

NUMBER	POLICY (Student Development)	PAGE
4.20	Satisfactory Academic Progress	1 of 5

## SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations require that students receiving financial aid maintain Satisfactory Academic Progress (SAP) to be eligible to continue to receive funding. The SAP policy applies to all students receiving assistance from any financial aid program administered by the Office of Student Financial Resources at Brunswick Community College (BCC).

### **Scope of SAP Review**

Federal regulations require that BCC track the academic progress of all financial aid recipients from their **first date of enrollment** at the College. As such, a student’s entire education career at the College is examined when determining SAP, **even if s/he was not receiving financial aid during a previous period of attendance.**

### **Qualitative & Quantitative Standards**

Financial aid recipients must meet both a “quantitative” and “qualitative” standard to maintain SAP and eligibility for financial aid.

#### **Qualitative Standard**

Students must maintain a 2.0 cumulative Financial Aid GPA.

**Note:** In accordance with Federal Law, all attempted credit hours must be considered with calculating a student’s SAP for aid-eligibility purposes. As such, a student’s Academic GPA and Financial Aid GPA are likely to differ.

#### **Quantitative Standard**

Students must complete at least 67% credit hours attempted each semester.

**Note:** All terms of enrollment at the College are considered in this standard, even those in which the student did not received financial aid (including summer semester).

#### **Maximum Time Frame Allowed**

In addition to the qualitative and quantitative standards, students must complete a program of study in a timeframe not to exceed 150 percent of the designated length of time needed to complete the program of study for a full-time student. By doing so, the student should complete the program of study within the maximum time frame allowed. Students who have changed their program of study or are pursuing a second degree are more likely to reach their maximum time frame for SAP purposes. The maximum time frame calculation will include all credits attempted in all programs of study in which the student has been enrolled.

**Note:** Transfer credits are included in the maximum time frame allowed.

NUMBER	POLICY (Student Development)	PAGE
4.20	Satisfactory Academic Progress	2 of 5

#### **Example of Maximum Time Frame Allowances**

Program of Study*	Credit Hours Required in Program of Study	Maximum Number of Credits for Financial Aid Eligibility (150%)
Certificate	18	27
Diploma	48	72
Associate in Arts & Associate in Science	60	90
Associate in General Education	65	98
Associate in Applied Science	76	114

**\*Note:** The “credit hours required” represent an average for these programs of study at the College. For the actual number of credit hours required in a particular program of study, consult the BCC Catalog & Student Handbook.

#### **Additional Information Regarding SAP**

##### Academic Support Coursework

If student has registered for all academic support courses, the SAP process applies to his/her courses. Otherwise, academic support courses count as hours attempted for enrollment purposes but not for satisfactory academic progress.

Student may receive financial aid up to 30 credits in academic support courses.

##### **Impact of Grades**

All grades issued by the College are considered when evaluating a student’s SAP. Attempted coursework for SAP will include passing grades, withdrawals, incompletes, failing grades, and repeated courses.

Grades of AU, EA, F, F\*, R, and W do not qualify as successful completion of hours attempted. A grade of D in select programs will not qualify as successful completion if the grade is unacceptable in the program of study. Students who habitually withdraw from classes will eventually fail to make SAP and may have their financial aid suspended.

Additionally, an “I” (Incomplete) will be considered as credit hours attempted and not completed. If this grade should later change to a grade of successful completion of the course, a student may request that his/her SAP be recalculated for the given term.

NUMBER	POLICY (Student Development)	PAGE
4.20	Satisfactory Academic Progress	3 of 5

### **Repeated Coursework**

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for Financial Aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

**Note:** Financial aid cannot be used to pay for the same course twice in one semester.

### **Re-Enrollment at the College**

Students who return to BCC after an absence of one semester or more will have their academic status carried forward.

Students who have graduated from one program of study at BCC and then return to enroll in a second eligible program of study should contact the Office of Student Financial Resources to determine their individual SAP status under the new program of study.

### **Transfer Credit**

Transfer credit hours that are in the student's program of study will be counted in attempted hours. Transfer credits will be counted as attempted hours for the calculation of the maximum time frame allowed only and will not affect the student's GPA calculation.

### **Consequences of Not Meeting SAP Requirements**

When a student fails to meet the SAP requirements, his/her aid eligibility is impacted. Upon a student's first failure to meet SAP, s/he is placed on an academic warning. If a student fails to return to a period of good standing and make SAP during the period of warning, s/he will have his/her financial aid suspended and will remain ineligible to receive any form of financial aid until s/he becomes in compliance with SAP.

### **Academic Warning**

Students whose cumulative Financial Aid GPA falls below a 2.0 and/or fail to complete 67% of his/her cumulative coursework will be placed on academic warning for the next semester enrolled. Students will be notified by email from the Office of Student Financial Resources when on academic warning, and must contact office for required financial aid counseling.

*Students may continue to receive financial aid during the warning period.*

Students who demonstrate academic progress by earning a cumulative 2.0 Financial Aid GPA during the academic warning period will be reinstated to a good academic standing for the next semester s/he enrolls in. Students who fail to meet SAP during this period will have his/her financial aid suspended.

NUMBER	POLICY (Student Development)	PAGE
4.20	Satisfactory Academic Progress	4 of 5

### **Financial Aid Suspension**

Students who do not earn a cumulative 2.0 Financial Aid GPA and/or fail to complete 67% of his/her cumulative coursework during the academic warning period will be determined to not have made SAP and will have his/her financial aid suspended.

*Students will become ineligible to receive financial aid until the student, at his/her expense, enrolls for a subsequent semester (or semesters) and earns a cumulative Financial Aid GPA of 2.0 or better and completes 67% of his/her cumulative coursework.*

### **Appeals & Mitigating Circumstances Affecting SAP**

#### **Appeal Process for Financial Aid & SAP**

A student who becomes ineligible for financial aid has the opportunity to appeal the decision. If student's appeal is approved, the student will be placed on academic warning for the term and be eligible to continue to receive financial aid. The process for appeals is as follows:

- A. The student must contact the Office of Student Financial Resources, in writing, within ten (10) business days of notification of his/her aid being terminated with his or her intent to appeal the termination.
- B. The Office of Student Financial Resources will provide the student with an Appeal for Waiver of Unsatisfactory Progress form.

The student must complete the form in its entirety and submit all required documentation within ten (10) business days of submission of intent.

- C. The Director of Student Financial Resources will process the appeal and/or present the appeal to a committee.

The Office of Student Financial Resources will then respond in writing with the decision.

- D. If the student's appeal to the Office of Student Financial Resources is denied, the student may appeal, in writing, to the Dean of Student Services and Enrollment Management within five (5) business days of the date of the denial letter.

The Dean will respond to the student, in writing, with the decision. **This decision is final.**

#### **Denial of SAP Appeals**

If a student is denied his/her SAP appeal, s/he must pay for tuition, fees, and other expenses out-of-pocket, without the support of any financial aid. If during this period the student does well enough to satisfy all of the requirements of the SAP standards, s/he will regain his/her financial aid eligibility.

NUMBER	POLICY (Student Development)	PAGE
4.20	Satisfactory Academic Progress	5 of 5

**Mitigating Circumstances**

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented and will be evaluated by the Office of Student Financial Resources.

This evaluation pertains only to financial aid recipients and is not applicable for the purpose of continued enrollment, since such determinations are made according to other institutional policies.

Examples of mitigating circumstances include illness or injury to the student, illness or death of a student's immediate family member, and other circumstances that are beyond the student's control.