

Frequently Asked Questions (FAQ) about Satisfactory Academic Progress (SAP)

What is Satisfactory Academic Progress (SAP)?

Federal regulations state that if you receive federal financial aid, you must maintain a satisfactory rate of progress toward the completion of a degree (i.e. you must pass and earn a certain number of classes/credits) and must be in good standing based on a cumulative grade point average (GPA). These are federal guidelines, not guidelines specific to Guilford College. The specific guidelines are below, and you can read more about the full SAP policy [here](#).

Does this really mean I can't receive any financial aid?

If you do not meet Satisfactory Academic Progress, you cannot receive federal financial aid ***unless you submit and are granted an appeal***. You may still be able to receive private loans and/or participate in a tuition payment plan for your expenses. It also does not mean that you are necessarily “kicked out” of or suspended from Guilford College.

How do I submit an appeal?

In order to qualify for an appeal, extenuating circumstances (i.e. medical or physiological circumstances, personal/family emergency, military service/deployment, etc.) must have prevented you from maintaining Satisfactory Academic Progress. If you feel that you have had extenuating circumstances that prevented you from maintaining Satisfactory Academic Progress, your next step is to schedule an appointment with your Academic Guide or your Faculty Advisor. You will work together to develop an academic plan that you will follow to improve your academic performance. This will include reviewing your scheduled classes for the next term and/or year and create goals to ensure that you maintain Satisfactory Academic Progress. With your Academic Guide or Faculty Advisor, complete this form, and submit it to the Office of Financial Aid.

My appeal was approved. Now what?

Your financial aid is reinstated for the following term. You will also be placed on Financial Aid probation. Your academic progress will be checked at the end of that term to ensure that you have met the goals of your plan. Do your best to follow through with the plans you developed with your Academic Guide or Faculty Advisor. Notify the Office of Financial Aid if any changes to your schedule or plan arise. If you meet your plan goals at the end of the term, you will resume financial aid eligibility until the next SAP review (end of spring term). If you fail to meet the requirements of your academic plan for that term, you will lose financial aid eligibility for the following term.

What if I can't get off Financial Aid Probation in one semester?

If it is statistically impossible for you to meet SAP after one term of Financial Aid Probation, an academic plan will be required to span over two semesters. If a Financial Aid Probation period is granted based on an academic plan, you must meet the terms of your academic plan after each semester to continue your Financial Aid Probation period. If the terms of the academic plan are not met after each review, you will have your financial aid suspended for the following term.

What are the specific guidelines I have to follow to maintain Satisfactory Academic Progress?

- Satisfactory Academic Progress is checked at the end of each spring semester to ensure that you are maintaining a satisfactory pace of completed credits and cumulative Grade Point Average within the maximum time frame allotted by federal aid.
 - **Pace Requirement:** Both undergraduate and graduate students must successfully complete 67% of the cumulative attempted credits.
 - **Cumulative Grade Point Average:** The grade point average calculated at Guilford from all credits taken.
 - For undergraduate students they must meet the following:
 - The required minimum cumulative GPA requirement is 1.6 for students who have earned 53 credits or less.
 - The required minimum cumulative GPA requirement is 1.8 for students that have earned 54 to 86 credits.
 - The required minimum cumulative GPA requirement is 2.0 for students that have earned 87 credits or more.
 - For graduate students they must meet the following:
 - A cumulative GPA of 3.0 must be maintained.
 - **Maximum Time Frame:** The maximum period in which students may receive financial aid based on the degree program in which they are enrolled. Students have a maximum period of 150% of the credits required to complete the program to remain eligible.
 - Bachelor's degree programs that require 128 credits to graduate will have a total of 190 attempted credits allowed, not to exceed six calendar years from the beginning of the initial semester including periods of non-enrollment.
 - Graduate degree programs that require 40 credits to graduate will have a total of 60 attempted credits allowed, not to exceed 4 calendar years from the beginning of the initial semester including periods of non-enrollment.
 - There are limited appeals or extensions of the 150% maximum time frame rule. Students may continue to receive limited federal financial aid assistance and will also be able to apply for private loan funding or participate in a tuition payment plan for their educational expenses.

SAP Process

1. At the end of each **spring** semester, the Office of Financial Aid determines if students have or have not maintained Satisfactory Academic Progress.
2. The Office of Financial Aid sends out letters, notifying students who have not maintained Satisfactory Academic Progress; financial aid is suspended for the following academic year (including summer).
3. If you feel you are eligible to appeal, due to extenuating circumstances, schedule an appointment with your Academic Guide or Faculty Advisor.
4. With your Academic Guide or Faculty Advisor, create an academic success plan, including classes you will take, for the following term or year, and complete your appeal form.
5. Submit your appeal form, and any necessary supporting documentation, to the Office of Financial Aid.
6. The Office of Financial Aid will review your appeal form and notify you if your appeal has been accepted and approved.
7. If your appeal is denied, your financial aid is not reinstated.
8. If your appeal is accepted, your financial aid is reinstated for the following term (including summer), and you are placed on Financial Aid probation.
9. If you have made an academic plan to cover two semesters, then at the end of the fall term, your academic progress will be checked to see if you have met your academic plan and/or are maintaining Satisfactory Academic Progress.
 - a. If you are maintaining Satisfactory Academic Progress at this point, you are then moved off of Financial Aid Probation, and your financial aid will continue to be in place, unless you do not maintain Satisfactory Academic Progress in the future.
 - b. If you are not maintaining Satisfactory Academic Progress at this point, but have followed through with your academic plan, you will remain in Financial Aid Probation for the following term.
 - c. If you have not followed through with your plan and are not maintaining Satisfactory Academic Progress, you will then be moved to financial aid suspension.