Suspension. The letter will contain a copy of the YHC Financial Aid Satisfactory Academic Progress Policy and the Appeal Process. If students feel that they have circumstances that warrant an appeal, they may request an appeal of Financial Aid Suspension. See the appeal process below.

**Reinstatement** – Once eligibility has been reestablished by meeting the SAP standards, the student should contact the Office of Financial Aid.

**Appeal Process** – The student may appeal a loss of financial aid by writing to the Director of Financial Aid for the Financial Aid Appeals Committee to consider extreme and unusual circumstances. **The appeal letter must be submitted no later than two weeks prior to the suspension status semester.** Each appeal will be reviewed on a case by case basis by the Financial Aid Appeals Committee in a timely manner. The Committee may request documentation of mitigating circumstances as indicated by the student appeal. The student will be notified of the Committee's decision in writing. The decision of the Appeals Committee is final. If the Appeals Committee rules in favor of the appeal the student will be placed on **Financial Aid Probation**. A student placed on Financial Aid Probation is eligible for financial aid for ONE SEMESTER and has to comply with the satisfactory academic progress standards and the requirements outlined by the Appeals Committee. Their academic performance will be reviewed at the end of that next semester for continued financial aid eligibility.

**NOTE:** Full-time students receiving financial aid must enroll for at least 12 hours per semester. Part-time students will have their eligibility measured on an equivalency basis.

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