

Financial Aid Satisfactory Academic Progress Standards

Dalton State College is required to establish satisfactory academic progress (SAP) standards for financial aid recipients in accordance with U.S. Department of Education regulations. These standards apply to all financial aid applicants, regardless of whether financial aid was received during the academic term(s) under review and regardless of when and where the classes were taken. These standards are effective for the Summer 2009 term, for grades reviewed after the Spring 2009 term.

Students must meet Satisfactory Academic Progress requirements to receive the following types of aid:

- ◆ Federal aid, including Stafford Loans and the following grant programs: Pell, SEOG, ACG and SMART
- ◆ State aid, including HOPE Grants and Scholarships and the LEAP Grant
- ◆ Federal and Institutional Work Study

Satisfactory Academic Progress Standards

Students must meet requirements in all three areas listed below in order to make satisfactory academic progress: Grade Point Average, Course Completion Rate, and Maximum Time Frame.

1) Grade Point Average (GPA)

The minimum GPA for financial aid recipients is governed by Dalton State academic performance standards. In order to retain financial aid eligibility, the student must maintain the following cumulative GPAs based on Dalton State GPA hours.*

- 1-14 GPA hours – 1.0 cumulative GPA
- 15-29 GPA hours – 1.6 cumulative GPA
- 30-44 GPA hours – 1.8 cumulative GPA
- 45+ GPA hours – 2.0 cumulative GPA

Financial aid is automatically suspended after a term where all grades are F, U, WF and/or WU, or a combination of these grades and Ws, or you are withdrawn from classes for non-attendance.

2) Course Completion Rate

Financial aid recipients must pass at least 67% of all hours attempted. Semester hours attempted include all hours on a transcript since high school graduation except audit and credit-by-exam hours. Only grades of A, B, C, D, S, IP, TA, TB, TC, TD, and TS are considered satisfactory and passing for financial aid purposes.

The following are considered when evaluating a student's satisfactory academic progress:

- ◆ Withdrawals (W, WF, WU), incompletes (I), failures (F) and unsatisfactory (U) grades are considered attempted, but not earned hours.
- ◆ Repeated courses and courses for which the student has been granted academic renewal are included in the calculation of both attempted and earned hours. Refer to the appropriate catalog for an explanation of how course repeats affect GPA.
- ◆ Audited courses are not considered in credits attempted or earned.
- ◆ Learning Support courses are included in the calculation of both attempted and earned hours for Course Completion Rate. Financial aid will not pay for learning support classes in excess of 30 attempted hours.
- ◆ *Transfer credits*, including those earned during transient study, do not count in the calculation of your Dalton State GPA, but *are included in the calculation of both attempted and earned hours.**

3) Maximum Time Frame

Eligible students may receive financial aid for up to 150% of the number of semester hours required to earn a degree or certificate. Attempted hours include both Dalton State and transfer hours, regardless of when the classes were taken. Learning Support courses do not count as attempted hours in the Maximum Time Frame calculation. Find the maximum attempted hours allowed by your program of study at www.daltonstate.edu/finaid/SAP.htm.

Attempted hours for maximum timeframe are calculated in the following way (continued on the back):

*Note: HOPE Scholarship GPA is calculated using ALL attempted hours - DSC and transfer hours. HOPE Scholarship students must have a 3.0 HOPE GPA at all checkpoints (End-of-Spring, 30, 60 & 90 attempted hours) in order to retain the HOPE Scholarship.

Students with no prior certificates or degrees – all attempted hours (both Dalton State and transfer) count towards the maximum timeframe.

Students with prior certificates or degrees – Students with prior certificates or degrees are given additional time to pursue additional educational goals; however, the following limits will be applied:

- ◆ A maximum of two degrees or certificates at the same level will be allowed.
- ◆ The overall maximum timeframe, based on the student’s highest degree level is:
Certificate – 120 hours; Associate Degree – 175 hours; Bachelor’s degree – 225 hours.

Students may be required to appeal to document certificates/degrees earned at other institutions.

When SAP Reviews Occur

Financial Aid Satisfactory Academic Progress is reviewed after Spring Semester (exceptions – students in the following scenarios are reviewed each term: 1) no passing grades for the term; 2) MINI certificate majors, due to program length; 3) students receiving aid under a SAP appeal waiver). Suspension notices are emailed within 48 business hours of the “grades due to Enrollment Services” date on the semester calendar. Financial aid applicants are also reviewed when application is made, if SAP status has not been evaluated since the last term enrolled at Dalton State, or if the student has transfer hours. Students not meeting the requirements stated above will be placed on probation or suspension, as described below, and will be notified as such by the Office of Student Financial Aid through both email and mail.

Probation – Students who do not meet the minimum GPA and/or course completion rate standards are placed on financial aid probation. During the probationary period, the student is eligible to receive financial assistance.

- ◆ Probationary period – the probationary period ends at the end of the Spring Semester for students in Bachelor’s, Associate and Certificate programs, and after the next term attended for MINI Certificate students, due to program length.
- ◆ GPA – a probationary period is allowed for students whose cumulative GPA falls below the minimum GPAs indicated on page 1. *Exception: financial aid is automatically suspended after a term where all grades are F, WF and/or U in combination with Ws.*
- ◆ Course Completion Rate – a probationary period is allowed for students whose cumulative course completion rate is below 67%.
- ◆ There is no probationary period for maximum timeframe.

At the end of the probationary period, the student will be removed from probationary status if all three financial aid satisfactory academic progress standards are met. If the student is not making progress based on any of the three measures, aid is suspended.

Suspension – If the above standards are not met, the student is placed on financial aid suspension. Eligibility may be regained by meeting all three financial aid satisfactory academic progress standards, or aid may be reinstated with an approved appeal. Students who violate the Maximum Time Frame rule are automatically placed on financial aid suspension.

Appeal Procedure

Students on financial aid suspension may appeal in writing to Dianne Cox, Director of Financial Aid, Pope Student Center, Room 15, 650 College Drive, Dalton, GA 30720, phone # (706) 272-4545, fax # (706) 272-2458. Appeals must be in writing, preferably using the Dalton State authorized appeal form. Documentation of mitigating circumstances, which may include medical problems, illness or death in the family, relocation, or employment changes is encouraged. Students who reference potential disabilities or mental health concerns in their appeal are referred to Disability Support Services and/or Counseling and Career Services for additional resources. Further documentation may be required. When referred, all attempts will be made to uphold confidentiality standards where applicable under federal and state law. The director’s decision may be appealed to the Satisfactory Academic Progress Appeals Committee. If an appeal is approved, the director or Committee may set specific terms for reinstatement of financial aid, which must be met in order for the student to receive aid. Appeal forms are available in the Forms section at www.daltonstate.edu/finaid, or in the Office of Student Financial Aid.

Appeal Deadlines

Appeals must be received in the Office of Student Financial Aid **by the deadline dates below** in order to have an appeal decision before the term begins. Deadlines for the 2009-2010 academic year are:

Term	A & B session deadline	C session deadline
Summer Semester 2009	May 12, 2009	June 11, 2009
Fall Semester 2009	August 10, 2009	October 5, 2009
Spring Semester 2010	January 2, 2010	March 1, 2010
Summer Semester 2010	May 11, 2010	June 10, 2010

Appeals will be reviewed on an on-going basis by the director. The SAP Appeals Committee will meet after the deadline dates listed above, and before the term begins. Appeal decisions will be e-mailed and mailed within one week of review.

**FINANCIAL AID
 SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL**

Complete both sides of the attached form. All information contained in your appeal is confidential. This appeal is for federal and state financial aid, and institutional work-study. *It is not an appeal for Dalton State Scholarships or to override HOPE Scholarship requirements.* Keep this cover sheet for your information.

APPEAL PROCEDURE

- 1) Complete all required information on the front and back of the attached appeal form. **CLEARLY PRINT OR TYPE YOUR EXPLANATION** on the Appeal Form. If using a separate piece of paper, make sure to include your name, signature and Dalton State ID#. Sign and date the Appeal Form on the back.
- 2) *Students filing appeals for maximum time frame* must have their academic advisor or Division Chair in their major area complete the Certification of Remaining Hours form at http://www.daltonstate.edu/finaid/finaid_pdfs/Timeframe_certification.pdf
- 3) When complete, submit your appeal in person, by mail, or by fax to the Office of Student Financial Aid.

Dianne Cox, Director of Financial Aid
 Dalton State College
 Office of Student Financial Aid and Veteran Services
 Pope Student Center, Room 15
 650 College Drive ♦ Dalton, GA 30720
 FAX (706) 272-2458

- 4) Your appeal and academic records will be reviewed. You will be notified by mail or e-mail when a decision is made or if additional documentation is needed. Contact the Office of Student Financial Aid if you have any questions – (706) 272-4545 or (800) 829-4436.

APPEAL DEADLINES

Appeals must be received in the Office of Student Financial Aid at least **one week** before the beginning of a term in order to have an appeal decision before the term begins. Deadlines for the 2009-2010 academic year are:

Term	A & B session deadline	C session deadline
Summer Semester 2009	May 12, 2009	June 11, 2009
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STUDENT SUPPORT SERVICES

There are many student support services available at Dalton State College. You may wish to explore these resources to get you on the right track academically. Should any of these services pertain to the issues that you outline in your appeal, you may be asked for documentation that you have tried to mitigate your circumstances by seeking assistance.

Disability Support Services (DSS): Students with disabilities are invited to contact Academic Resources (formerly ACE Center) at Dalton State College to request reasonable accommodations for academic programs and other activities of Dalton State College. Students are encouraged to contact Academic Resources (formerly ACE Center) as soon as possible and to make an appointment with Disability Support Services (DSS) staff to begin the process of qualifying for accommodations. Professional documentation must be provided that explains and verifies the disability and resulting limitations before Disability Support Services and accommodations can be utilized. Once documentation is provided, students must allow adequate time for assessment of documentation and implementation of approved accommodations. For additional information, please contact the Disability Support Services Coordinator in Academic Resources (formerly ACE Center), lower level, Pope Student Center, (706) 272-4429.

Workshops: Workshops are provided to assist students with a variety of issues, from test taking and time management to depression and anxiety. The full list of workshop offerings, along with registration is online at daltonstate.edu/ar/career/workshop.htm.

Counseling: The Counseling and Career Services Office provides personal, career, and academic counseling for currently enrolled students at Dalton State College. Counseling and career services assists students a number of ways and is intended to enhance the personal, academic, and professional development of the individual. Personal counseling is used to assist students who are experiencing difficulties adjusting to college life. Career counseling assists students with a number of career related issues including choosing a major, career planning, resume building, job search training, and interviewing skills. Academic counseling assists students with identifying and addressing issues related to academic and classroom performance such as time management, developing study and test taking skills, addressing test anxiety, and more. To see a counselor, stop by the Academic Resources office, located downstairs in the Pope Student Center, to schedule an appointment.

P.A.L. Tutoring Program: The Peers Assisting with Learning (P.A.L.) Program is a free tutoring service for the social sciences, natural science, and other areas as requested by academic divisions. Tutoring is available on a walk-in basis, and tutoring schedules are posted each semester on bulletin boards around campus and distributed to all instructors. Students may also be referred for tutoring by their instructor. See the Academic Resources (formerly ACE Center), lower level, Pope Student Center, for more information, or call (706) 272-4429.

Math Lab: The Dalton State College Math Lab offers free tutoring for all levels of math taught at Dalton State College. It is located in Sequoyah Hall 140, and is staffed by both full- and part-time instructors and students. Find out more about the Math Lab, including hours of operation, by calling the Mathematics department at (706) 272-4440.

Writing Lab: The Writing Lab is located in Liberal Arts 315. The Writing Lab offers assistance and tutoring for all levels of English Composition courses, preparation for end-of-term English and Reading College Placement Exams, and assistance with advanced writing tasks for all subjects throughout the college. Find out more about the Writing Lab, including hours of operation, by calling the School of Humanities at (706) 272-4403.

Science Learning Center: The Science Learning Center is located in Sequoyah 115 and is staffed by both full- and part-time instructors and students. The Science Learning Center offers help in chemistry, physics, biology, earth science, and computer science. Also available are reference books and tutorial CDs for use in the Science Learning Center. Find out more about the Science Learning Center, including hours of operation, by calling the Natural Sciences department at (706) 272-4440.

DSC FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Complete both sides of this form

PLEASE PRINT CLEARLY

Reinstatement is requested for _____

Term/Year

Student's Name: _____ ID #: _____

Date of Birth: _____

Home Address: _____

Street

City, State

Zip

Daytime telephone number: _____

ACADEMIC GOALS:

Program of Study: _____ Anticipated Completion Term: _____

Please check each of the following academic and career services that you have utilized at Dalton State College:

- Math Lab Writing Lab Workshops Tutoring
 Visited with my Academic Advisor Visited with a professor(s): _____
 Visited with Academic Resources Staff _____

Information needed for your appeal – Respond to all three items below

- 1) a) **GPA & Course Completion Rate appeals** - Explain in detail (on the back of this form or on a separate page) why you failed to make academic progress. Explain any *unusual circumstances* that prevented you from earning a higher GPA or completing more courses. Withdrawing from a course to protect your GPA will not result in a successful appeal. Unusual circumstances include health problems, death of a relative, relocation, employment changes, or a documented disability.¹
- b) **Maximum Time frame/150% appeals** – Explain why it has taken you longer than average to complete your academic goals. Include reasons for major changes. If it has taken you longer than normal because of *unusual circumstances*, follow the directions for GPA & Course Completion Rate appeals to document these unusual circumstances. *Your advisor needs to complete the Certification of Remaining Hours* available at http://www.daltonstate.edu/finaid/finaid_pdfs/Timeframe_certification.pdf
- c) **If you previously had an appeal approved and did not meet the terms outlined in your SAP Appeal Contract**, please explain why you were unable to meet the conditions set in the contract.

Be specific – your appeal and documentation must present a clear connection between the extenuating circumstances and your poor academic performance during specific terms and/or your delayed graduation:

- Indicate dates and time periods involved
- Indicate how the circumstances affected your academic performance.

- 2) Attach any **documentation** you believe will help support your claim of unusual circumstances. For instance, copies of doctor bills or a statement from your physician, copies of a death certificate, etc. *In the course of reviewing your appeal, additional documentation of the circumstances outlined may be requested.*
- 3) Explain how you have overcome these issues so that you may now be successful academically.

¹ You may be referred to on-campus support services based on information provided on your appeal. Referral and/or documentation may be required before your appeal is reviewed. Subsequent appeals based on the same factor will require documentation that you followed through with any plan of action developed through Academic Resources.

