

Admission

General Requirements

Berry College seeks to admit those students who could be academically successful at the institution while meeting their personal educational goals. Each applicant's record should reflect promise of growth, seriousness of purpose and a sense of responsibility.

The college reserves the right to admit only those applicants whose general records indicate potential for success in a college environment. The college also reserves the right to examine further any applicant by the use of psychological, achievement or aptitude tests and personal interview.

Berry College admits students of any race, creed, color, sex, age, national or ethnic origin, or qualified handicap to all the rights, privileges, programs and activities generally accorded or made available to its students. Berry does not discriminate on the basis of race, creed, color, sex, age, national or ethnic origin, or handicap in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other college-administered programs. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, Berry College permits the student access to educational information maintained on her or him by the institution.

Admission to the college does not guarantee entry into or successful completion of any particular course of study.

Berry College reserves the right to change admission requirements.

Undergraduate Application Procedures

The prospective student should accomplish these tasks in a timely fashion:

1. Submit the application for admission.
2. Ask the high-school counselor to send a transcript to the college's office of admissions along with a counselor recommendation. A student transferring from another college must submit official transcripts from each college or university previously attended.
3. Include Berry among the colleges to receive the SAT I or ACT scores (along with TOEFL or IELTS scores if the applicant is a graduate of a high school in a non-English-speaking country).
4. Notify the office of admissions immediately of any change in status or address.

If granted admission, the applicant will be given instructions on payment of the enrollment deposit and the housing deposit (if applicable). Applicants for the fall semester are encouraged to submit applications by February 1 in order to receive full

consideration for scholarships and financial aid.

Applications for admission should be filed no later than 30 days the beginning of the semester for which admission is sought. Further, all transcripts and scores must be in the admissions office at least 10 days prior to the beginning of the semester for which admission is sought.

Candidates for Readmission

Former Berry College students must submit an application for readmission by the stated deadline. In addition to the application for readmission, the student who has been enrolled elsewhere since attending Berry College must submit an official transcript from the other college or university along with the transfer recommendation from the other college or university.

Test Requirements

The student should submit satisfactory scores on the SAT I of the College Board or the ACT. Students who choose to take the ACT are encouraged to submit scores from the optional essay portion of the exam. In addition, other minimum scores on standardized tests may be necessary. An international student from a non-English-speaking country should take the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) examinations.

Supplying information, administering and grading the tests and reporting the scores to the college are functions and services of the testing agency.

Freshmen

Admission to the freshman class is based upon probable success determined from a holistic review of high-school grades and college-entrance test scores, grade trends, rigor of coursework and other factors.

The prospective student is a high-school graduate with at least 20 units of high-school work. Adequate academic preparation for college should include these minimum requirements:

| | |
|--|---------|
| English | 4 units |
| Mathematics (Algebra I and II and either Geometry or Trigonometry and the fourth unit higher than Algebra II) | 4 units |
| Social Studies | 4 units |
| Natural Sciences | 3 units |
| Foreign Language | 2 units |

High School Equivalency Certificate

An applicant who presents a valid High School Equivalency Certificate and General Education Development test scores in lieu of a high-school diploma may be considered

for admission. Such applicants must also before submit the results of either the ACT or SAT I.

Joint-Enrollment and Summer Honors Programs

A rising high-school senior may study during the regular academic year or the summer session at Berry College and receive credit for successfully completed work if he or she

1. is in the upper 10 percent of the high-school class or has a B+ average in college-preparatory classes;
2. is recommended by the senior counselor, high-school principal and a high-school teacher;
3. submits SAT (or PSAT) critical reading and math scores totaling 1100 (or 110) or better, or an ACT composite score of at least 23;
4. agrees to abide by the regular policies of the college;
5. takes no more than six semester hours per term.

Auditor

A student who desires to enroll for a course without receiving academic credit may enroll as an auditor. The student must seek the approval of the instructor prior to registering.

Auditors will not be permitted to change to credit status after the add/drop period begins.

A student under suspension may not enroll in any course as an auditor without having been reinstated

Nondegree

Applicants who desire to take courses for credit, but who do not intend to pursue a degree, may be admitted. Without the special permission of the provost, no one will be permitted to enroll as a nondegree student after earning 24 semester hours.

Credit earned as a nondegree student will be evaluated for degree applicability when the student meets the regular admission criteria.

Nondegree students must meet course prerequisites or obtain the consent of the instructor to enroll in a course.

Successful completion of course work as a nondegree student does not ensure admission to degree-seeking status.

Readmission

Former Berry students who have been away from Berry for at least one fall or spring semester must apply for readmission and be approved by members of the Readmission Committee, which is composed of the vice president for student affairs and dean of students, the registrar, the associate provost and the director of admissions.

If a readmission candidate has attended another college or university since Berry must present both an official transcript(s) and transfer recommendation from the other institution attended.

Transfer Students

To qualify for admission to Berry, a transfer student must

1. be eligible to return to the college or university last attended;
2. have a grade point average that the Admissions Committee sees as clear evidence of potential academic success at Berry College;
3. submit a transfer recommendation form signed by the dean of students at the last college or university attended.

Transfer applicants must arrange to have sent to the director of admissions of Berry College an official transcript directly from each college or university previously attended. Prior college work, about which Berry College is uninformed at the time of the student's application for admission, will not be later accepted for transfer credit. Failure to report such work also may be grounds for dismissal.

Transfer Credit

These policies apply to students transferring work from another institution to Berry:

1. In the computation of a student's grade-point average (GPA) at another school, all course work except developmental or other remedial-type courses enters into the computation. Pluses and minuses are calculated using the Berry grading system.
2. Berry does not accept D grades in transfer.
3. Once a student is enrolled at Berry, her or his Berry cumulative GPA reflects Berry work only, except for determining Phi Kappa Phi membership, class rank and graduation with honors when the combined GPA is used.
4. For students transferring to Berry, 3.33 semester hours will be granted for a five-quarter-hour course; 2.66 semester hours, for a four-quarter-hour course; 2.00 semester hours, for a three-quarter-hour course; 1.33 semester hours, for a two-quarter-hour course; and 0.67 semester hours will be granted for a one-quarter-hour course.
5. A maximum of 62 semester hours of credit including other credit by examination is transferable from accredited colleges and
6. Developmental, orientation, student-assembly and cultural-events credits are not transferable
7. Generally, credit is not given for course work unrelated to Berry's offerings (e.g., auto mechanics and other terminal vocational, technical and occupational courses).
8. Transfer credit will not be granted by Berry College for course work from nonaccredited institutions or for prior experiential learning. Students who wish to demonstrate proficiency in an area covered by specific Berry courses may do so

by applying for Credit by Examination (CBE). See the section on Credit by Examination for further details.

9. Only official transcripts sent directly from the colleges attended will be evaluated.

Transient

An applicant who has been attending another institution and desires to enroll for a course(s) at Berry must

1. have a collegiate grade-point average of 2.5 on a 4.0 scale at the last institution attended,
2. be in good standing at the last institution attended, and
3. obtain permission from the last institution attended to take a course(s) at Berry.

Admission as a transient student is granted for only one semester. Successful completion of course work as a transient student does not ensure admission as a degree-seeking student.

International Applicants

In addition to the requirements for a specific admissions category, an applicant from a non-English-speaking country must submit TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) scores, along with translated transcripts.

Admission to Graduate Study

For information on admission to graduate study for the Master of Business Administration degree, Master of Education degree or Education Specialist degree, see the Graduate Catalog.

Veterans Administration — Information for Veterans

Berry College has been approved by the Georgia Department of Veterans Affairs for study and veteran's assistance. The veteran seeking admission to the college should promptly notify the registrar so that applications for educational benefits may be filed. All applications for benefits are subject to the approval of the Department of Veterans Affairs.

recommendation for early admission from a teacher, a high-school counselor and the principal.

Financial Information

It is the policy of Berry College to keep charges to students to a minimum, and the college carefully selects those to whom it will offer admission. To balance the difference between actual educational costs and the amount a student pays, Berry College provides, on average, approximately half of the cost annually for each full-time student.

Many students are offered work opportunity through which they can earn a portion of their college expenses. They are paid regularly on a biweekly basis. Scholarships, grants, loans and other awards also are available under a comprehensive financial-assistance program. Further information is provided later in this section.

Regular Charges for 2011 -2012

| | |
|--------------------------------|-----------------|
| Tuition (12-18 semester hours) | \$25,890 |
| Technology Fee | \$50 |
| Student Activity Fee | \$150 |
| Total Tuition and Fees | \$26,090 |

Room and Board

First-Year Students **Traditional Hall Room w/ the Unlimited meal plan** **\$9,158**

First year students normally reside in one of the traditional residence halls. Additional costs apply if a first year student resides in alternative housing. All first year residential students are required to have the Unlimited meal plan.

Second-Year Students **Traditional Hall Room w/ the Any 10 meal plan** **\$8,568**

Second year students normally reside in one of the traditional residence halls. Additional costs apply if a second year student resides in alternative housing. All second year residential students are required to have at least the Any 10 meal plan. They may also upgrade to the Unlimited plan (+\$590).

Third & Fourth-Year Students

Choose one of the following:
Traditional Hall Room w/ the Any 7 meal plan **\$7,888**

All third and fourth year residential students living in a traditional hall room are required to have at least the Any 7 meal plan. They may also upgrade to the Any 10 (+\$680) or the Unlimited (+\$1,270) meal plans.

Townhouses & Thomas Berry Suites w/ Flex Bucks meal plan **\$6,748**

All third and fourth year residential students living in the townhouses or Thomas Berry Suites are required to have at least the Flex Bucks meal plan, but may upgrade to the Flexible 80 (+\$890), the Any 7 (+2,070), the Any 10 (+\$2,750) or the Unlimited (+\$3,340) meal

plans.

Centennial Hall (Suites) w/ Flex Bucks meal plan \$8,038

All third and fourth year residential students living in the New Residence Hall are required to have at least the Flex Bucks meal plan, but may upgrade to the Flexible 80 (+\$890), the Any 7 (+2,070), the Any 10 (+\$2,750) or the Unlimited (+\$3,340) meal plans.

**Commuter
Students**

Flex Bucks Meal Plan

\$680

*These regular charges become effective at the beginning of the 2011 fall semester. Some or all charges may necessarily be increased in 2012-2013. The Board of Trustees reserves the right to change any charge (regular or other) at any time.

Note: A reduced meal plan is available to students who work at least 10 hours per week in Dining Services.

Tuition

For each semester hour in excess of 18, an additional charge of \$863 per hour will be made. Students enrolled for fewer than 12 semester hours are charged \$863 per hour.

Auditors (students enrolled in one or more classes on a noncredit basis) are charged tuition at the rate of \$432 per semester hour.

A portion of tuition is applied toward the costs of student publications (Cabin Log, Campus Carrier and Ramifications), athletic activities, campus motion pictures and cultural-affairs performances, student-government activities and student-center operations. A fall-semester student not registering for the spring semester may obtain a Cabin Log, if one is available, by paying a prorated amount of the per-copy price for the semester in which tuition is not paid.

Room

Room charges for students returning early and for students remaining at Berry during vacations are additional and are computed at the rate of \$24.45 per day in the residence halls or Dorothy Cottage, \$28.90 per day in the townhouses and Thomas Berry suites, and \$35.05 per day in the Centennial hall suites. Residence halls are completely closed at Thanksgiving and Christmas breaks. When space is available, students may request private rooms through the office of residence life. Additional charges apply for these requests. For rooms identified as doubles, triples or quads which are converted to lower occupancy rooms at the request of the resident(s), an additional charge of \$515 per year will apply. Also, for any student residing in a room identified as a single, an additional charge of \$257 per year will apply.

Board

First-year students living on campus must purchase the Unlimited Plan. Second-year students living on campus must purchase at least the Any 10 Plan. All other traditional residence hall occupants must purchase at least the Any 7 Plan. All other suite residents and all full-time commuter students must purchase at least the Flex Bucks Plan. Meals not included in a plan may be purchased on a casual basis. In addition, a la carte service is available in Valhalla (our food court).

Meal plan charges cover only those meals and Flex Bucks that are made available within an academic semester. Unused meals and Flex Bucks do not roll over from semester to semester.

We provide a variety of foods to satisfy students with special diets. We can provide most special diets if recommended by the student’s physician. If, after receiving documentation and having conversations with the student’s physician, it is deemed by our dietician and the director of dining services that we are unable to meet the dietary need, then the director of dining services can exempt an individual from the meal plan rules above.

Other Charges

| | |
|---|------|
| Application for admission fee | \$50 |
| Technology fee..... | 50 |
| Student Activity fee | 150 |
| Joint enrollment per credit hour | 432 |
| Enrollment deposit (see below) | 150 |
| Residence-hall room deposit (see next page) | 100 |
| Orientation fee (SOAR and Viking Venture) | |
| Freshman residents | 135 |
| Late clearance..... | 50 |
| Student vehicle registration (per year)..... | 70 |
| Graduation fee (including keeper cap and gown)..... | 40 |
| Transcript of record | 7 |
| Emergency request for transcript | 25 |
| Certain courses, including music lessons, require special fees for materials or facilities use or other particular costs. See the Berry Web site or course registration site for details. | |
| Returned-check fee (each transaction) | 40 |
| Credit-by-examination fee, per credit hour | 30 |
| Replacement of student-identification card | 25 |
| Continuing-education program fees set by the department | |

SPECIAL FEES ARE NOT REFUNDABLE.

Enrollment deposits and room deposits are refundable only if written notice of cancellation is received by May 1 from applicants for the fall semester and two months before the date of registration from applicants for spring semester.

The enrollment deposit is not a prepayment of tuition and fees; rather, it serves as a

reservation deposit to be retained until the student graduates or withdraws. For continuing students, refund of the deposit will be made when formal withdrawal is accomplished by their class-selection date of the current semester and all financial obligations have been met.

Room deposits are not prepayments to be applied to residence-hall charges but will remain on deposit with the college to be refunded, provided the student's accounts with the college are cleared, upon change of status from residence-hall student to commuting student, formal withdrawal or graduation. However, the room-deposit refund will be permanently forfeited in the event of a change to commuting status or formal withdrawal occurring after the class-selection date of the current semester.

Textbooks and supplies each semester cost approximately \$600. Personal expenses, of course, vary with the individual.

Graduate Studies Charges

Charges for graduate studies are listed in the Graduate Catalog.

Financial Obligations to the College

A student who is delinquent in payment of any financial obligation to Berry College may be removed from classes; may not be allowed to register at the college for another semester until such delinquency is satisfied; may not be issued official transcripts or a diploma; and may be subject to additional measures. In the event that an unpaid obligation is submitted to a collection agency or an attorney at law, all costs of collection, including reasonable attorney's fees, will be paid by the student.

Payment of Charges Each Semester

Each student who has preregistered is billed in advance with an itemized statement of charges for the semester; financial-aid credits applied, if any; and the net amount due to complete registration.

Net charges are due and payable on or before the fee payment date or the student will not be "cleared" to attend classes.

The student Deferred-Payment Plan is available for those who wish to pay charges for each semester in monthly installments. A service charge will be assessed students who choose the Deferred-Payment Plan.

Clearance to Attend Classes

A student will not be permitted to attend classes, and professors will not admit students to class, until the Student Accounts Office has received the net amount billed or the first installment under the Deferred-Payment Plan for the semester and all scholarship, loan and other financial-aid forms and/or checks have been signed.

Refund of Charges

All students who withdraw during a semester will be charged tuition and room and board,

if applicable, at the rate of 10 percent of the semester charge for each week, or fraction thereof, of enrollment. If a recipient of financial aid withdraws and is scheduled to receive a refund, all or part of this refund will be used to reimburse the financial-aid program from which the student received funds. Other fees are nonrefundable.

Students receiving Title IV Federal Financial Aid (Stafford, Plus or Perkins Loans, Pell Grant, SEOG, etc.) who withdraw during a semester will be subject to the refunding of all or a portion of their financial aid to the respective loan or grant, according to Federal Regulations. Information on these withdrawal procedures and the Federal Regulations that apply are available in the Student Business Services Office.

Work Experience

Join the nation's premier student work experience program. Berry offers meaningful work to every student in more than 120 departments and locations. Each year approximately 88% of the student body chooses to work in a variety of jobs. New student workers start in entry-level positions and then have opportunities to progress to more advanced positions. Many students eventually have the opportunity to lead projects, supervise other students, perform research or manage departments or one of our student-operated businesses.

The Berry work experience extends, complements, and enriches the academic experience. Students develop leadership and human relations skills, learn good work habits, build self-reliance, and become experts in their work area. Learning outcomes of the program also focus on taking initiative, integrity, customer service and team work.

The typical student works 10 hours per week. Students are limited to no more than 16 hours per week. In rare cases a vice president can grant approval to work up to 20 hours per week. Some departments also provide student work opportunities during the summer, up to 40 hours per week.

The Office of Student Work assigns positions to incoming freshmen based on past experiences, individual preferences and institutional needs. Sophomores, juniors and seniors are encouraged to seek the jobs of their choice. Open jobs are posted at <https://studentwork.berry.edu>. Students having difficulty finding jobs should contact the Office of Student Work in Krannert 321.

Students working 15 hours per week during the academic year can earn approximately \$3,480. Students working 40 hours per week during the summer have the opportunity to earn up \$4,500 and those working approximately 464 hours can earn an additional \$700 credit toward fall tuition.

Student earnings for on-campus jobs are paid every two weeks. Earnings are subject to state and federal income taxes and in some cases FICA taxes. New students are required to complete payroll withholding and I-9 (verification of citizenship) forms prior to receiving work assignments and therefore should have a social-security card or certified

birth certificate and one other government-issued picture identification (usually a state-issued driver's license) in their possession when they arrive on the campus. A valid U.S. passport is an acceptable substitute for the social security card, birth certificate, and the identification card.

Financial Aid

Berry College is committed to assisting students and their families in securing resources to attend the college through the use of institutional, federal and state funding. Every student is encouraged to apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA). The priority date for receipt of the financial-aid forms is March 15 each year. Applications received after March 15th will be considered on a funds-available basis.

To meet general eligibility requirements to be considered for financial aid, a student:

- Must be admitted to Berry College as a regular-admitted, degree-seeking student;
- Must be a U.S. citizen, eligible non-citizen, U.S. national or have an acceptable immigrant visa;
- Must not be in default on prior education loans, nor owe repayment of federal grant programs;
- Must be making Satisfactory Academic Progress and be in good academic standing with the college as defined in this Catalog.
- Must be enrolled as a full-time student to receive institutional scholarships and grants. (minimum of 12 credit hours per semester at the undergraduate level and 9 credit hours at the graduate level).
- Must be enrolled at least half – time to receive Federal and Private student loans. (minimum of 6 credit hours per semester at the undergraduate level and 5 credit hours at the graduate level).

In addition to these general requirements, individual programs may have additional requirements specific to that particular scholarship. Examples of these additional requirements are minimum grade point average, specific major, year in school, (freshman, sophomore, junior or senior), financial need, specific work assignment, needed to maintain the scholarship. Students should be familiar with the actual requirements for their financial aid. Students can view the requirements for their financial aid awards through the student portal, VikingWeb by logging into their account. This information is available to students 24/7.

Applying for Financial Aid

Information about applying for financial aid can be found by going to the Berry College Office of Financial Aid's website, www.berry.edu/aid/ The website also provides links to the state programs for Georgia residents, www.gacollege411.org and the federal website for filing the Free Application for Federal Student Aid online, www.fafsa.gov All students both new and returning are required to notify the Berry College Financial Aid

Office of any scholarship awards they will receive from outside sources.

Free Application for Federal Student Aid (FAFSA) - Submission of this form (or the renewal FAFSA for continuing students) is required for consideration of eligibility for any need-based assistance as well as for participation in the federal direct student loan program (student and/or parent loans). All students are encouraged to submit the FAFSA to the federal processing center at the following website, www.fafsa.gov including Berry College Title IV Code of **001554**. Once the student's FAFSA is processed, the results are released electronically to the college, provided the student includes the college's code **001554** on the FAFSA application. The results of the FAFSA must be received by the financial aid office, along with supporting documentation as requested, before the student will receive a financial aid award letter.

Georgia Tuition Equalization Grant Application - This form is required for the state residency (tuition-equalization) grant and may be completed by going to www.gacollege411.org.

HOPE Scholarship Application. Eligible HOPE scholars must complete the HOPE application by going to www.GAcollge411.org.

Common Financial-Aid Sources

The most common sources of financial assistance are federal, state and institutional aid.

Federal Programs – The federal programs provide the foundation for financial aid for students who demonstrate financial need. Initial application for federal aid is made by submission of the Free Application for Federal Student Aid (FAFSA). The federal programs available through Berry to qualified students include Federal Pell Grants, Federal Supplemental Education Opportunity Grants, Federal Work-Study, Federal TEACH, Federal Perkins Loans and Federal Direct Student and Parent Loans for Undergraduate students (PLUS) Loans. (Note: The Federal Unsubsidized Direct Student Loan and the Federal PLUS loans are created to assist families who do not qualify for need-based aid or who need additional funds to replace their expected family contribution. Eligibility for these loan programs also requires submission of the FAFSA.)

State Programs - The state of Georgia provides the Georgia Tuition Equalization Grant (GTEG) to eligible state residents who attend Berry as full-time undergraduate students. In addition to the GTEG, the lottery-funded HOPE and Zell Miller Scholarship Program is available to help eligible students with their educational needs. Continuation of the HOPE scholarship is based on maintaining the required 3.0 grade-point average on all attempted hours of course work after high-school graduation. The grade point average is reviewed after attempting 30, 60 and 90 hours and at the end of each spring semester. Upperclassmen may be eligible to enter the scholarship program with the required grade-point average after having attempted 30, 60, or 90 credit hours.

For more information on state programs and current regulations governing these

programs, contact Berry's financial-aid office or contact GSFC directly at 1-800-546-HOPE or at www.gacollege411.org.

Institutional - Students are expected to be enrolled full time to receive institutional funding. Changes to the enrollment level placing a student below full-time status will require an adjustment to the financial aid package. In addition, institutional funds are limited to four years (eight semesters) of enrollment. The admissions office awards all academic scholarships. Academic scholarships are awarded to students entering first-year or transfer students. For eligibility information, prospective students should contact the admissions office directly at 800-237-2178 or by email at admissions@berry.edu

Most of the institutional funds Berry College awards are limited to **Direct Costs**, which are defined as tuition, fees, room and board and books. Specific conditions will be provided in your Financial Aid Award letter each academic year. Students are responsible for being aware of the renewal criteria required for their specific financial aid awards. The specific renewal criteria for each award are not located in the college catalog.

Beginning with the 2011-12 incoming class the required cumulative grade-point average (GPA) to renew academic merit scholarships is cumulative Berry GPA of a 2.00 at the end of each academic year. Students receiving Presidential Scholarships will be required to have achieved a cumulative 3.00 Berry GPA at the end of the spring semester of their first year and must maintain a cumulative 3.20 at the end of the second and subsequent years. Academic scholarships are evaluated at the end of each spring semester to determine eligibility for the next academic year. **Only course work completed at Berry is used to compute continued academic scholarship eligibility.** Scholarships and/or grants lost may be renewed at the end of each academic year if the required cumulative Berry GPA is met at that time.

Several departments offer talent based departmental scholarships to freshman, for example, music, communication and theatre. Additional information regarding scholarships for incoming students is located on the financial aid webpage at www.berry.edu/aid/ Prospective students should contact the Admissions Office if further information is desired.

Need based financial assistance is also awarded by Berry in the form of federal and institutional grants and scholarships. Need based eligibility is determined after the financial aid office receive the results of the annual application for financial aid, the Free Application for Federal Student Aid, (FAFSA). In order for Berry to receive the results of the FAFSA, the student completes the FAFSA at www.fafsa.gov and lists **Berry College's Federal School Code of 001554** on the FAFSA application. The FAFSA application is required for each academic year the student wants to be considered for need based financial aid and PLUS loans. Need-based grants/scholarships may be adjusted if students receive additional financial aid awards after a Berry grant/scholarship has been awarded.

An alternative loan opportunity program (other than federal) may be offered to qualifying

students to assist in meeting their educational expenses. Contact the Financial Aid Office to inquire about this option if you are interested.

Satisfactory Academic Progress (SAP)

Federal law and U.S. Department of Education regulations require institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal aid. In addition, Berry College policies and all State of Georgia financial assistance program regulations (HOPE, Zell Miller Scholarship, and GTEG, etc.) require students to meet the SAP criteria established for federal student aid. SAP means a student is proceeding in a positive manner toward fulfilling degree requirements. Each school administering federal Title IV aid funds must develop its own SAP Policy following current federal guidelines.

The Satisfactory Academic Progress (SAP) policy must contain three measurements; (1) a qualitative measure of progress (**minimum GPA requirement**), (2) quantitative component for completing degree objectives (**the “pace” at which a student is working to complete degree requirements**) and, (3) a measurement of progress toward a degree (**maximum time frame**). A student must meet the standard for all three parts of the SAP policy to remain eligible for federal state and Berry College financial aid programs. An important point to remember is all three measurements are cumulative in their measurement.

1) Qualitative measure (minimum cumulative GPA requirement)

Undergraduate students are required to achieve a minimum cumulative GPA based on total credit hours attempted. This standard must be the same as or stricter than the Berry College academic policy. Financial Aid recipients must meet this standard and will be placed on Financial Aid Warning for the succeeding semester if their career **cumulative grade point average** drops below 2.0 at the end of any semester.

2) Quantitative Measure of Progress (Pace the student is working)

The “Pace” at which a student must work to complete degree requirements requires a student to earn 80% of all attempted credit hours. Grades (including pluses and minuses) of A, B, C, D, P and S are considered “earned” for purposes of this policy. Grades of F, U, H, X, I, W, WF, WS and NR are not considered earned.

3) Time Frame Measure of Progress (maximum time frame allowed)

Students may receive federal financial aid for no more than 150% of the credit hours required to earn their degree. For example, a degree which requires 124 hours will result in a maximum of 186 hours of federal financial aid. **It is important to remember that Berry College grants and scholarships are limited to 8 semesters.**

Evaluation Period for SAP

The review of a student’s SAP status will be made at the end of each semester. Notification will be made by letter to all students who are *not* meeting the SAP policy. Students who are meeting SAP standards will not receive a letter notifying them they are in good standing.

Financial Aid Warning

All students are evaluated at the end of each semester to determine whether or not they are meeting the SAP standards. If they are meeting SAP, their financial aid file will record the student is ***Meets SAP***. If the student is not meeting SAP standards the student will automatically be placed on ***Financial Aid Warning*** status. A student on Financial Aid Warning may continue to receive federal, state and institutional financial aid for one semester despite the determination that the student is not meeting SAP standards. The student will receive a letter informing them they are not meeting SAP standards.

Financial Aid Suspension

At the end of the following semester students will be evaluated to determine if they are meeting the SAP requirements, if a student who is on ***Financial Aid Warning*** is still not meeting the SAP requirements the student will be placed on ***Financial Aid Suspension***.

Students are placed on a ***Financial Aid Suspension*** status if SAP standards are not met at the end of the semester where the student is on Financial Aid Warning. ***A student has the option to appeal for financial aid while on suspension only in cases of extenuating circumstances.*** The student will lose their financial aid eligibility until they are meeting SAP again or are placed on Financial Aid Probation through an appeals process. While on Financial Aid Suspension, students are not eligible to receive federal, state and institutional aid as well as private loans.

See the section entitled ***Appeal Process*** at the end of this policy for details on the appeals process.

Financial Aid Probation

Students are placed on a ***Financial Aid Suspension*** status if SAP standards are not being met after two consecutive semesters. A student has the option to appeal for financial aid while on suspension ***only in cases of extenuating circumstances.*** ***If the student submits an appeal and their appeal is approved by the appeals committee they will be placed on Financial Aid Probation.*** A student on Financial Aid Probation may receive financial aid for **one** additional semester **only**. See the section entitled ***Appeal Process*** at the end of this policy for details.

Change in Major

Students who change majors during the academic year are strongly encouraged not to withdraw from any classes as they must complete 80% of all credit hours attempted. Students who chose to change majors or degree programs should do so early in their academic career so as not to jeopardize future eligibility for financial aid. Changing majors in and of itself is not a justification for exceeding the 150% Maximum Time Frame requirement.

Incomplete Grades

Grades and hours for classes in which an Incomplete is assigned are counted in the total attempted hours for purposes of SAP policy. The GPA will be updated when the "I" is

replaced with a grade. It is possible for a student to be in good standing for SAP purposes and when an incomplete grade is replaced the student moves to a Financial Aid Warning status. Likewise, it is possible for a student to not be meeting SAP standards based on an incomplete grade and meet those standards when the final grade is assigned.

Repeat Courses

Students may repeat courses already passed or failed one time for federal aid purposes. Each time a course is taken the hours will be included in the total cumulative attempted hours and both grades will be included in the GPA calculation.

Second Degree at the same level (undergraduate or graduate)

A student who is working on a second degree at the same level (undergraduate or graduate) will have 50% of the usual time frame and measure of progress toward the subsequent degree. If approved, federal financial aid will be available for a student working on a second degree (i.e. B.A. in addition to a B.S.). A SAP appeal will not be granted for a second major in the same degree (i.e. history in addition to English).

Study Abroad/Student Exchange Programs/Transient

It is the student's responsibility to work with the other institution attended to insure grades are reported to the College Registrar on a timely basis. A student will remain on Financial Aid Suspension until all grades are received from the other institution and the evaluation is complete by the College Registrar. After grades have been placed on the student's college transcript and the financial aid office has been notified by the registrar's office a final SAP review will occur. The student's SAP status will be evaluated and their status will be updated to reflect the additional classes.

Total Attempted Hours

All attempted hours are counted to determine SAP. This included transfer hours, hours attempted for which the student did not receive financial aid, repeated courses, incomplete courses and withdrawals.

Transfer Students

Hours and the grades for hours accepted by Berry for a Transfer student are included in the attempted hours and GPA calculations for the SAP policy.

Withdrawals

Grades of "W" are considered in the total attempted hours for determining SAP status.

Appeal Process

Students beginning a semester on Financial Aid Warning who do not meet the required SAP standards at the end of the semester will be placed on Financial Aid Suspension and will lose their financial aid eligibility. Students who have documented circumstances beyond their control will be allowed to submit an appeal for review by the appeals committee. If the appeal is approved, students will be placed on Financial Aid Probation and continue to receive financial aid for *one* additional semester on a probationary status. **SAP probationary status can be granted only after the student has been placed in a**

Financial Aid Suspension status and has submitted a SAP appeal and it's been approved by the appeals committee.

The circumstances under which an appeal can be made include death of a relative, injury or illness of the student or family member or other extenuating circumstance which the student can document. The Berry College SAP Appeal Form should be utilized for the written appeal. The appeals form outlines the acceptable documentation required to be submitted with the student's appeal.

Each appeal must include an academic plan which has been developed with the counsel of your academic advisor and must provide clear terms and conditions to be achieved to regain a good SAP status. These can include taking a reduced course load or enrolling in specific courses or tutoring options as well as other terms which the student and advisor might consider to be appropriate.

Student Appeals are initially reviewed by financial aid staff. Appeals which cannot be approved without the consult of the academic division will be reviewed by the Appeal Committee.. The review of the appeal can take up to two weeks from the date submitted. Students will be notified by letter of the results of the appeal and if the Committee must review their request.

A student on Financial Aid Suspension may appeal due to extenuating circumstances and be approved to receive federal, state and institutional funds for a **maximum of one** additional semester. At that point, the student must meet the school's SAP standards or the requirements of the established individual academic plan to maintain eligibility for financial aid. If the student is meeting the requirements of the educational plan agreed upon with the academic advisor the student can continue to receive financial aid.