

BPCC Satisfactory Academic Progress (SAP) Policy

Effective beginning spring 2017

(these rules will apply when SAP is reviewed at the end of the spring 2016 semester)

The Federal Government mandates that students maintain satisfactory academic progress toward completion of their degrees within a reasonable period of time in order to be eligible for Title IV financial aid programs (includes grants, work-study, Stafford, PLUS, and Perkins loans).

Satisfactory Academic Progress (SAP) is defined as:

- Earning (passing) a required number of hours (67% of all hours attempted) and
- Achieving a required cumulative grade point average (2.00)

WHEN IS SAP REVIEWED?

Satisfactory Academic Progress (SAP) will be reviewed and determined:

1. before aid is initially awarded, then
2. after each semester

HOW IS SAP REVIEWED? (Three measures- Qualitative, Quantitative/PACE, and Maximum Time Frame)

***QUALITATIVE MEASURE (GPA) – 2.00 GPA**

The qualitative standard is the student's cumulative grade point average (GPA), as transcribed by BPCC. BPCC students will need to achieve a cumulative GPA of 2.00

**Students who appeal and are placed on an Academic Plan must meet different standards described later in this policy*

All grades attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and remedial/developmental coursework.

***QUANTITATIVE MEASURE - PACE**

In calculating the quantitative measure, we will measure the "Pace" at which the student is progressing. This is done by dividing the cumulative course hours, as transcribed by BPCC, completed/earned by the cumulative/total course hours attempted. *Example: total attempted hours = 43, total earned hours = 24. Requirements 43 total attempted x 67% = 29 hours must be earned. Student only earned 24 hours – does not meet SAP.* SAP will be met if the student is achieving the appropriate cumulative GPA 2.00 (unless you have appealed) and the **Pace is equal to 67% or higher** and the student has not reached 150% maximum time frame allowed for their degree program. (See Maximum Hours Allowed below)

In calculating the quantitative measure or Pace, **all** hours attempted will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

**Students on Academic Plans must meet different standards described later in this policy*

MAXIMUM HOURS ALLOWED

Students may receive federal financial aid if they have attempted below 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the BPCC catalog at www.bpcc.edu. Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If the degree program requires 60 hours to complete the program, multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes ***all** hours pursued, earned, dropped, and failed. All of these hours are counted as attempted even if the student did not receive aid.

HOW OTHER FACTORS PERTAIN TO SAP

"I" GRADES- An "I" (incomplete) will be considered an "F" until a letter grade is assigned in its place. It is the student's responsibility to notify the Financial Aid Office of the grade change.

DEVELOPMENTAL/REMEDIAL COURSES- A maximum of 30 hours of developmental/remedial courses will be used to determine enrollment status for financial aid. After a student has attempted 30 hours of developmental/remedial hours, she/he cannot receive financial aid for developmental/remedial hours. From that point forward, developmental/remedial hours will not count in enrollment status or cost of attendance for financial aid purposes.

WITHDRAWALS

Official Withdrawal— (also called Resignation) A student who totally resigns (receives all W's) is considered to have officially withdrawn from school.

Unofficial Withdrawal-Students receiving Title IV aid who stop attending all classes (or never begin attendance) and receive all F's or WN's will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals.

ACADEMIC AMNESTY- Academic amnesty does not affect or alter the student's financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted/considered for financial aid Satisfactory Academic Progress. Students who are granted Academic Amnesty have the right to request a financial aid appeal. (See "Re-establishing Financial Aid Eligibility")

TRANSFER STUDENTS- Transfer students are required to meet the minimum academic standards set by BPCC in order to receive Federal Financial Aid at Bossier Parish Community College. A transfer student must supply the BPCC Admissions Office with a transcript from all previous institutions of attendance.

EARLY START (DUAL ENROLLMENT) STUDENTS- Early Start (Dual Enrollment) and all other high school students taking college courses during high school will have these courses evaluated when matriculating at Bossier Parish Community College. If a student's college level courses fail to meet the appropriate cumulative GPA (see GPA chart) and/or 67% completion requirements, s/he will not be eligible for federal financial aid. (See "Re-establishing Financial Aid Eligibility")

SEEKING ADDITIONAL DEGREE PROGRAMS- Title IV federal financial aid is generally awarded to undergraduate students. Students who have earned an associate degree (or higher), are no longer eligible for federal aid at BPCC. Students who are seeking an **additional degree** may do so at the student's own expense. However, if the student has just-cause that validates his/her decision to seek an additional degree, the student may **appeal** to the Financial Aid Appeal Committee to request federal aid for an additional degree/certificate.

REPEATED COURSES-Repeated courses which were previously failed are counted in hours pursued and, if successfully completed, hours earned.

WHAT IS AN ACADEMIC PLAN and HOW MAY I CHANGE MY APLAN?

If your financial aid appeal is APPROVED, you will be placed on an Academic Plan (APLAN). The APLAN consists of three requirements that must be met **each semester**:

- 1. Earn a 2.25 GPA each semester**
- 2. Successfully complete at least 75% of the total classes attempted each semester, without exceeding maximum hours allowed for the degree program. (We will round down to the nearest whole number. Example: 9 hours attempted = $9 \times 75\% = 6.75$; student must earn 6 hours)**
- 3. You must follow the *curriculum plan (for your degree program) provided to you by the Advising Center.**

* If you wish to CHANGE your major, you are changing your APLAN. Once your appeal has been approved, you may request a change to your APLAN. Changing your APLAN will be allowed ONE time; please be sure of the major (degree program) you choose. If you wish to change your APLAN, you must submit a Request to Change Academic Plan form. You may NOT change your APLAN if you are not meeting SAP for your current APLAN.

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WHAT HAPPENS ONCE SAP IS REVIEWED?

At the time of SAP review, students will have a SAP STATUS of either:

- **GOOD STANDING:** Student has met progress standards and is eligible for aid for the following semester or academic year.
- **SUSPENSION:** Student has not made progress. Student is no longer eligible for Financial Aid. Please see re-establishing eligibility below.
- **WARNING:** A student receives a warning when he or she does not meet SAP standards for the first time. No appeal is necessary. Example: a student had a GOOD SAP Status and at the end of the semester, no longer meets the SAP requirements. Student will be placed on Financial Aid Warning. This means you are one semester away from losing your financial aid eligibility. You are still eligible for financial aid for one semester only. If the student has not returned to satisfactory standing after this additional semester, he or she will be suspended from further financial assistance until the satisfactory progress standards are met.
- **PROBATION:** Student has NOT met progress standards, but has an **approved** appeal and is eligible for financial aid for one semester or length of Academic Plan.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

(Should the student choose to "sit out" or attend another school for a period of time, she/he is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at BPCC. "Sitting out" has no bearing on regaining eligibility)

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain eligibility without the benefit of financial aid or
2. Appeal to the Financial Aid Appeal Committee
 - **Students may only appeal two times while attending BPCC**

You must enroll and be attending to re-establish your financial aid eligibility. Should you choose to "sit out" a semester, you are still subject to meeting the conditions listed below for the semester in which you re-enroll. "Sitting out" has no bearing on regaining eligibility. (When you "sit out" you are not improving your GPA or PACE).

Attend and regain eligibility without the benefit of Federal Financial Aid:

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted and earn the appropriate cumulative GPA of 2.00.

Appeal (without an Academic Plan): Reminder: Students may only appeal two times while attending BPCC

If the institution determines that the student is able to meet the Satisfactory Academic Progress requirements by the end of one semester (the semester that the student is appealing), the student may appeal to the Financial Aid Appeals Committee. If the appeal is approved, the student will be considered on "Probation", meaning the student is eligible for aid for **one semester only**. To meet the Satisfactory Academic Progress requirements the student must earn the appropriate cumulative GPA (2.00), maintain PACE by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of degree program.

APPEAL FOR MAX HOURS, GPA, OR 67% COMPLETION/PACE (with an Academic Plan):

(requirements for appeals to seek an Additional Degree will be described later in this policy)

When a student submits a Financial Aid appeal and it is clear the student will NOT be able to meet the progress requirements by the end of the semester for which the student is appealing, and the appeal is approved, the student will be placed on an **Academic Plan** that, if followed, will ensure that the student will be able to meet the BPCC SAP requirements by a specific point in time without exceeding 150% of degree program. If the appeal is approved, the student will be considered on "Probation with Academic Plan", meaning the student is eligible for aid as long as the student adheres to the **Academic Plan**. Students who are following an **Academic Plan** must have continuous enrollment at BPCC. If you leave BPCC or if you transfer to another college/university, your APLAN/Appeal is no longer

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valid. Returning to BPCC after a break in enrollment requires a re-evaluation of SAP. Students who are following an **Academic Plan** may not enroll in classes or add/drop classes on your own. The student must visit with the Advising Center each semester and the advisor will enroll/add/drop classes for the student.

*If the appeal is approved, the student must ALSO meet the following **Academic Plan SAP Requirements:***

- 1. Earn a 2.25 GPA each semester**
- 2. Successfully complete at least 75% of the total classes attempted each semester**
- 3. Do not exceed maximum hours allowed for the degree program.**
- 4. You must follow the curriculum plan (for your degree program) provided to you by the Advising Center.**

HOW TO SUBMIT A FINANCIAL AID APPEAL

Students who do not meet Satisfactory Academic Progress (SAP) standards may have the right to appeal to the Financial Aid Appeals Committee. These appeals are generally based on mitigating circumstances. Examples of mitigating circumstances may be defined as, prolonged illness, accidents that require hospitalization to the student or a close family member, death of an immediate family member, or other types of accidents or incidents.

Deadlines: The semester deadline date will be posted on the Financial Aid Appeal Form. The Financial Aid Appeal Committee will meet *WEEKLY. Appeals must be submitted by Tuesday each week. Appeals submitted by Tuesday, should have a decision by Friday of the same week. Appeals submitted on Wednesday, Thursday or Friday, you should have a decision by the *following* Friday. The student must be enrolled for the semester he/she submits the appeal. *During the months of January and August, please allow TWO WEEKS for a decision from the Committee (due to the volume of appeals submitted).

***All appeals SHOULD have documentation that corresponds with the type of appeal the student is filing.**

Students may appeal to the Financial Aid Appeals Committee. The student must be able to meet the BPCC SAP requirements by the end of the semester in which the student is appealing and student must:

1. Complete a Financial Aid Appeal Form (located on our webpage www.bpcc.edu/financialaid).
2. If it is clear that the student will be unable to meet SAP in one semester, he/she must ALSO submit an **Academic Plan** (provided by an Academic Advisor in the Advising Center).

***All appeals SHOULD have documentation that corresponds with the type of appeal the student is filing.**

Probation: If the appeal is approved, and the institution has determined that the student should be able to meet the SAP standards by the end of the semester, the student will be placed on "**Probation**" and would be eligible for aid for one semester. The student's academic progress will be reviewed at the end of that semester. If, at the end of the semester, the student does NOT meet the SAP requirements, the student is no longer eligible for federal aid until the student attends at his own expense and meets all SAP requirements.

Federal regulations do not provide (allow) for a second appeal that immediately follows a previous probation period. While a student may, over the course of an entire academic career, repeat the financial aid probation, two such periods cannot be consecutive without an intervening period during which the student makes SAP.

Probation w/Academic Plan: If the appeal is approved and the institution cannot determine that the student should be able to meet SAP standards by the end of the semester, the student will be placed on "Probation with **Academic Plan**", meaning the student is eligible for aid as long as the student adheres to the **Academic Plan**. The student's academic progress will be reviewed at the end of each semester until the student meets all SAP requirements specified in the **Academic Plan**.

If the appeal is DENIED, the student is not eligible to receive federal aid and must attend at his own expense.

The committee's decision is FINAL; therefore, a student may not appeal the committee's decision.