

# **BPCC Satisfactory Academic Progress (SAP) Policy**

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 Pell and SEOG grants, Federal Work-Study, Federal Direct student loans). As such, federal guidelines require that each institution establish a satisfactory academic progress (SAP) policy that includes a quantitative component, a qualitative component and a time frame; and that such policy be at least as strict as the policy the institution applies to a student who is not receiving Title IV assistance.

## **Satisfactory Academic Progress (SAP) is defined as:**

- Earning (passing) a required number of hours (67% of all hours attempted) (Qualitative measure)
- Achieving a required cumulative grade point average (2.00) (Quantitative measure or Pace)
- Total overall hours must not exceed 150% of the published length of a student's degree program (Maximum timeframe)

## **WHEN IS SAP REVIEWED?**

Satisfactory Academic Progress (SAP) for ALL students (including transfer students) will be reviewed and determined at the end of each semester.

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

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

The qualitative standard is the student's cumulative grade point average (GPA), as transcribed by BPCC. BPCC students who are not on an \*Academic Plan will need to achieve a cumulative GPA of 2.00. The cumulative GPA calculation will not be rounded.

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

*All transcribed 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**

All students who are NOT on an \*Academic Plan must pass 67% of all overall hours attempted. In calculating the quantitative measure, the College will measure the "Pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/earned by the cumulative/total course hours attempted (hours as transcribed by BPCC) and then, if necessary, rounding to the nearest whole number (e.g. 0.667 would be rounded to 67%).

In calculating the quantitative measure or Pace, **all** transcribed 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 TIMEFRAME ALLOWED**

Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program of study. The maximum timeframe will be calculated by multiplying the total number of hours required for a give program of study by 1.50. To determine the maximum allowable hours for a specific program or study, refer to the BPCC catalog at [www.bpcc.edu](http://www.bpcc.edu). (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** transcribed 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 IMPACT A SAP DETERMINATION**

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**"I" GRADES-** An "I" (incomplete) will be considered an "F" until a letter grade is assigned in its place. An "I" grade will be considered "attempted," but will not be considered to have been "completed." It is the student's responsibility to inform the Financial Aid Office if an "I" grade changes during a payment period. If the change of the grade will affect the student's financial aid eligibility, the Financial Aid Office will perform a recalculation of aid eligibility during the payment period. Otherwise, the change of grade will not be factored into the cumulative pace rate until the next SAP evaluation.

**DEVELOPMENTAL/REMEDIAL COURSES-** The maximum number of hours that a student may receive Title IV federal aid for developmental/remedial courses is 30 hours. For SAP purposes, development courses will count as attempted hours, completed hours, and grades received, even if federal financial aid is not received for these courses.

### **WITHDRAWALS**

**Official Withdrawal—** (also called Resignation) A student who totally resigns (receives all W's) is considered to have officially withdrawn from school. "W" (withdrawn) grades could have an adverse effect on the student's ability to maintain satisfactory academic progress. A "W" grade will be considered "attempted," but will not be considered to have been "completed."

**Unofficial Withdrawal-**Students receiving Title IV aid who stop attending all classes (or never begin attendance) and receive all F's or W's will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals. An unofficial withdrawal could have an adverse effect on the student's ability to maintain satisfactory academic progress. An unofficial withdrawal grade will be considered "attempted," but will not be considered to have been "completed."

**ACADEMIC RENEWAL (Bankruptcy/Amnesty)-** Academic renewal/bankruptcy/amnesty does not alter the student's financial aid records for purposes of determining financial aid eligibility. All hours attempted and grades received will continue to be counted for purposes of federal financial aid and 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 same standards as native students in order to receive federal financial aid. All transfer students shall initially be coded with a SAP code "TRANS" until the end of the first payment period when they are evaluated for SAP. At the time of the SAP evaluation only transfer credits transcribed by the college will be counted (as both attempted and completed hours) in the cumulative GPA, pace of progression, and maximum allowable hours components of the SAP determination.

**FIRST TIME FRESHMEN-** All first-time freshmen are considered to be meeting SAP upon enrollment. For SAP purposes, students with no prior post-secondary experience who are enrolling for the first time at the undergraduate level are first-time freshmen. Prior post-secondary experience does NOT include (1) credit received before earning a high school diploma (or equivalent), (2) credit received for completing tests or assessments, or (3) credit for life experience or military service. However, credit received prior to earning a high school diploma (or equivalent), credit received as the result of completing any tests or assessments, or credit for life experience or military service – that is transcribed by the college will be considered starting with the SAP calculation performed at the conclusion of the first payment period following enrollment as a first-time freshman.

**REPEATED COURSES-** A student who has received a failing grade in a required course at the college may repeat the course, pursuant to the college's policy on repeated courses. For the purposes of SAP, required courses that are failed and repeated multiple times will count toward a student's hours attempted, hours completed, and grades received. Also pursuant to federal regulations, a student may only receive federal financial aid for **one repetition** (repeat) on any **previously passed course (pass = letter grade of D or better)**. All repeated courses will be included in the total attempted hours for SAP evaluation.

**CHANGE OF MAJOR-** Students who change major are still expected to complete the coursework for the new major within the maximum allowable hours. All attempted hours from a prior major will be included in the total attempted hours. If a change in major results in a student not meeting SAP, the student may submit a Financial Aid appeal that, if granted, will allow the student to continue receiving aid while under an Academic Plan.

**SECOND DEGREE-** A student who completes his/her degree then pursues a second degree at the same level (example: a student with an Associate's Degree who begins a new program to earn a second Associate's Degree) is still expected to complete the course work for the second degree within the maximum allowable hours. All attempted hours from the previous degree at the same level will be included in the total attempted hours. If pursuing a second degree at the same level results in a student not meeting SAP, the student may submit a Financial Aid appeal that if granted, will allow the student to continue receiving aid while under an Academic Plan.

**PASS/NON-PASS GRADES-** Pass/Non-pass grades will not impact the cumulative GPA component of a SAP determination. However, they will be included in the Pace of Progression and Maximum Allowable Hours components.

## **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.***
- 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.

## **WHAT HAPPENS ONCE SAP IS REVIEWED?**

Satisfactory academic progress will be reviewed at the end of each payment period by the college's Financial Aid Department for all students, and students who received aid the previous semester (payment period) will be notified of their updated status, in writing, via email.

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**

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

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1. Attend and regain eligibility without the benefit of financial aid (this may take several payment periods to accomplish) or
2. Appeal to the Financial Aid Appeal Committee (if the student had mitigating circumstances that prevented the students from meeting the SAP requirements).

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):**

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):**

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 BPC SAP requirements by a specific point in time. 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 visit with the Advising Center each semester in order to register for classes.

*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. (unless appealing for max hours as well)***
- 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.

**Appeal 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. \*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 BPCCT 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.bpcct.edu/financialaid](http://www.bpcct.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.**