Satisfactory Academic Progress (SAP)

The Satisfactory Academic Progress (SAP) basics are outlined here as well as in the College Catalog. Copies are also available in the Financial Aid Office.

There are several policies governing Satisfactory Academic Progress, depending upon the type of aid you have received. Students receiving financial assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Stafford Direct Loans, Federal College Work-Study (FCWS) and/or South Carolina Needs Based Grant (SCNBG) program(s) must make satisfactory progress towards a degree, diploma or certificate. Continued eligibility for financial aid depends on maintaining satisfactory progress while attending HGTC.

Students may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Financial Aid satisfactory academic progress appeals forms are located on the financial aid forms page of the college website. Students will be notified of their financial aid satisfactory progress status at the end of each semester via the students WaveNet account. It is the student’s responsibility to check their financial aid satisfactory progress. Failure to complete the appeals process will result in cancellation of financial aid for any future terms. If the Financial Aid Appeals Committee decides that justifiable evidence of extenuating circumstances exists, aid may not be suspended and all payments may be made on a probationary basis. The committee will have flexibility to determine how, or if, payments are disbursed, depending on individual circumstances.

Additional SAP requirements for the South Carolina Need Based Grant and the South Carolina Life Scholarship are outlined in the Certification forms which the student signs to accept these funds annually. Click on each of these links to view these SAP requirements, if you have been awarded either of these funds.

The Lottery Tuition Assistance Program (LTAP) has a different SAP requirement. If you have attempted 24 credit hours while attending HGTC you only need to have a 2.0 GPA to be making satisfactory academic progress for this program.

If a student who has not previously received Federal or State aid becomes eligible in later semesters, he/she must meet the same Standards of Satisfactory Academic Progress (SAP) as required of a student who has been receiving aid since their first semester.

Any student may appeal any decision regarding financial assistance and Satisfactory Academic Progress (SAP) to the Financial Aid Appeal Committee.

The Satisfactory Academic Progress Status for each student and any changes in Status will be posted at the end of each semester after grades are posted, and upon the rendering of an appeal decision, on WaveNet.

Access your WaveNet account using the username and password set up upon enrollment to review your financial aid Satisfactory Academic Progress (SAP).

Because of FERPA (federal privacy act) regulations, this information cannot be communicated by phone. Please check your SAP status on the link above.

Why do you need to know this?

When you receive financial aid funding from Federal or state sources, there are conditions that you must meet in order to maintain eligibility. Basically, there are three conditions of Satisfactory Academic Progress: hours completed, grades and degree completion time frame. You must satisfy all three conditions in order to continue to receive Federal or state financial aid.

Hours Completed:
You must complete at least 67% of the course hours for which you were enrolled. Transfer courses that count toward your program are included in this calculation and this percentage is cumulative for your attendance at HGTC. Federal regulations establish a minimum completion rate of 67% of attempted credits, in order to remain in good financial
aid standing. For example: if you have attempted 80 credits, you must have completed 54 of the credits to be considered successfully meeting the minimum completion rate.

**How Will My Hours Be Evaluated?**

- Evaluation will occur at the end of each semester, after final grades are posted, for all students.
- Audited courses are ineligible for financial aid funding and do not count toward the total number of earned credit hours for that semester; however, they DO count toward your maximum cumulative credit hours.
- College Level Examination Program (CLEP) credits are not eligible for financial aid funding.
- REPEAT courses are counted in the total number of credits for that semester and may only be funded twice with state and/or Federal financial aid.

**Grades:**

To maintain Satisfactory Academic Progress, you must maintain a minimum 2.0 cumulative grade point average. Evaluations will occur at the end of every semester, after final grades are posted, for every student.

- Please note: if you are on an appeal approval, you must maintain a cumulative 2.25 for all courses completed in that term.

**Degree Completion Timeframe:**

The maximum time frame for the completion of a degree is limited by Federal regulations to 150% of the published length of the degree program. This includes transfer credits and all attempted credit hours including completed credits, audits, incompletes, withdrawals and repeated or failed classes.

The Financial Aid Office reviews your number of credit hours attempted at the end of every semester. Once you exceed the maximum time frame for your program, you will no longer be eligible for Federal or state financial aid for any future semesters at HGTC.

HGTC automatically allows the maximum credits as specified by Federal regulations, an appeal for an extension will only be considered for extraordinary circumstances.

According to regulations, limits are as follows: Students are eligible for financial aid up to 150% of their degree requirements, based on what is published in the official HGTC catalog. This includes transfer hours.

**Check WaveNet and your WaveNet e-mail regularly**

We expect you to be aware of your own progress, but we will notify you by e-mail and through WaveNet at the end of each semester, after grades are posted. For this reason, it is imperative that you regularly check your WaveNet student e-mail account and your Financial Aid tab.

**What happens if I do not meet the standards of academic progress?**

The first time you do not meet standards of academic progress, you will be placed on Warning for a semester. You will receive notification of your Warning status via e-mail and your WaveNet Financial Aid tab. Once you are placed on Warning, you must attempt to regain good academic standing. During your Warning term you will be allowed to receive financial aid, provided you meet all other eligibility requirements.

If you are unable to regain good academic standing during your Warning term, you will immediately be suspended from financial aid and be notified by e-mail and by notice on your WaveNet Financial Aid tab. To attempt to regain eligibility, you may attend courses and pay for them on your own or with private funding OR you may submit an appeal if you have extenuating circumstances that you feel prohibited you from maintaining satisfactory academic progress.

The appeals form can be obtained online. Your appeal must include supporting documentation of your extenuating circumstances that contributed to your failure to maintain good academic standing, as well as what has changed that will allow you to regain good academic standing with continued financial aid.
Appeal Process

To process an appeal, you must do the following:

• Download a Satisfactory Academic Progress (SAP) Appeal.
• Be sure your name and student number are on all documents.
• Include a statement explaining the reason(s) why satisfactory progress was not made in the enrollment/period(s) in question.
• It is extremely important that you include documentation to support your statement. Examples: Letters from health providers, copies of medical bills showing health provider visits, any other statements or documentation to support your extenuating circumstance that prevented you from making satisfactory progress. Your appeal will not be reviewed by the committee if documentation is not provided.
• Include what has changed and your plan(s) for making satisfactory progress.
• Your appeal form must be signed by an academic advisor or counselor, indicating that you have met with them and developed an academic plan. You must also include a copy of your academic plan with your appeal form.
• Return your complete appeal packet to the Financial Aid Office.
• Appeals are reviewed by a committee.
• You will be informed of the committee’s decision by e-mail and the status will be posted on your WaveNet Financial Aid tab.
• The committee’s decision is final.