

# 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 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 grade point average (see GPA chart)

## **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:

**BPCC Certificate Program and Technical Diploma Students:** Satisfactory Academic Progress will be reviewed again after **each semester** (\*increment = one semester) for students enrolled in certificate and technical diploma programs, excluding the Surgical Technology technical diploma program.

**BPCC Associate Degree Program and Surgical Technology Technical Diploma Program Students:** Satisfactory Academic Progress will be reviewed again after the **spring semester** (\*increment = fall/spring semester combined) for students enrolled in associate degree programs and Surgical Technology technical diploma program.

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

### **QUALITATIVE MEASURE (GPA)**

The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA increases. BPCC students will need to achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart below:

<b>QUALITATIVE MEASURE (CUM GPA CHART)</b>				
<b>Cumulative Credit Hours Attempted</b>	<b>1-15 hours</b>	<b>16-30 hours</b>	<b>31-45 hours</b>	<b>46 hours and above</b>
<b>Minimum Cumulative GPA</b>	<b>1.50</b>	<b>1.75</b>	<b>1.95</b>	<b>2.00</b>

*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 completed/earned by the cumulative/total course hours attempted. (example: total attempted hours = 43, total earned hours = 24. Requirements  $43 \text{ total attempted} \times 67\% = 29 \text{ hours must be earned}$ . Student only earned 24 hours - does not meet SAP). SAP will be met if the student is achieving the appropriate cumulative GPA (see GPA chart above) 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.

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## **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](http://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")

**RESETTING ACADEMIC PROGRESS-** The BPCC SAP policy permits students **who have not earned a degree** to reset their academic progress **two times** while attending BPCC. **A student resets his/her academic progress by changing majors.** Once a student's major is changed, credits and grades that do not count toward the new major will not be included in the satisfactory progress determination. Students may not appeal this policy to reset more than two times.

**SEEKING ADDITIONAL DEGREE PROGRAMS-** Title IV federal financial aid is generally awarded to undergraduate students. Once a student has earned an associate degree (or higher), he is no longer eligible for federal aid at BPCC. If the student is seeking an additional degree he may do so at his own expense. However, if the student has just cause that validates his decision to seek an additional degree, he may **appeal** to the Financial Aid Appeal Committee to request federal aid for an additional degree/certificate. You may only appeal **once** to receive aid for an additional degree/certificate program.

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

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

At the time of SAP review students will fall into one of the following categories:

- **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.
- **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

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.

### **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 GPA. (see GPA increment chart)

### **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 (according to the GPA increment chart), maintain PACE by passing/earning 67% percent of cumulative course attempted, and not exceed 150% of degree program.

### **Appeal (with an Academic Plan):**

If a student wants to submit 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, the student MUST see an Academic Advisor who will place the student 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. The student must submit a copy of the **Academic Plan** along with the Financial Aid Appeal form and Appeal Letter. 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** will need to see an Advisor each semester in order to register for classes.

*If the appeal is approved, the **Academic Plan** requires 100% successful completion, no drops or withdrawals, and a specified GPA.*

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## **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.

**\*All appeals MUST 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](http://www.bpcc.edu/financialaid)).
2. Submit a typed letter that includes all of the following:
  - a. Why did the student fail to make satisfactory academic progress?
  - b. What types of **mitigating circumstances** existed and **documentation** of the situation?
  - c. What has changed in the student's situation that will allow the student to demonstrate progress at the next SAP evaluation?
3. 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).

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

**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.*

If the appeal (with an **Academic Plan**) is approved, 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 **Academic Plan** requires 100% successful completion, no drops or withdrawals, and a specified GPA.

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.**