**FINANCIAL AID INFORMATION**

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It is the Mission of the Albany State University Office of Financial Aid to provide financial assistance to students and parents for the purpose of financing their education. The Office of Financial Aid will serve its customers (actual and potential) by providing proper customer service, adequate consumer information and also by providing adequate financial aid packages to meet their financial needs, based on their individual eligibility, to meet their cost of attendance (direct and indirect). Albany State University provides financial assistance for promising students who, without such help, would be unable to attend. The University, however, believes that the principal responsibility for financing an education lies with students and their families. Most financial aid programs are based on the financial needs of students. Need is the difference between the cost of education at Albany State University and the amount applicants and their families are expected to contribute toward the cost of education.

## FINANCIAL AID APPLICATION PROCEDURES

Students desiring financial aid should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. Students are urged to complete the FAFSA [online](http://fafsa.ed.gov) at http://fafsa.ed.go[v](http://fafsa.ed.gov). The Albany State University School Code is 001544.

# Annual Application Deadline Dates

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| April 15, 2011 | Priority FAFSA Processing Deadline |
| June 1, 2011 | FAFSA Processing Deadline for the Fall Semester |
| June 30, 2011 | Verification Document Deadline Date |

The Office of Financial Aid will be processing completed applications for the academic year as soon as Federal regulations are received and the Board of Regents determines tuition rates for the academic year. A student must be accepted for enrollment (new students and readmits) before he/she can be awarded.

Application processing can take six weeks or longer during peak processing periods. Although the priority deadline is April 15 of each year, application that are not competed by the following deadlines may be processed by the beginning of that semester Fall semester, June 15; spring semester, November 15; summer semester, April 15. If you have not completed the application process (this included providing additional documentations as requested by the Office of Financial Aid) by the dates given above, you should be prepared to pay all educational costs assessed on your fee statement.

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations require that all students receiving any form of financial assistance make and maintain satisfactory academic progress (SAP) toward the completion of their degrees, within a reasonable period of time, in order to remain eligible to receive assistance. Students are evaluated on the basis of GPA (Grade Point Average), credit hour completion, and maximum time frame. Students are considered to be making satisfactory academic progress if they meet the two standards of measurement (Qualitative and Quantitative). Failure to maintain SAP will result in the loss of all federal and state aid, including:

* Federal Pell Grant
* Federal Supplemental Education Opportunity Grant (FSEOG)
* Federal Work Study
* Federal Stafford Loans (Subsidized and Unsubsidized)
* Federal Plus Loans
* Federal Perkins Loans
* Federal Teach Grant
* State of Georgia Financial Aid Programs including the Georgia HOPE Scholarship Programs
* Other Grant and/or Scholarship programs which require Satisfactory Academic Progress verification.

Satisfactory Academic Progress will be reviewed based on cumulative academic history. Qualitative and Quantitative measurement will be evaluated at the end of Spring Semester to determine eligibility for the next academic year.

In order to be eligible for federal financial aid funding or the Georgia HOPE Scholarship, a student must be making “Good” Satisfactory Academic Progress (SAP). Four (4) standards are used to measure Satisfactory Academic Progress:

**QUALITATIVE MEASUREMENT**

Evaluation of Grade Point Average (GPA rule)

Undergraduate students must maintain a 2.0 or above cumulative grade point average. Graduate students must maintain a 3.0 or above cumulative grade point average. Renewal and Repeat classes are included in the GPA calculation for financial aid purposes.

**QUANTITATIVE MEASUREMENT**

Completion Percentage (67% rule)

1. Students must, as a minimum, complete at least 67% (or 2/3) of the courses they attempt toward a program of study. Please NOTE: Satisfactory grades are A, B, C, D, or S. All remedial courses (Learning Support) past the first 30 hours and Academic Renewal classes are included in this calculation.

Maximum Timeframe (150% rule)

1. Students must complete their program of study within the allowable timeframe. The maximum number of hours allowed is 150% of the number of semester hours required to earn a degree. For example at Albany State University, the average degree requires 120 hours for completion and the average graduate degree requires 60 hours for completion; therefore students may not receive financial aid after they have attempted 190 semester hours (undergraduate), 90 hours for Second Undergraduate, and 90 semester hours (graduate). The first 30 semester hours of Learning Support courses combined are not counted in the maximum number of hours. Academic Renewal and Transfer credits are counted in the maximum number of hours.

**Students who change majors or degree programs may reach their eligibility limits for receiving financial aid before obtaining a degree. Students who elect to change majors or degree programs should do so early to avoid jeopardizing eligibility for financial aid.**

Maximum Learning Support (Max Remediation rule)

1. Students cannot receive financial aid for more than 30 semester hours of remedial coursework (Learning Support courses). If these courses must be taken beyond 30 semester hours, students must enroll at their own expense. If an appeal is granted through the appeal process, then the student may receive financial aid to cover the cost of the remedial classes

## DEFINITION OF HOURS ATTEMPTED AND COMPLETED

Hours counted as attempted include:

* All ASU courses for which the student receives any of the following grades: A, B, C, D, S, F, I and U
* All ASU courses marked as W, WF, and IP
* All ASU hours forgiven under the Academic Renewal Policy and Grade Replacement Policy as approved by the Office of Academic Services and Registrar.

Hours not counted as attempted include:

* All ASU courses designated as Audit

Hours successfully completed include:

* All ASU courses for which the student receives a passing grade: A, B, C, D and S

Hours unsuccessfully completed include:

* All ASU courses for which the student receives any of the following grades: F, I or U
* All ASU courses marked as W, WF or IP

## MAXIMUM TIME FRAME: DEFINITION OF HOURS ATTEMPTED

Hours counted as attempted include:

* All ASU courses for which the student receives any of the following grades: A, B, C, D, S, F, I and U
* All ASU courses marked as W, WF, and IP
* All ASU hours forgiven under the Academic Renewal Policy and Grade Replacement Policy as approved by the Office of Academic Services and Registrar.
* All credits accepted for transfer from another institution

## TRANSIENT COURSES

Approved Transient courses are considered to be courses attempted at Albany State University and are monitored for Satisfactory Academic Progress accordingly.

## SECOND DEGREES, DOUBLE MAJORS, AND MINORS

There are no adjustments to Qualitative or Quantitative measurements for students seeking second degrees double majors and or minors.

**COMPLETED PROGRAM OF STUDY BUT NO DEGREE EARNED**

A student who completes the academic requirements for a program, but does not have a degree is not eligible for further Federal Title IV aid for that program.

The Office of Academic Services and Registrar, after approving the audit, will determine if the student has completed all course requirements for degree. This includes courses for double major or minor. After your audit for degree has been completed, you will be identified as a potential graduate. If you fail to meet graduation requirements, you may no longer be eligible to receive financial aid funds.

* Students who did not have the required GPA to earn their degree will not be eligible to receive financial aid funding, through the Office of Financial Aid, for the next semester of enrollment
* Students who did not pass any required exam (comprehensive exam, Praxis, etc.) will not be eligible to receive financial aid funding, through the Office of Financial Aid, for the next semester of enrollment.

Students who are not eligible to receive financial aid funding through the Office of Financial Aid, for the next semester enrollment will have to pay out of pocket.

## UNOFFICIAL WITHDRAWAL (GRADES OF “F” IN ALL COURSES)

Students who earn a grade of “F” in all courses at the end of a semester are defined as Unofficially Withdrawn from the university by the Federal Department of Education.

## REINSTATEMENT OF FINANCIAL AID

Students may apply for reinstatement of financial aid by achieving one of the following:

* Accomplishing a successful appeal through the process described below
* Enrolling at your own expense until you are making “Good” Satisfactory Academic Progress towards a degree.

## APPEALS PROCESS

An appeals process is available for students who have extenuating circumstances that account for their lack of academic progress. Appeals must be made in writing to the Financial Aid Appeals Committee. Students must submit the Financial Aid Appeals Petition form along with supporting documents to indicate the specific reason(s) for failure to make satisfactory progress. The committee will review the petition and supporting documents, as well as past performance and past academic record. Students will be notified in writing of the committee’s decision. Students who are academically eligible for enrollment and are approved for financial aid through an appeal remain eligible until the next evaluation period. Please make sure that you include all documentation you think will be necessary with your appeal petition as both approvals and denials are final.

* Students whose appeal has been approved by the Financial Aid Appeals Committee will be evaluated for Satisfactory Academic Progress at the end of semester of enrollment until the minimum standards for Qualitative and Quantitative measurement are met.
* Beginning with the Fall 2011 semester, students are allowed to submit a maximum of five (5) Financial Aid Appeal Petitions.
* Students whose appeal has been approved are not meeting minimum Qualitative and or Quantitative measurements, and thus may not be eligible for certain grant or scholarship programs, such as those offered by the State of Georgia.
* Your appeal cannot be granted if mathematically, you cannot meet the minimum graduation requirements for your degree within the maximum timeframe allowed. Students in this situation will not qualify for Federal financial aid funds and thus will have to pay tuition cost at their own expense.
* If you are readmitting (completed Readmission Application) back into the university, your Appeal Petition cannot be acted upon until you have been approved for readmission back into the university by your Academic Department

The Financial Aid Appeals Committee will review all students whose Satisfactory Academic Progress did not improve after the 1 term of enrollment and determine if the student will be approved for financial aid eligibility for the subsequent term, denied financial aid eligibility for the subsequent term, or have to provide additional documentation by appealing for the subsequent semester. A student may be required to provide an academic success plan as developed Albany State University Academic Advising Office or your departmental academic advisor.

Depending on information provided in your appeal, the Office of Financial Aid may forward your information to the Albany State University Office of Counseling and Testing for evaluation.