

NOT ELIGIBLE?

HOW TO REGAIN FINANCIAL AID ELIGIBILITY

It is the student's responsibility to request that the Financial Aid Office re-evaluate his/her academic record to determine if financial aid eligibility has been re-established. Should the student choose to "sit out" or attend another school for a period of time, she/he is still subject to meeting the conditions listed below for the semester in which she/he re-enrolls at BPCC:

If a student is deemed ineligible for financial aid due to less than a 2.00 cumulative GPA, he/she will have to attend college at his/her own expense until the cumulative GPA reaches 2.00. The student in this example must have also earned 75% of the hours attempted for the increment.

If a student is deemed ineligible because she/he did not earn 75% of the hours attempted for the increment, she/he must attend college at his/her own expense, earn 75% of the hours attempted for that semester and maintain a 2.00 cumulative GPA. For example, if a student enrolled for 12 hours during the semester, he would be required to pass 9 hours and have a 2.00 cumulative GPA. The student in this example must also not have attempted the hour limit for his particular program of study. Once the student regains eligibility, the federal funds (grants and loans) will be paid beginning with the payment period (semester) in which he/she resumes SAP.

FINANCIAL AID APPEALS*

If a student feels there are mitigating circumstances, she/he may appeal the adverse determination that she/he has not met the financial aid SAP requirements due to the 2.00 cumulative GPA requirement or 75% passing rate. Mitigating circumstances may include such examples as personal injury, death of a family member, illness, etc. Documentation such as **doctor's note, hospital records, etc. should be provided.** Students who are suspended from the College are NOT allowed to appeal for financial aid. Students are allowed a maximum of two financial aid appeals at BPCC.

All appeals must be typed and submitted along with the Financial Aid Appeals form, available online at www.bpcc.edu and in the Financial Aid Office, and should include complete and appropriate supporting documentation. Properly submitted appeals will be considered by the Financial Aid Appeals Committee at its monthly meeting. Incomplete appeals will NOT be considered. Appeals deadlines, criteria, and meeting dates are posted on the Financial Aid page at www.bpcc.edu.

**Financial Aid Appeals are separate and independent from academic and scholarship appeals.*

APPEALING MAXIMUM HOURS ALLOWED

(REQUEST FOR EXTENSION TO 150% HOUR LIMIT)
If a student feels there are mitigating circumstances as to why she/he should be allowed an extension to the 150% hour limit, the student may appeal to the Financial Aid Extension Committee.

Students may request this extension only one time at BPCC. (NO EXCEPTIONS) Students must meet all SAP requirements in order to request the extension to the 150% hour limit. The student may NOT have received a financial aid appeal and request the extension. (If denied—student may NOT request another extension.) All requests must be submitted on the Extension Request form, available in the Financial Aid Office, and must include complete and appropriate supporting documentation. Properly submitted requests will be considered by the Extension Committee at its monthly meeting. Deadline and meeting dates are posted on the Financial Aid page at www.bpcc.edu. *Incomplete extension requests will NOT be considered.*

SAP review for APPROVED appeals and/or extensions:

APPROVED Appeal for GPA/75% hours deficiency

Student will be paid beginning with the payment period (semester) for which he/she appealed. SAP will then be reviewed at the end of each semester. He/she must earn 75% of all hours attempted for the semester AND maintain a 2.00 for the semester. **Once the student's cumulative GPA reaches 2.00, and/or the student earns 75% of all hours attempted per semester, SAP will be reviewed at the increments stated previously in the BPCC SAP Policy.** If the student does NOT maintain the above SAP requirements, he will be placed on financial aid RESTRICTION and will not be eligible to receive aid until he meets SAP requirements.

APPROVED appeal for extension to 150% hours limit:

Student will be paid beginning with the payment period (semester) for which he/she appealed. SAP will then be reviewed at the end of each semester. He/she must earn 75% of all hours attempted for the semester AND maintain a 2.00 for the semester. If the student does NOT maintain the above SAP requirements, he will be placed on financial aid RESTRICTION and will no longer be eligible to receive aid.

If the student's appeal is denied, he/she may NOT receive federal financial aid until he/she has earned the deficient number of hours and/or a 2.00 cumulative GPA at THE STUDENT'S OWN EXPENSE. The student may NOT appeal again to gain approval. Once the student regains eligibility, the federal funds (grants and loans) will be paid beginning with the payment period (semester) in which he/she resumes SAP. THE APPEAL COMMITTEE DECISION IS FINAL.



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BPCC

Financial Aid

IMPORTANT
Must READ!

Satisfactory

Academic

Progress

Policy

Contains important information about financial aid eligibility requirements. It is your responsibility to read and understand this policy.

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Financial Aid

Satisfactory Academic Progress (SAP) Policy

To be eligible for federally funded financial aid programs at Bossier Parish Community College, all students must initially and continually meet the following *qualitative* and *quantitative* requirements for satisfactory academic progress. These aid programs include Pell grants, SEOG, ACG, LEAP, Federal Work-Study, and Stafford and PLUS loans.

WHEN IS SAP REVIEWED?

Satisfactory Academic Progress (SAP) will be reviewed and determined

1. before aid is initially awarded, then
 2. at ****specific increments** explained below depending upon the student's program of study:
- BPCCC Certificate Program and Technical Diploma Students: Satisfactory Academic Progress will be reviewed again after the each semester for students enrolled in certificate and technical diploma programs, excluding Surgical Technology technical diploma program.
 - BPCCC Associate Degree Program and Surgical Technology Technical Diploma Program Students: Satisfactory Academic Progress will be reviewed again after the spring semester for students enrolled in associate degree programs and Surgical Technology technical diploma program.

HOW IS SAP REVIEWED?

- **QUALITATIVE MEASURE**
Students must have a 2.00 cumulative college Grade Point Average (GPA) to be eligible and remain eligible for federal financial aid at BPCCC. 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**
In calculating the quantitative measure, 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.

HOW IS SAP REVIEWED? (cont.)

For BPCCC Financial Aid recipients:

Must have a 2.00 cumulative GPA AND must earn/pass at least 75% of the hours attempted during each increment, according to the following chart:

<u>Hours Attempted</u>	<u>Must Earn</u>
12 or more	9
9-11	7
6-8	5
1-5	All hrs. attempted

For New, transfer, continuing, and re-entry students who have never received financial aid at BPCCC:

Must have earned a 2.00 cumulative college GPA AND must have earned 75% of all hours attempted, according to the above chart, during their last term of college enrollment, even if they did not receive financial aid at any previous school.

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 BPCCC catalog at www.bpc.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.

"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.

**SAP REVIEW INCREMENTS EXCEPTIONS:

Summer/Fall Graduates:

For students who complete their program requirements in August or December and continue enrollment at BPCCC, SAP will be reviewed after graduation to determine continuing financial aid eligibility. Students may receive federal aid for additional programs at BPCCC until they have attempted the maximum hours allowed for that program. If a student has already requested an extension to the 150% hour limit, he/she is ineligible to request an additional extension for the additional program.

Changing degree/certificate/technical diploma program: For those students who change their degree/certificate/TD programs during the academic year and continue enrollment at BPCCC, SAP will be reviewed before funds are disbursed for the new program to determine continuing financial aid eligibility. (SAP review for students changing mid-year from an associate degree to another associate degree will only be reviewed for maximum hours limit)

Students who are granted an appeal/extension: (see "Financial Aid Appeals" section for SAP review increments for students who are granted appeals/extensions)

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 "Financial Aid Appeals")

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 will be treated as unofficial withdrawals.** Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals.