



SATISFACTORY ACADEMIC PROGRESS

POLICY

In accordance with federal and state regulations, BCC's Office of Student Financial Resources is required to evaluate a student's Satisfactory Academic Progress at the end of each term (fall, spring, and summer) to determine financial aid eligibility for the following term. Satisfactory Academic Progress evaluations include all periods of enrollment whether students received or did not receive financial aid, and includes credit hours earned at other institutions and transferred into the student's program of study.

PROCEDURE

To be eligible for federal, state, and institutional aid, students must meet both quantitative (time-based) and qualitative (grade-based) standards each semester.

Grade-Based Standard

- A student must maintain a minimum cumulative grade point average (GPA) of 2.0.

Time-Based Standard

- A student must complete 67% percent of the total cumulative credit hours attempted; and
- complete the requirements for an eligible program of study within a timeframe, not to exceed 150% of the published program length.

For example, if an academic program length is 60 credit hours, the maximum number of credit hours eligible for financial aid is 90 ($60 * 150\% = 90$).

The maximum timeframe calculation includes all credits attempted in all programs of study in which the student has been enrolled. The maximum timeframe calculation also includes remedial coursework and is limited to 30 credit hours.

Returning students who previously enrolled under an academic progress policy other than the current policy must meet SAP standards of the current policy by the end of the returning semester.

Treatment of Selected Grades

- **Withdrawals:** Credit hours in which a student receives a grade of "W" or "WE" are included in the number of attempted hours, but do not count toward successfully completed hours. Excessive withdrawals and excessive absenteeism that lead to administrative withdrawal may affect a student's ability to meet satisfactory academic progress standards.
- **Incompletes:** Credit hours in which a student receives a grade of "I" or "IE" are included in the number of attempted hours but do not count toward successfully completed hours. Grades of "I" or "IE" are treated as a "F", which negatively affects a student's GPA.
- **Fails:** Credit hours in which a student receives a grade of "F", "WF", "R" are included in the number of attempted hours, but do not count toward successfully completed hours. In addition, these grades negatively affect a student's GPA. Students with failed grades may have difficulty meeting satisfactory academic progress standards.
- **Audit and Never Attend:** An audit "AU" or never attended "NS" grade is not considered attempted coursework. It is not included in the student's GPA or completion rate evaluation. A student cannot receive financial aid for courses they audit or never attended.
- **Repeat Courses:** Per federal regulations, a student may repeat a previously passed course (grade of "D" or better) one additional time for the repeated course to be eligible for Financial Aid. 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.
- **Credit by Exam:** Credit hours that a student receives a "CR" is included in attempted and completed hours for the time-based standards of completion rate and maximum time frame. A student cannot receive financial aid for "CR" credit.
- **Transfer Credit:** All hours transferred and accepted from other institutions are included in the number of hours attempted and completed. In addition, a student's maximum time to receive financial aid is reduced by the equivalent transfer of credit hours toward a degree.

Re-enrolling at the College

Students who return to the college after an absence of one or more semesters will have their academic status carried forward. Likewise, students who have graduated from one program of study at the college, and 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.

Evaluating Eligibility Status

The Office of Financial Resources notifies all federal and/or state financial aid recipients of their SAP status at the end of each semester. Students should check their school email shortly after the end of the term for this important information.

- Satisfactory: Students who meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) of satisfactory academic progress standards are placed on Financial Aid “Satisfactory” status.
- Warning: Students who do not meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) after an official evaluation at the end of a semester are placed on “Warning” for the following semester. Students may continue to receive financial aid during the Warning period.
- Suspension: Students on Warning status who fail to meet the minimum requirements (cumulative 2.0 GPA and 67% completion rate) or have not met the minimum requirements for two consecutive terms are placed on Financial Aid “Suspension” status and are no longer eligible for aid.
- Maximum Time Frame: Students who have reached the maximum credit hours allowed for their program of study are placed on “Max Time Frame” status. Attempted credits from all enrollment periods at the College plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms.
- Probation: Students who have successfully appealed financial aid suspension are placed in “Probation” status. Students in Probation Status are eligible to receive financial aid for one (1) semester, after which they MUST be in satisfactory status and/or meeting the requirements outlined in their SAP Appeal Decision Letter as determined by the Office of Student Financial Resources.
- Termination: Students on Probation status who do not adhere to the Success Plan provided are placed on Financial Aid “Termination” status. Students who have been terminated are no longer eligible for financial aid until the minimum satisfactory academic progress standards are met.

Regaining Financial Aid Eligibility

Students who fail to meet Satisfactory Academic Progress standards are immediately ineligible for financial aid. To regain financial aid eligibility, students must meet the minimum requirements of Satisfactory Academic Progress Standards by enrolling for classes at their own expense.

Students with documented extenuating circumstances that are beyond their control may submit an appeal to the Office of Financial Resources. If the appeal is approved, the student’s financial aid eligibility will be reinstated in Probationary status.

Appeal Procedure

A student who becomes ineligible for financial aid has the opportunity to appeal the decision. If the 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.

A student who desires to appeal should contact the Office of Student Financial Resources to obtain an Appeal for Waiver of Unsatisfactory Progress form. The student must complete the form in its entirety and submit all required documentation to the Office of Student Financial Resources for consideration.

The Financial Aid Review Committee will review the circumstances and documentation provided and present their decision to the Director of Student Financial Resources. The Director of Financial Resources awards or rejects the appeal. The decision of the Director of Student Financial Resources is final.

Mitigating Circumstances

Students with mitigating circumstances are encouraged to use the appeal process. The circumstances must be properly documented to be evaluated by the Review Committee. 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.

*Approved by Brunswick Community College Board of Trustees
August 21, 2014*

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