

STANDARDS OF ACADEMIC PROGRESS

It is the responsibility of the student to read and adhere to Armstrong Atlantic's policy regarding the Standards of Academic Progress. The Higher Education Act mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" for students receiving financial aid. To receive financial aid at Armstrong Atlantic State University, a student must maintain a satisfactory Grade Point Average (GPA) and be making satisfactory progress as outlined below. These requirements apply to any grants, loans or scholarships that contain any federal or state funds.

Failure to meet the minimum requirements defined by this policy will result in the student's ineligibility for assistance. Before a student can receive aid from any of these programs for a particular year, they must meet the following requirements:

- (1) **Academic Standing:** Students who have attempted 60 semester hours or more must have a 2.0 cumulative Grade Point Average.
- (2) **Progress Toward Degree Completion:** Students must make significant progress toward completion of degree requirements in order to receive aid. Armstrong Atlantic State University requires students to successfully complete at least 67% of attempted course work from the last academic year (fall-spring) attended. This can be calculated by dividing the total hours passed successfully with the total hours attempted. Grades of W, WF, V, audit, F, U, I and NR are not considered successful course completion.
- (3) **Credit Hour Limit:** Students at Armstrong Atlantic are given a maximum number of credit hours in which to complete their degrees. Students who exceed this limit are not eligible for aid. The credit hour limit allowed for financial aid purposes is 150% of the total number of hours necessary to be awarded an undergraduate degree. Credit hours attempted both at Armstrong Atlantic and elsewhere are counted toward this limit. If the student has attempted 186 semester hours without earning an undergraduate degree, they will no longer be eligible to receive aid (150% of average degree requirement). This policy has the greatest effect on students who change their majors; therefore, students planning such a change should give careful consideration to the potential impact on their financial aid. Learning support classes will be counted toward the credit hour limit.

Appeal for Reinstatement of Aid

Students whose aid is terminated as a result of failure to meet the Academic Standards of Progress described above may appeal. Students who choose to appeal must document, with credible sources, the circumstances that affected their academic progress. If you choose not to appeal or your appeal is denied, you must meet the following requirements to be reinstated: pay for and successfully complete 12 or more credit hours with a C or better, and be in full compliance with all Standards of Academic Progress. **You must notify the Financial Aid Office in writing when you have met these requirements.** Students are advised that **course work taken at other institutions will not be applicable** to meeting the Standards of Academic Progress at Armstrong Atlantic State University.

Forms for an Academic Standards of Progress Appeal are available in the Financial Aid Office or on our website at www.es.armstrong.edu/finaid. Students must submit the Appeal to the Financial Aid Office at Armstrong Atlantic State University. Students will be notified in writing of the Committee's decision after submission of the Appeal and all appropriate documentation.

Terms and Conditions of Award

It is extremely important that you understand the conditions of your awards and your responsibility as a financial aid recipient. Our policies are explained at length in the AASU catalog. All students are required to take course work that applies toward their declared degree objective at Armstrong Atlantic State University. All aid will be calculated on these courses. Please be sure you read and understand it and feel free to contact our office should you have any questions.

If you have any questions, please call the Financial Aid Office at 912-927-5272.

Disbursement of Aid

Disbursement of financial aid will be made only if the applicant has completed all requirements for receipt of aid, which includes submission of verification documents, if necessary. Students applying for loan funds must accept their awards before the Financial Aid Office will disburse such funds. Class attendance must be verified before aid is disbursed to the student's account. A student's enrollment in sessions of semesters that begin later in the term may cause a delay in disbursement of aid due to verification of attendance in such classes. **All financial aid excess checks will be mailed to students at their mailing address in AASU's system after attendance is verified.** Aid is offered based on full-time enrollment status unless otherwise indicated, and may be adjusted depending on hours enrolled. Funds received by students through their financial aid awards (**grants, loans and scholarships**) may be used to pay ALL charges incurred by the student at Armstrong Atlantic State University. These charges can include tuition and fees, bookstore charges, traffic fines incurred on campus, library fines and returned check charges. A bookstore credit is available each term when students have a credit balance after tuition, fees and all other outstanding charges have been met. This credit may be used for books and supplies only from the bookstore. **Students can access the amount of their bookstore credit via their S.H.I.P. account.** Bookstore charges will then be deducted from the student's credit balance each term. Any remaining funds will be processed into an excess check.

For payment of Student Meal Plans, students MUST contact either Housing at 912-921-0505, the Cafeteria at 912-927-5349 or go to Burnett Hall, room 113. Your Student Meal Plan may also be paid with financial aid funds. To request this payment option, please contact either Housing at 912-921-0505, the Cafeteria at 912-927-5349 or go to Burnett Hall, room 113.

For deposit options, please contact Student Accounts at 912-921-3771.

Students who attend **off-campus centers** are also subject to verification of attendance. Their checks will be mailed after attendance is verified.

Work-study funds are earned on an hourly basis and are only paid for work performed. Funds from this program are not available for registration. Work-study students have the option of direct deposit of paychecks into their personal bank accounts. For the direct deposit option, please visit Payroll Services in Burnett Hall, room 155.

Student Loans

If you are accepting a loan, it will be electronically certified in date order after your file is completed. A completed file includes, but is not limited to, a signed award letter indicating your choice of lender and completion of Entrance Counseling online at www.nelnet.net. You will then receive a loan guarantee and promissory note from your lender. You must complete and return the promissory note to the lender before your loan funds are transmitted to the school. You must be enrolled at least half-time (6 or more hours) to receive loan funds. If you drop to below half-time status (less than 6 hours) during the loan period, any remaining disbursements will be canceled and you must complete Exit Counseling at www.nelnet.net.

For first-time borrowers who are first-time college students, in accordance with federal regulations, the first installment of a Federal Stafford Loan cannot be released from the lender until 30 days after the first day of classes.

Summer Financial Aid

If you attend AASU during the summer and wish to receive aid, **you must complete a Summer Aid Application.** Applications are available from our office or from our web page, www.es.armstrong.edu/finaid, after January 1 for the upcoming summer. The Financial Aid Office will calculate your eligibility based on your need, total yearly award and aid you have previously received.

Payment Deadlines

If you are no longer enrolled in school when your financial aid file is completed, you may receive reimbursement of Pell and SEOG funds if AASU has received a valid electronic Student Aid Report (SAR) in our office before your last date of enrollment. HOPE scholarship funds for fall and/or spring semesters must be paid by June 15. No payments for fall and/or spring HOPE scholarships will be made after that date. Student loans must be certified by our office by the last date of the semester in order to receive retroactive loan payments. If your financial aid is not available at the time of published fee payment, students will be required to pay and be reimbursed. Students are advised that consortiums for transient students are not considered payment. AASU cannot guarantee your payment at other institutions via consortiums nor does AASU recognize consortiums as fee payment.

Mid-Year Transfers

If you have attended another institution between June 30 of the current year and July 31 of next year, you must provide this information to the Financial Aid Office. Aid received at another institution during this same academic year will be deducted from aid eligibility offered at Armstrong Atlantic, per federal regulations.