

Colby·Sawyer College

Colby-Sawyer College Financial Aid Policy Satisfactory Academic Progress (SAP)

As defined in the curriculum guide for Colby-Sawyer College, SAP requires that the student

1. Maintain a minimum cumulative GPA of 2.0 or higher
2. Successfully complete 67% of all attempted coursework
3. Grades of F, W, and Incomplete are calculated as not making SAP
4. Repeat courses are allowed only once
5. Transfer credit is counted as meeting SAP and they are counted against the 150% maximum limit for aid

At the end of each semester, which is equal to the payment period for all students, students who do not meet SAP will be placed on probation for one semester. A letter will be sent to the student notifying them of their probationary status and what they need to get for grades to avoid going on suspension. At the end of the probationary semester, the student will be evaluated along with everyone else, except that they will be placed on Financial Aid suspension. If the student is placed on suspension they will receive a letter stating their rights to regain eligibility and/or appeal the decision.

REGAINING SAP

In order to regain SAP a student must enroll in the appropriate courses and earn a minimum cumulative GPA of 2.0 and have a completion rate of 67% while paying for their courses without Federal Funds. The student has the right to appeal but if the appeal is not granted then the student will remain on suspension until such time as they meet SAP.

SUSPENSION

A student who is placed on Suspension after their second semester of not making satisfactory progress will receive an email and a letter explaining that Financial Aid suspension means they cannot get aid until they take courses which they pay for themselves and get back in good academic standing. A student who feels they have extenuating circumstances may file an appeal to be placed on Financial Aid Probation with an academic plan.

APPEAL

Students who have extenuating circumstances that affected their grades should appeal in writing to the Vice President for Enrollment Management. The Vice President will decide if the appeal has merit and then the student's ability to meet SAP after this probationary period will be calculated. The student will be notified of the results by email and letter. If approved, the student will be placed on probation with an academic plan to regain eligibility. The academic plan will be developed by the Director of Student Success and Retention. The academic plan must be signed by both the Director and the student and sent to the Vice President for approval. The Director of Student Success and Retention will track the student's academic progress and keep the Vice President and Office of Financial Aid informed.

FINANCIAL AID PROBATION

As stated above all students who have successfully appealed Financial Aid Suspension are sent a letter and an email detailing what they must do to get back in Good Standing and they can continue to get Financial Aid for all their courses unless they are repeating a course for a second time. If a student is repeating a course for a second time, they will not receive aid for that course. At the end of the probation period, students must meet SAP standards or meet the requirements of the academic plan developed in concert with the Director of Student Success and Retention.

THE PROCESS

A computer program is run to determine the student's Grade Point Average (GPA) at the end of each semester by the Registrar's Office. This information is transferred to the Financial Aid System (PowerFAIDS) which flags any students not making SAP. A list is developed for review and notification.