

SECTION 11: SATISFACTORY ACADEMIC PROGRESS

11.1 Process Overview & Responsibilities

Federal regulations (34 CFR 668.34) mandate that a student receiving financial assistance under federal Title IV programs must maintain Satisfactory Academic Progress (SAP) in his/her course of study regardless of whether or not financial aid is awarded each semester. Financial Aid Students must maintain Satisfactory Academic Progress towards a Bachelor of Applied Technology Degree, Associate Degree or approved Certificate Program in order to receive Federal Title IV and/or State Financial Aid. In addition, the academic records of all Financial Aid Students will be reviewed to determine if Satisfactory Academic Progress is being maintained. All students, including transfer students, must submit all prior transcripts. All Federal and State aid awarded by the Financial Aid Office are affected by this policy. Academic Progress will be evaluated at the end of each semester (Fall, Spring, and Summer).

Academic statuses are explained below:

1. Mandated by federal regulations for the purposes of receiving student aid, Satisfactory Academic Progress (SAP) is measured with the following standards:

- **Grade Point Average:** The qualitative measure requires undergraduate students working towards a certificate or an associate degree or bachelor of applied technology degree to maintain a minimum cumulative Grade Point Average (GPA) of 2.000.
- **Completion Rate:** The quantitative measure requires undergraduate students maintain a cumulative completion rate of sixty seven percent (67%) of the attempted coursework (including developmental, dual enrollment and/or transfer hours accepted by BC towards their program of study). This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of "W", "I", "F", "NC" (as well as repeated coursework).

2. **Financial Aid Warning** – Students will be placed on financial aid warning if Satisfactory Academic Progress is not achieved as defined above. Students may still receive financial aid while on financial aid warning. Students admitted on academic scholastic probation from previous institutions will be placed on financial aid warning. Students will be removed from financial aid warning and placed in good standing at the end of the next semester enrolled if SAP is met. A warning notice is sent to notify the student that if academic progress does not improve they will be placed on financial aid suspension.

Maximum Time Frame: This measure limits the number of credit hours attempted in the pursuit of an undergraduate certificate or a degree. The maximum attempted hours are one hundred and fifty percent (150%) of the credits required to complete the students' program of study. For the purposes of obtaining an associate degree at BC requiring 60 credit hours, the maximum is typically 90 credit hours, including dual enrollment and/or transfer coursework accepted towards the program of study. A student is ineligible at the evaluation point where is indicated the student will exceed max time frame NOT at the point when they actually reach the max time frame.

3. **Financial Aid Suspension** – Students will be placed on financial aid suspension when they are no longer eligible for Federal or State financial aid due to their lack of Satisfactory Academic Progress or the student has reached the maximum time frame for their program of study. Students still have the right to attend BC if eligible to re-enroll based on academic standing, but must do so at

their own expense until they are once again meeting the requirements to receive financial aid assistance. A suspended student has the right to appeal a suspension, and may do so by appealing to the Financial Aid SAP committee.

If a student raises their overall GPA and completion rate to the minimum acceptable standards or above, they regain their good standing status.

11.1.2 Evaluation of student grades at BC

- BC will accept transfer credit hours applicable toward a program of study. This includes hours earned.
- Transfer credit course work will be calculated for the purposes of determining financial aid eligibility and academic standing.
- For the purposes of financial aid eligibility, developmental credit hours will be counted towards 67% calculation after each semester SAP requirements.
- Grades of “A”, “B”, “C”, “D”, “P” and “CR” will be considered credit hours attempted and earned.
- Grades of “F”, “W”, “I”, and “NC” will be considered as credit hours attempted towards the 67% rule and MTF rule. Additionally, this will be considered as credit hours attempted for the semester.
- Students who withdraw from the college must still maintain financial satisfactory academic progress to meet the 67% pace of progress rule, and for the MTF rule.
- There is no specific limitation on the number of times a student may attempt a course under the financial aid satisfactory academic progress policy. All course attempts, repeated courses, developmental courses, will count when assessing if the student meet the 67% pace of progress and/or the maximum time frame limit.
- A student may receive aid for course no more than two times, at the third attempt and beyond, financial aid will not pay for the class.

Classes with the following grades not considered completed:

“F” or a failing grade, “W” or withdrawn: no grade given but counts toward hours attempted, “I” or incomplete: no grade given or an “NC” no record but counts toward hours attempted. It is the student’s responsibility to comply with the instructor requirements before the end of the next Fall or Spring semester, or the “I” “Incomplete” grade will revert to “F”. All courses count toward the completion rate, whether the course is a repeated course, remedial course, or courses with the grade I, F, NC, or W as well as the maximum time allowed.

Transitional Coursework: All transitional courses will be counted as attempted hours.

NOTE: Students can receive financial aid for a total of twenty-seven (27) attempted transitional hours, including transitional coursework taken at other institutions.

11.1.3 Student who graduates and returns to BC for a second degree

If a student graduates from BC and re-enrolls at BC to pursue another educational program, all developmental courses are excluded from the SAP calculation. Classes from the program the student graduated from that, do not count toward graduation for the new program, will also be excluded from the SAP calculation. The review for a new degree after graduation is limited to one degree plan review, therefore students are allowed to do this only once after graduation or lifetime at BC.

Public Law 112-74 which was amended in the Higher Education Act - section 401(c)(5) reduces the duration of a student's eligibility to receive a Federal Pell Grant from 18 semesters (or its equivalent) to 12 semesters (or its equivalent). This provision applies to all Federal Pell Grant eligible students effective with the 2012-13 award year. The calculation of the duration of a student's eligibility will include all years of the student's receipt of Federal Pell Grant funding.

11.2 Appeals

Policies

Appeals may be granted to students with extenuating circumstances. Examples of these include:

- Military Leave
- Illness
- Death in family

The following are NOT considered extenuating circumstances:

- Incarceration resulting from a guilty verdict
- Voluntary pause, lapse or termination of employment
- Voluntary overtime
- Young and irresponsible
- Changing majors due to being undecided

Procedures

How to appeal your Suspension:

A student requesting an appeal must provide appropriate supporting documentation in his/her appeal request that illustrates such extenuating circumstances that caused the student to fall below the minimum SAP standards. Students requesting an appeal must provide documentable examples of the changes which have taken place that will result in successful academic course work in the future.

The appeal must be in writing and must be submitted in accordance with the standards set forth by the Committee on Satisfactory Academic Progress. Appeal letters will be reviewed by the committee and notifications sent to students via their campus e-mail informing them of the decision made by the committee along with what steps need to be taken next to complete the probationary process.

Ways to Re-instate your Financial Aid when on suspension:

1. Suspension Appeal to the Financial Aid Appeal Committee
2. If an appeal is denied or the student prefers they may pay for their courses out of pocket until they meet the minimum SAP standards.

11.2.1 Documentation

Policies

The appeal must include the following documentation

- Personal statement explaining: (Please write one paragraph on each of the bullets below)
 - Describe your extenuating circumstances in detail.

- Your reasons for not maintaining satisfactory academic progress or why you have exceeded the maximum number of attempted credit hours without earning an Associate's Degree.
 - A statement of what will change for the following semester(s) that will help ensure academic student success.
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- Official Degree Audit (this can be obtained from a Brazosport College counseling advisor).
 - Appropriate supporting documentation for such mitigating circumstances documented for the specific term(s) in which the deficiency occurred.

Procedures

Appeal application can be submitted in person at the financial aid office or via email as long as all documents are properly scanned, submit to finaid@brazosport.edu.

SAP Appeal applications for FALL semester are available from July through September. Appeal applications for SPRING semester are available from November through February. After the official reporting day (12th Class Day) no appeal applications will be accepted. Processing time for an Appeal application may take a minimum of 2 to 5 weeks from the time the appeal is submitted to the time a decision is reached. All appeals shall be documented using the current form.

FALL **Priority will be given to appeal applications submitted before August. Appeal applications submitted after August will be processed after the official reporting day. Students must pay tuition, fees, books, supplies etc. while the appeal is in process.

SPRING **Priority will be given to appeals submitted before December. Appeal applications submitted after December be processed after the official reporting day. Students must pay tuition, fees, books, supplies etc. while the appeal is in process.

11.2.2 Probation

Probation SAP

Once placed on probation, the student must continue making forward progress towards successful completion of their degree program. The student placed on probation must maintain at least a 2.5 GPA per semester and pass 100% of the classes they attempt each semester they are on probation. The probationary period will be in place for a reasonable number of terms that will allow the student's cumulative GPA and/or completion rate to mathematically meet the SAP rules and regulations.

Probation MTF

Students who meet MTF at an evaluation point and who are placed on MTF Probation will receive a plan that will indicate how many credit hours and terms they will be eligible for financial aid under the assumption the student will graduate from their program of study in such timeframe. Any deviation of the plan will result in Permanent Financial Aid Suspension at BC.

MTF appeals will only be allowed once per student in their academic life at BC. If the student does not graduate from their program of study during their MTF Probation status, the student will not be eligible for financial aid for any subsequent term, under no circumstance.

Re-establishing Eligibility

A student will re-establish their full eligibility, and no longer placed on either of the above listed conditions (except for MTF), once their cumulative GPA is above a 2.0 and their overall attempted hours are completed at a percentage rate of 67% or better. It is the financial aid recipient's responsibility to determine or inquire about his/her financial aid status at the end of each semester. A student at BC is eligible to receive financial aid after completing and submitting a FAFSA application and meeting all federal rules and regulations pertaining to federal financial aid programs.

Satisfactory Academic Progress Appeals Committee

Student appeals for reinstatement of financial aid eligibility are reviewed by SAP Appeals Committee. The student does not meet with the SAP Appeals Committee. All correspondence with the student is conducted via e-mail. The SAP Appeals Committee is the final authority in determining whether financial aid is extended or denied.

The committee communicates its decision to the student via e-mail. *The committee's decision is final and cannot be overturned.*