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**Title IV Federal Financial Assistance: Satisfactory Academic Progress Standards**

**LAST REVISION:** May 2014

Policy No. 1.4530

**Policy Statement**

The United States Department of Education mandates that students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study and Go Grants. Beginning with the 2014-2015 academic year, significant changes were made to regulations that govern SAP Standards.

Satisfactory Academic Progress (SAP) is defined as:

- Passing a required number of hours (67% of all hours attempted) and
- Achieving and maintaining a required 2.00 grade point average
- Total attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the BRCC catalog at [www.mybrcc.edu](http://www.mybrcc.edu) for program requirements.

**WHEN IS SAP REVIEWED?**

Students are evaluated annually, at the end of each Spring term.

Students who are in degree programs that are less than 60 credit hours will be monitored each semester.

Students who are on an academic plan will be monitored each semester.

SAP will be reviewed and determined BEFORE aid is initially awarded.

SAP will be reviewed based on the official program of record.

**HOW IS SAP REVIEWED?**

**SAP is measured in three ways:** (1) *Qualitative*, (2) *Quantitative/Pace*, and (3) *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 must also increase. BRCC students must achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart that follows:

**All** grades for attempted coursework 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.

**QUANTITATIVE MEASURE/PACE**

In calculating the quantitative measure, BRCC will measure the "pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/passed by the cumulative/total course hours attempted. BRCC considers cumulative hours completed/earned **and** hours attempted to calculate "pace." Therefore, all courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework are considered, even if the student did not receive financial aid. See SAP Table below.



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SAP TABLE			
Hours Attempted	Must Pass (hrs.)	Hours Attempted	Must Pass (hrs.)
6 (67%)	4	58	39
7 or 8	5	59 or 60	40
9	6	61	41
10 or 11	7	62 or 63	42
12	8	64	43
13 or 14	9	65 or 66	44
15	10	67	45
16 or 17	11	68 or 69	46
18	12	70	47
19 or 20	13	71 or 72	48
21	14	73	49
22 or 23	15	74 or 75	50
24	16	76	51
25 or 26	17	77 or 78	52
27	18	79	53
28 or 29	19	80 or 81	54
30	20	82	55
31 or 32	21	83 or 84	56
33	22	85	57
34 or 35	23	86 or 87	58
36	24	88	59
37 or 38	25	89 or 90	60
39	26	91	61
40 or 41	27	92 or 93	62
42	28	94	63
43 or 44	29	95 or 96	64
45	30	97	65
46 or 47	31	98 or 99	66
48	32	100	67
49	33	101 or 102	68
50 or 51	34	103	69
52	35	104 or 105	70
53 or 54	36	106	71
55	37	107 or 108	72
56 or 57	38		



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### MAXIMUM HOURS ALLOWED

Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the BRCC catalog at [www.mybrcc.edu](http://www.mybrcc.edu). Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If 60 hours are required to complete the degree program, then 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, withdrawn, 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.

#### DEVELOPMENTAL/REMEDIAL COURSES

A student may count up to one academic year’s worth of developmental/ remedial courses in their enrollment status while receiving federal financial aid. The maximum number of hours that a student may receive Title IV federal aid for developmental/remedial courses is 30 hours within 12 consecutive months or one academic year. From that point forward, developmental/remedial hours will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for development/remedial classes.

#### WITHDRAWALS

Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all Ws) is considered to have officially withdrawn from the College.

Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

#### ACADEMIC AMNESTY (also known as Academic Bankruptcy)

Academic amnesty (Academic Bankruptcy) does not affect or alter the student’s financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress.

Students who are granted Academic Amnesty (Academic Bankruptcy) may also submit a financial aid appeal if not making satisfactory academic progress. (See “Re-establishing Financial Aid Eligibility”)

#### TRANSFER STUDENTS

Transfer students are required to meet the minimum academic standards set by BRCC in order to receive Federal Financial Aid. A transfer student must supply the Office of Enrollment Services with official transcripts from all institutions previously attended, regardless of whether aid was awarded or credits earned. The academic grades and cumulative hours earned and attempted will be reviewed for SAP before financial aid eligibility can be determined.



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### REPEATED COURSES

Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has **previously passed** the course.

### WHAT HAPPENS ONCE SAP IS REVIEWED?

At the time of SAP review, students will be categorized as follows:

1. **GOOD STANDING**: Student has met progress standards and is eligible for aid for the following semester or academic year.
2. **67PCT**: Student has NOT made progress. Student is no longer eligible for Federal Financial Aid. Please see re-establishing eligibility below.
3. **ACADEMIC PLAN**: An Academic Plan is specifically designed for a student whose Federal Financial Aid eligibility has been disqualified. The requirements within the Academic Plan must be met to regain eligibility. See details under Appeal (with an Academic Plan) on page 4. Students will need to meet the standards of the academic plan each semester until meeting the Satisfactory Academic Standards.

### RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

(Should the student choose to “sit out” or attend another school for a period of time, he/she is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at BRCC. “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 for financial aid without the benefit of financial aid or
2. Submit an appeal to the Appeals Committee and receive approval from the Appeals Committee

To reestablish financial aid eligibility, a student must enroll and maintain regular attendance. Should a student choose not to enroll (“sit out”) for a semester, the student must meet the conditions listed below for re-enrollment.

#### **Attend and regain 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 required 2.00 GPA.

**Appeal (with an Academic Plan):** If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. The Academic Plan must be submitted with the Appeal, that “if followed”, will ensure that the student will be able to meet the BRCC SAP requirements by a specific point in time, without exceeding 150% of their degree program. The student will be eligible for aid as long as the student adheres to the **Academic Plan**. Students who are following an **Academic Plan** will need to see the Faculty/Academic Advisor each semester prior to registering for classes.

If the appeal is approved (with An Academic Plan), the **Academic Plan** requires 100 percent successful completion, no drops or withdrawals, and a 2.00 GPA.

#### **Other Types of Appeals**

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval. These students will be placed on an Academic Plan. Students who do not maintain the Academic Plan will not be eligible for federal financial aid.



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Effective Fall 2013, students failing to meet the quantitative standards by exceeding the federal 150% limit may appeal citing a change of major, change in degree (such as a change from a 4-year business degree to a 2-year science degree), a double major, or a second Associate's Degree. A completed "Max Hours Appeal Form" Letter and a Degree Audit from the Department Head must be attached to the student's appeal form. These appeals are not automatically approved and are subject to approval by the Appeals Committee. If the Appeal is approved, the student will be placed on an Academic Plan.

### **HOW TO SUBMIT AN APPEAL**

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to submit an appeal to the Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of extenuating circumstances maybe defined as, a prolonged illness, accidents that require hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented accidents or incidents. Only appeals documenting specific circumstances will be considered for approval.

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

Students may appeal to the Appeals Committee. The student must be able to meet the BRCC SAP requirements by the end of the semester in which the student is appealing. In addition, students must:

Complete an Academic/Financial Aid Appeal Form (available on our webpage at [www.mybrcc.edu](http://www.mybrcc.edu)) and follow these steps:

- STEP 1: Select the type of Appeal
- STEP 2: Write an Appeal Statement that explains the extenuating circumstances that was selected in STEP 2
- STEP 3: Complete this step if selected Financial Aid Appeal in STEP 1.  
Explain in detail your future academic plans for completion of your program. (If it is clear that the student will be unable to meet SAP in one semester an Academic Plan from the student's Faculty/Academic Advisor must ALSO be submitted.)
- STEP 4: Certification

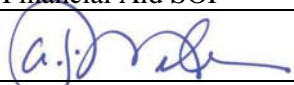
The Appeals Committee will notify the student of committee's decision by email and by U. S. Postal mail within 10-15 business days. If the appeal is approved, the student is placed on "Probation" and is eligible for aid during the next semester. The student's academic progress will be reviewed at the end of that semester. If, at the end of the semester, the student does NOT meet SAP requirements, the student is no longer eligible for federal aid until the student attends at his own expense and meets all SAP requirements.

If the appeal (with an Academic Plan) is approved, the student will be placed on an 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.

- If appeals are **DENIED**, students are not eligible to receive federal aid and must attend at their own expense.
- The committee's decision is **FINAL** and cannot be overridden.



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Chancellor Andrea Lewis Miller

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