

QUINCY COLLEGE

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SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Please read all this information carefully.

You are responsible for understanding these requirements.

Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The **qualitative** and **quantitative standard** used to monitor academic progress must be cumulative and must include all periods of the student's enrollment including periods for which the student did not receive financial aid.

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:

Cumulative GPA (Minimum GPA of 2.0)

Number of credits attempted (Maximum allowable is 90)

Rate of completion (2/3 credits attempted must be completed successfully)

Failure to meet the Quincy College Satisfactory Academic Progress may result in the loss of financial aid eligibility.

Cumulative GPA: The Qualitative Measure of SAP

In order to meet SAP standards for financial aid, students must have a 2.0 GPA at the end of each term. If the student has not achieved the necessary GPA, there will be given one semester of academic warning (probationary period). By the end of this semester, GPA must be 2.0. If the student's GPA does not improve to the required level after the probationary period, they will lose their financial aid eligibility.

Transfer students must meet the minimum cumulative/term GPA requirement for all terms enrolled at Quincy College.

Students enrolled for the purpose of earning a second associate degree or a Certificate must maintain a cumulative/term GPA of 2.0 for all terms of enrollment.

Credits Attempted and Credits Earned: The Quantitative Measure of SAP

Student must successfully complete 2/3 of all attempted credits (67%). Federal regulations allow students to receive aid for 150% of the published length of an undergraduate program. Quincy College publishes in its catalog that students can earn the AA/ AS degree by completing 60 credits (Other than Nursing and Health Sciences). Students at Quincy College, therefore, may receive aid for a maximum of 90 credits. Once a student has attempted 90 credit hours at Quincy College (including transfer credits), she /he is no longer eligible to receive financial aid and this standing cannot be appealed.

Transfer credits that are accepted by Quincy College are not included in the rate of completion but are counted towards maximum credits. Quincy College reviews SAP progress for all students at the end of each fall and spring semester and sends notices to students of any deficiencies that may exist. Deficiencies can result in the loss of financial aid.

Policies Regarding Course Work:

Incomplete Grades

Students who receive grade of Incomplete may not meet the minimum GP A requirements. Students are advised to contact Financial Aid office to find out if it would be appropriate to file an appeal. They should also contact Financial Aid Office when the grade of incomplete has been replaced by a letter grade. If the course work to resolve the grade of incomplete is not adequately completed in one semester, the grade changes to an "F" and is included in the calculation of GPA.

Dropped Credits

Students who drop classes after the end of the 100% refund period may encounter difficulties in meeting SAP standards. Students considering dropping classes after 100% refund period should consult with Financial Aid Office to review the

impact of dropping a course on their future eligibility for financial aid. Be aware that students will receive a "W" after the add/drop period which will effect credits attempted.

Withdrawal from All Course Work

Students who withdraw from all courses should consider its impact for their SAP status and discuss this with Financial Aid Office.

Repeated Course Work

There is no limit to the number of times that a student may repeat a course if the grade is an F. Students may receive financial aid twice for a previously passed class. Financial Aid funds cannot be used for retaking a previously passed course for a third time. Credits for repeated courses count only once as credit earned and only once in a student's GPA; however, these credits are counted as attempted credits. The highest grade in a repeated course is used in calculating GPA.

Remedial Course Work

Remedial courses are considered the same as credit courses for tuition, full-time academic standing and for SAP with the exception that these courses do not count towards degree completion. These courses are included in the calculations of the 2/3 completion requirement and in the maximum limit of 90 credits attempted. Financial aid may be paid for up to 30 non-degree credits. Courses that do not earn any college credits are not eligible for Title IV funds and are not included in any SAP calculations.

Notification of loss of Eligibility

The Financial Aid office sends notices to students receiving financial aid at the end of each fall and spring semester, if there is any deficiency under SAP policy. Students who fail to meet the minimum SAP requirements may be ineligible to receive aid in subsequent semester.

The student has the right to appeal the denial of financial aid. The appeal should be submitted **no later than the midpoint of the semester for which you are enrolled or it may be denied.**

Appeals submitted in the last week of the semester will not be reviewed.

Please get in touch with Financial Aid Office to pick up a **Financial Aid Appeal Form**. The SAP committee will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record. If your appeal is approved, you will be notified by mail or email.

If the appeal is not approved, the student will not receive financial aid until SAP requirements are met.

All decisions of the SAP committee are final.

SAP Holds

When a student fails to meet the SAP policy and loses financial aid eligibility, a HOLD is placed on the student's record that prevents the student from receiving any further financial aid. This hold does not prohibit the student from registering for classes. If an appeal is filed and approved, the hold is removed and the student is eligible to receive the financial aid.