

Financial Aid Policies

**Your Guide to Student Financial Aid
at Augusta University**

 **AUGUSTA UNIVERSITY**
Division of Enrollment
and Student Affairs
Financial Aid

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FINANCIAL AID POLICIES

Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) on studentaid.gov. Augusta University's school code is **001579**.

Some federal funds and need-based scholarships have limited funding. Every award year, the initial group of students who receive priority eligibility consideration for these limited funds will be comprised of students who:

- Have been accepted for admissions or already admitted to an Augusta University eligible program, **AND**
- Submitted the new award year's properly completed FAFSA to the FAFSA Processing System (FPS), and listed Augusta University on their FAFSA as one of their colleges of choice, **AND**
- Completed all additional eligibility requirements for that award year which were reflected on POUNCE under "Student Requirements."

It is important to note that all of the limited funds can be exhausted even before all the otherwise eligible students in the initial priority consideration group are awarded.

In the event any funds are still available after we have considered and awarded all the eligible students in the initial priority consideration group, we will then award any remaining funds to eligible students who meet the above criteria until the funds are exhausted.

Federal Pell Grant and Federal Direct Loans are not limited federal funds. Students can apply and be awarded any time during the award year as long as they still meet all eligibility criteria once they have satisfied all requests for any additional documentation.

Accept/Decline Loans Offer In POUNCE

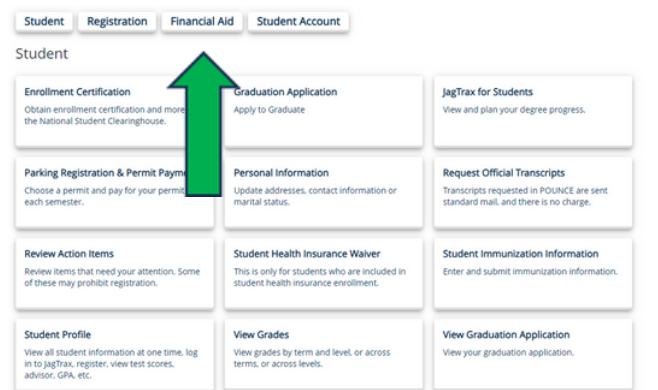
POUNCE is the system you'll use to accept or decline your financial aid, register for classes, and view and pay your bill.

Follow the steps below to login to POUNCE:

- Go to pounce.augusta.edu.
- Login with your Augusta University username and password.



- Click on "Financial Aid."

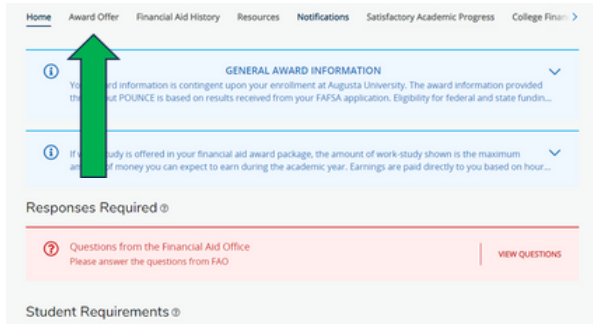


- Click on "Financial Aid Dashboard."

Financial Aid



- Click “Award Offer.”



- While you can take the entire loan amount that is offered to you, you must remember that you will have to repay whatever you borrow plus interest. Instead, it is advisable to borrow **only what you need.**
- Scroll down until you see your financial aid offers, take action to accept, decline or modify your loan(s), then click “Submit.”
- Grants and scholarships are automatically accepted. No action is required.

Options to Pay Net Cost

Loans

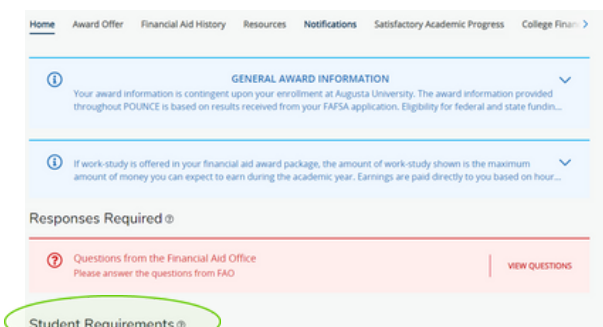
Type	Fall 2021	Spring 2022	Amount	Take Action
Federal Direct Loan - Sub	\$2,750.00	\$2,750.00	\$5,500.00	Select
Federal Direct Loan - Unsub	\$1,000.00	\$1,000.00	\$2,000.00	Accept
	\$3,750.00	\$3,750.00	\$7,500.00	Decline
				Modify

Submit

Student Requirements

After taking action on your loan offer(s), review your Student Requirements to ensure that no outstanding tasks will prevent you from receiving your financial aid.

Click “Home” and review under ‘Student Requirements.’



HOPE and Zell Miller Scholarships

The HOPE and Zeller Miller Scholarships are available to qualifying Georgia residents who demonstrate academic achievement. The information provided here represents only highlights of the program regulations, so please visit www.gafutures.org for complete information.

Basic HOPE and Zell Miller Scholarship Eligibility Requirements:

- You must be a resident of Georgia.
- You must be a citizen or eligible non-citizen to receive funding.
- You must be in a degree seeking program.
- You must be maintaining Satisfactory Academic Progress (SAP).
- You must not be in default or owe repayment on any federal or state aid.
- Male students must be registered for Selective Service.
- You must be in compliance with the Georgia Drug-Free Postsecondary Education Act of 1990.
- Once you earn your first Bachelor’s degree, you are no longer eligible for the HOPE or Zell Miller Scholarship.

Applying for the HOPE and Zell Miller Scholarships:

To apply for the HOPE or Zell Miller Scholarship, complete the Free Application for Federal Student Aid (FAFSA) on studentaid.gov or the GSFAPP on gafutures.org. Additionally, a HOPE Scholarship Request Form must be submitted if a student is not a current recipient or transferring from an out-of-state institution. Graduating high school seniors do not need to submit a request form.

You must have an application on file by the last day of the semester to receive the HOPE or Zell Miller Scholarship for that semester.

HOPE and Zell Miller Scholarships (continued)

Amounts:

The initial HOPE Scholarship award amount assumes the maximum amount for which you are eligible each semester. The HOPE award will be reduced if you enroll in fewer than 15 credit hours.

The Zell Miller Scholarship pays the standard undergraduate tuition rate.

The HOPE and Zell Miller Scholarship award amounts cannot exceed your total tuition charges for the semester. The HOPE/Zell Miller Scholarship does **not** cover fees.

Continuing Eligibility:

HOPE scholarship recipients must maintain a 3.00 HOPE GPA.

Zell Miller Scholarship recipients must maintain a 3.30 Zell Miller GPA.

Students can track their academic eligibility information by logging onto the My GAfutures tab at <https://gsfc.georgia.gov/>.

Students' grade point average is reviewed at the end of each Spring semester as well as the 30th, 60th, or 90th attempted semester hour. This includes courses attempted after high school graduation at all prior institutions attended as well as Augusta University.

The HOPE and Zell Miller Scholarships pay up to 127 **ATTEMPTED** semester hours or 127 paid hours, which includes prior institution hours and Augusta University attempted hours. Attempted hours include all courses a student has passed, failed, repeated, and/or withdrew from.

Students have 10 years from their high school/home school/GED completion date to use HOPE/Zell Miller Scholarship funds.

A student who received HOPE Scholarship prior to Summer 2011 is not subject to the 7 year limit. Students who serve in the military after high school graduation may receive an extension to this limit.

Transient Students:

Transient students attending Augusta University must have their HOME institution electronically send a HOPE Transient Certificate of Eligibility to our office before we will be able to award funds. Depending upon the student's HOME institution's transient policy, the student may have to pay out-of-pocket and be reimbursed. The student's HOME institution must be a HOPE-approved institution in order to receive funds.

Augusta University students attending elsewhere as a transient must submit the [Intent for Transient Study](#) to our office.

Scholarships

Augusta University utilizes Scholarship Universe to assist students in applying for scholarships. Through Scholarship Universe, students are matched to a variety of institutional and external organizations scholarship opportunities. Scholarships are based on need, merit, and/or talent.

In order to qualify for need-based scholarships, students must complete the Free Application for Federal Student Aid (FAFSA).

Most institutional scholarships have a deadline of February 1st for the upcoming academic year (ex: February 1, 2024 is the deadline for Fall 2024/Spring 2025). Scholarships offered through our departments/colleges may have different deadlines. Please consult your area of study for more information.

Log into augusta.scholarshipuniverse.com with your Augusta University username and password to apply for scholarships!

Terms and Conditions of your Financial Aid

When you accept your financial aid, you agree to fulfill the following responsibilities, including the terms and conditions set by the state and federal regulations for financial aid. All financial aid awards are subject to change based on your academic status, academic progress, state residency, enrollment status, Satisfactory Academic Progress (SAP), or eligibility changes made by you or by Augusta University. All student financial aid awards are contingent on the availability of funds and are awarded according to these Students Aid Policies.

In addition, federal financial aid regulations required Augusta University to obtain the student's consent each year before we can use electronic processing and notification of awards. If you do not wish to use electronic processing, you will not be able to accept your financial aid award online and must notify our office in writing of your desire to apply for financial aid.

- I understand that State Scholarship and Grant Programs are awarded based on state rules and regulations which are subject to change.
- I understand that HOPE/Zell Miller Scholarship does not pay for institutional fees.
- I understand that the Office of Student Financial Aid does not drop students from their courses. It is my responsibility to contact the Registrar's Office when I wish to make any adjustments to my course schedule before, during, or after the schedule adjustment period.
- I understand that I must repay any aid received if my eligibility status has changed because of inaccurate data, a change in my academic standing, and/or any other information received by the Financial Aid Office which requires a review of my eligibility.
- I understand that my Cost of Attendance (COA) may change due to new budget regulations issued by the Board of Regents, if I accept a Graduate Assistantship, or receive any type of tuition or fee waiver. A change in my Cost of Attendance (COA) may affect the amount of financial aid I am eligible to receive.
- I understand that the Office of Student Financial Aid determines financial aid eligibility based on all data available including any data that I and others provide.
- I understand that all inaccurate data, false statements or misrepresentation may be cause for denial, reduction, withdrawal, and/or repayment of financial aid, and I may be subject to a fine, imprisonment, or both, under provisions of the United States Criminal Code.
- I understand that my Satisfactory Academic Progress (SAP) must be reviewed by the Office of Student Financial Aid before my financial aid eligibility can be determined. I have read and understand the Satisfactory Academic Progress policy.
- I understand that I must maintain the standards of the SAP policy to remain eligible for financial aid. I will receive only one SAP WARNING before my aid is TERMINATED. I understand that my classes will not be held because of a pending SAP review or appeal.
- I understand that financial aid does not pay for audit courses.
- I understand that I must accept my offered Federal Direct Loan(s) in POUNCE and complete all disbursement requirements on studentaid.gov before the loan(s) can be processed as part of my financial aid offer.
- I understand that I must be enrolled in at least half-time during an enrollment period to receive a Federal Direct Loan.
- I understand that the offered Pell Grant amounts posted on POUNCE are usually based on full-time enrollment and that my offer will be less if I am enrolled in less than 12 hours of coursework.

Reporting Outside Scholarships and Other Resources

If you are applying for aid with the Free Application for Federal Student Aid (FAFSA), you must report all outside scholarships and other resources you have been awarded to the Office of Student Financial Aid. Federal regulations require the inclusion of these resources when determining your Federal Student Aid (FSA) eligibility. Outside scholarships and other resources include all scholarships, waivers of tuition and fees, ROTC benefits, certain stipends, employer reimbursement of or payment for employee tuition, fellowships or assistantships, income from insurance programs to pay education expenses, and any other type of resource awarded because you are a student or to pay education expenses. You do not have to report your HOPE and Zell Miller Scholarships. You can report any outside scholarships and other resources by contacting the Office of Student Financial Aid directly at 706-737-1524 or at osfa@augusta.edu.

Previously Received Aid

You must not be in default on any federal loans or owe any refunds on federal grants from any postsecondary institutions in order to receive federal and state student financial aid.

Use of Financial Aid

Financial aid should only be used for educationally-related expenses incurred for your attendance at Augusta University. Financial aid for a specific term may only be used to pay for charges for that term and may not be used to pay prior term balances.

All financial aid, with the exception of Federal Work-Study, will be credited to your Augusta University student account. All applicable fees and obligations will be subtracted from your financial aid award. If available financial aid funds exceed your applications charges, the excess will be refunded to you. You must check your student account summary in POUNCE to ensure that all financial obligations have been fulfilled before spending any refunds received from the business office because sometimes charges are received after financial aid refunds are processed.

Verification of FAFSA information

Students selected for verification cannot be awarded federal student aid until Augusta University's Financial Aid Office receives and processes all your required documentation. If necessary, the Office of Student Financial Aid will then submit to the U.S. Department of Education any required corrections to your FAFSA. When your updated FAFSA is received, the Office of Student Financial Aid will then make your financial aid offer(s) available for you to view/accept on POUNCE. The verification process may take up to two weeks during peak processing periods.

The Office of Student Financial Aid has implemented a secure portal for students and parents to upload required documentation (such as tax forms) to complete the verification process.

Log into augusta.studentforms.com to complete the verification process.

Policies and Procedures

Tuition and Fee Waivers:

The Office of Student Financial Aid does not award or grant tuition waivers. This information is provided in order to explain how tuition and fee waivers can impact Federal Student Aid and any other need-based aid since waivers are a form of Estimated Financial Assistance.

A student's Cost of Attendance (COA) includes components for tuition and fee expenses; therefore, federal and state regulations require the dollar value of any tuition or fee waiver(s) you receive to be treated as a financial resource when determining your eligibility for Federal Student Aid, some state aid, and Office of Student Financial Aid need-based aid. When you receive a waiver of in-state and/or an out-of-state tuition or student fees after having been awarded financial aid, you may be required to repay already disbursed aid in order to reduce or eliminate an over-award.

Non-Degree Programs and Coursework:

Non-credit (continuing education) courses and programs offered through Augusta University Division of Professional and Community Education are not eligible for Federal Student Aid or HOPE/Zell Miller Scholarships.

Preparatory Coursework: Students must be enrolled in a degree program to be eligible for Federal Direct Subsidized/Unsubsidized Loans (and a parent to be eligible for a Direct Parent PLUS Loan on behalf of a dependent student). If you are enrolled at least half time in coursework necessary for enrollment into an eligible degree program, you may be eligible to receive federal student loans for a maximum of 12 consecutive months. Contact the Office of Student Financial Aid for the required document you must submit to be considered for federal student loans.

You do not qualify for aid if you are only taking courses to raise your GPA in order to be admitted to a program, or if you have previously received Federal Direct Loans for preparatory course work at Augusta University or another institution.

Teacher Certification: You may qualify for Federal Direct Subsidized/Unsubsidized Loans and Federal Work-Study if you are not admitted to an eligible Augusta University degree program, but are pursuing the courses required for elementary or secondary teacher certification or recertification in the state where you plan to teach, and are enrolled at least half-time.

Second Degree (Post Baccalaureate) Students:

You may be eligible for federal student loans. If you have already earned a Bachelor's degree and are enrolled as a degree seeking student in a second, different Bachelor's degree program. Standard undergraduate aggregate loan limits apply. Second degree students are not eligible for federal grants or the HOPE/Zell Miller Scholarships.

Students seeking a second degree should carefully review the Satisfactory Academic Progress (SAP) policy for student aid recipients as the hours attempted in the prior degree program count towards the maximum timeframe for the current degree program.

Requesting Aid Adjustments:

Students wanting to adjust an offer amount or cancel their financial aid must complete the Financial Aid Adjustment Form and submit it to the Office of Student Financial Aid. Students may cancel aid, decline previously accepted student loans (within 30 days of disbursement), reinstate previously declined loans, or increase loan amounts (up to limit allowed).

Unofficial Withdrawal:

Federal policy requires students who have been awarded any type of Federal Student Aid (FSA) to fulfill their academic requirements. If you fail to earn a passing grade in at least one course you enrolled in for a semester, AU's Office of Student Financial Aid must assume for FSA purposes that you have unofficially withdrawn, unless it can be documented that you did complete the term. An example of not successfully completing any grades for the term is earning all "F" and/or "U" and/or "W" grades. The Office of Student Financial Aid is required to determine if you "unofficially withdrew" from the University. An "unofficial withdrawal" occurs when a student stops attending all classes and stops participating in any academic activities beyond the date he/she last attended classes.

Depending on the date of your "unofficial withdrawal," it may be necessary for the University and/or the student to return some or all of the financial aid the student received during the term.

At the end of each semester, the Office of Student Financial Aid will identify any such students and will either email and/or mail them a letter explaining what they need to do so it can be determined if their failure to earn a passing grade during the term constitutes an "unofficial withdrawal" from the University. Failure to respond to this notification can result in the University requiring you to repay all the financial aid received for the term. Failure to repay could jeopardize eligibility to return to the school and/or receive official academic transcripts.

Also review the Satisfactory Academic Progress (SAP) policy for information regarding the potential adverse impact of these grades on continued financial aid eligibility.

Standards for Satisfactory Academic Progress (SAP) for Students:

https://www.augusta.edu/finaid/documents/academicprogressstandards_22.pdf

Enrollment & Financial Aid

When the Office of Student Financial Aid initially awards your financial aid, it is assumed you will be enrolled full-time. If you are not enrolled full-time, your financial aid awards will be adjusted accordingly.

Enrollment Status for Financial Aid Purposes:

UNDERGRADUATE		GRADUATE		PROFESSIONAL	
ENROLLMENT STATUS	HOURS ENROLLED	ENROLLMENT STATUS	HOURS ENROLLED	ENROLLMENT STATUS	HOURS ENROLLED
FULL TIME	12+ Hours	FULL TIME	9+ Hours	FULL TIME	12+ Hours
THREE QUARTER TIME	9-11 Hours	THREE QUARTER TIME	7-8 Hours	THREE QUARTER TIME	9-11 Hours
HALF TIME	6-8 Hours	HALF TIME	5-6 Hours	HALF TIME	6-8 Hours
LESS THAN HALF TIME	1-5 Hours	LESS THAN HALF TIME	1-4 Hours	LESS THAN HALF TIME	1-5 Hours

When determining a student's enrollment status, remember that students are not eligible to receive federal student aid for credit hours or course work which will not count towards the completion of the student's degree program requirements. Courses that are solely part of a certification program, or that are taken just for fun or interest, cannot count in the enrollment status for federal financial aid.

The same would be true for graduate level courses taken while the student is enrolled in an undergraduate program; students are only allowed to receive federal financial aid to cover the graduate courses if one or more of those graduate courses satisfy the student's undergraduate degree program requirements. Undergraduate level courses taken while the student is enrolled in a graduate program will never count towards the student's enrollment status.

Enrollment and Financial Aid (Continued)

Repeat Coursework:

Federal regulations limit the number of times you can enroll in the same course and the course's credit hours be included in determining your enrollment status for Federal Student Aid (FSA) purposes. Generally, a previously passed course can be repeated only once and the course be included in determining your enrollment status.

If you receive a failing grade (F) for a course, you can repeat the course and receive aid for it until you pass it as long as you are otherwise eligible. If you pass the course with a grade of D- or higher, you can take the course one additional time and have it count in your enrollment status for financial aid.

Example:

James received an F in a class. James then receives an F in the same class next semester, and the semester following that. Financial aid will count those courses toward his enrollment for programs that require certain enrollment statuses. After the fourth try, James receives a D. James then decides that he will try to get a better grade next semester. The following semester, James receives another F. Financial aid will no longer pay for that course for subsequent semester.

Dropping a Course VS. Withdrawing from a Course:

Dropping a Course	Withdrawing from a Course
<ul style="list-style-type: none">• "Dropping" a course means you dropped it before the end of the add/drop period.• Credit hours for dropped courses are not included in your hours of enrollment for financial aid.• Dropped courses do not count in your HOPEZ/Zell Miller Scholarship attempted hours.• Dropped hours do not appear on your transcript.• Repayment of financial aid may be required if it was previously disbursed to you based on planned enrollment and then you drop courses.	<ul style="list-style-type: none">• A student "withdraws" from a course after the add/drop period.• Generally, results in a grade of W or WF.• Withdrawn hours count in your HOPE/Zell Miller scholarship attempted hours.• Withdrawn hours appear on your transcript.• Students who withdraw from all of their courses may need to repay a portion of their student financial aid.• Withdrawn hours count toward Satisfactory Academic Progress (SAP) calculations.

Tuition Assistance Program:

The Tuition Assistance Program (TAP) is a supplemental educational assistance program for University System of Georgia (USG) employees. As required by the University System of Georgia, an employee approved for the Tuition Assistance Program (TAP) who is eligible for a Federal Pell Grant or the HOPE/Zell Miller Scholarship must apply these funds towards tuition and fees before receiving a TAP waiver.

Satisfactory Academic Progress (SAP)

To receive funds administered by the Financial Aid Office at Augusta University, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both quantitative and qualitative academic progress.

All periods of enrollment at Augusta University will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are also included in the measurement.

Guidelines for Academic Progress:

The academic year at Augusta University consists of fall, spring, and summer enrollment periods. Fall begins the academic year and summer concludes it. The measurement of academic progress is made at the end of each enrollment period and the status is effective with the next enrollment period.

Students enrolling at Augusta University for the first time (including transfers) are considered initially to be meeting SAP. The measurement of academic progress will be made at the conclusion of the first enrollment term and will include all acceptable transfer credit that the Augusta academic record contains.

Students who have been academically suspended from Augusta and who are re-admitted are not eligible for financial aid unless meeting the SAP standards. Students who are re-admitted may follow the appeal policy if consideration for financial aid is desired.

SAP Notification:

SAP notices to students in Satisfactory, Warning, and Termination categories are sent in batch via institutional email every semester after grades are posted. Students who submit SAP appeals are also notified of the Appeals Committee's decision via institutional email. Students SAP status can also be viewed online via POUNCE.

After midterm each semester, students who are approaching Maximum Allowable Timeframe are sent a Financial Aid SAP Timeframe reminder email. This email informs them of the number of hours they have attempted through the current semester. It is sent to students who are within 30 hours of reaching Maximum Allowable Timeframe.

Qualitative Standards:

Students must meet a qualitative standard of academic progress measured through term and cumulative grade point average (GPA).

Any undergraduate, associate, or bachelor's student whose cumulative GPA at the conclusion of any semester is below 2.00, is determined to not be making satisfactory academic progress and shall be placed in a "Financial Aid Warning" status for a maximum period of one semester. If any student does not have a cumulative 2.00 GPA by the end of the semester of "Warning" they will be placed on "Financial Aid Termination" status and will be subjected to the provisions of the suspension policies described in subsequent sections of this policy.

Satisfactory Academic Progress (Continued)

Graduate and professional students must have a 3.0 overall GPA at the conclusion of each term, with the exception of those students enrolled in programs which have the minimum required cumulative GPA lower or higher than 3.0.

Quantitative Standards:

Students must meet a quantitative standard of academic progress measured by a percentage completion rate. Students must successfully complete 67 percent of all attempted credit hours. The calculation is made as follows: earned credit hours divided by attempted credit hours = completion rate.

Courses with grades of F, WF, W, U, I, IP/CP and NR are included in attempted credit hours but are not included in earned credit hours. Courses with grades of S would be included as hours attempted **and** earned but would not have a value in the qualitative calculation.

Graduate and professional students who earn IP/CP grades for dissertation/thesis/research credits will be evaluated on a case by case basis separate from the initial SAP review process.

If a student is granted academic amnesty/renewal, all hours are still subject to the overall standards for Satisfactory Academic Progress.

- Course Repeats - repeated courses count towards a student's enrollment status thus possibly changing eligibility for federal aid based on the enrollment criteria. An institution can pay a student for only one retake of any previous passed course or its equivalency.
- Withdrawals - all institutional withdrawals are factored into the completion rate and the timeframe allowance.
- Incompletes - all institutional incompletes are factored into the completion rate and timeframe allowance.

Maximum Timeframe for Degree Completion:

Students must graduate within 150 percent of the normal timeframe for their program. This applies to all associate, bachelor, and graduate or professional programs of study. For example, majors requiring 120 hours will be allowed up to 180 attempted hours ($120 \times 1.5 = 180$).

The total number of credits required for degree completion will vary by program and by student's area of emphasis. The Augusta University catalog will provide initial information on the number of required credits for program completion but in instances where additional research hours are required, the student's academic advisor/department chair can indicate if the student is making satisfactory progress toward the degree objective.

All acceptable transfer credit, attempted credit hours and all earned grades at Augusta University will be considered as part of the evaluation of academic progress for financial aid unless documentation is provided by the student from their academic advisor or departmental faculty member as to what transcribed courses count towards the student's degree. Maximum timeframe can be recalculated using the degree hour information provided by the advisor or departmental faculty.

Satisfactory Academic Progress (Continued)

Financial Aid Warning:

A student who fails to meet SAP (excluding maximum time frame) at the end of an enrollment period will be automatically placed on “financial aid warning,” not to exceed one enrollment period. During the “financial aid warning” enrollment period, the student may receive federal financial aid despite the determination that the student is not meeting SAP standards. The student must meet SAP standards at the end of the financial aid warning period or will be suspended from further financial aid until such time as the student meets SAP standards (student must pay for any additional course enrollment after the financial aid warning period through personal or private funds) or the student must appeal and have the appeal granted.

Financial Aid Termination:

A student becomes ineligible for all federal student aid funds if a SAP review indicates he or she does not meet the required GPA, is not maintaining the required pace, or has exceeded the permitted maximum time frame. Students who lose their aid eligibility have an opportunity to appeal.

Financial Aid Probation:

“Financial aid probation” is the status assigned to a student who fails to meet SAP standards and who has appealed and had the appeal granted. A student on financial aid “probation” may receive financial aid for one enrollment period. At that point, the student must meet SAP standards. If the student was given academic performance stipulations as a condition of the approved appeal or placed on an academic plan (maximum time frame standard only), the student must satisfactorily complete all hours attempted in order to receive future financial aid. Academic performance of students on probation is monitored after end of term grading. Students who violate their probation status and remain below the standards will be placed back in Financial Aid Termination and aid will be removed. In rare cases, some students may meet SAP standards regardless of unacceptable grade. These students will be placed in satisfactory status and become eligible for aid.

Appeal Process:

There may be extenuating circumstances encountered by a student which impact his or her ability to be successful during an enrollment period. These circumstances include personal injury or illness which occur during an enrollment period; death of an immediate family member or legal guardian during an enrollment period; or other documented circumstances that were unexpected in nature and beyond the control of the student. In these cases, cumulative grade point average or completion rate may decline resulting in the student not meeting the minimum qualitative and quantitative standards previously described.

If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Academic Progress Appeal Form must be submitted. The appeal must include why the student failed to meet SAP, and what has changed in the student’s situation to make SAP in the future.

Satisfactory Academic Progress (Continued)

An appeal **must** contain appropriate documentation regarding the extenuating circumstance. The follow may be considered acceptable documentation to support reason for an appeal:

- Statement from physician or health professional reflecting condition, dates of occurrence, treatment and resolution.
- Copy of death certificate, obituary or statement from physician.
- Documentation that support circumstances and resolution.

The appeal will be reviewed by the Appeals Committee whose members are appointed by the Director of Financial Aid. Only three (3) appeals may be submitted during the student's enrollment at Augusta University.

Letters of explanation accompanying the appeal form must be typed. Appeals that are incomplete, and/or lack support documentation are not reviewed and the student is notified.

Students appealing Maximum Allowable Time Frame must complete and submit the SAP Appeal Form along with an academic plan. Academic Plans must be completed and signed by the student's academic advisor.

SAP Academic Plan:

The Academic Plan is available on the OSFA website and must be completed with the student's academic advisor. The plan must specify the course work necessary to complete the degree requirements and the projected graduation date. It serves as a guideline to assist students in planning out a schedule of coursework that can be handled successfully.

Regaining Eligibility:

Students not making SAP may reestablish eligibility on their own by taking action that brings them into compliance with the standards. In most cases, this mean students are paying out of pocket and performing well academically.

Additional Information:

The SAP policy is available to students on the OSFA website. Office staff may also print copies of the policy for students in the office if a request is made. The policy is updated as needed or whenever changes in regulations occur.

The Office of Student Financial Aid also promotes awareness of the policy by conducting workshops for Augusta University Orientation classes throughout each semester. The SAP policy is also addressed in new student orientations several times throughout the year.

Be sure to review the Office of Student Financial Aid's webpage at https://www.augusta.edu/finaid/documents/academicprogressstandards_22.pdf for complete information regarding the Satisfactory Academic Progress (SAP) policy.