

BRTC'S SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID

As of 5/19/16

All students enrolled at BRTC must conform to the following satisfactory academic progress standards established by the college. This policy meets the guidelines established by the U.S. Department of Education for students to gain or maintain eligibility for the Federal Title IV financial aid programs available at BRTC.

Academic progress will be reviewed at the end of Fall, Spring, and Summer semesters and will measure the following standards:

Qualitative Standards: Each period of enrollment a student must earn a cumulative *and* term grade point average (GPA) of 2.00. This is the equivalent of a C average.

Quantitative Standards: Each period of enrollment a student must earn a minimum number of credit hours.

<i>Hours enrolled per term</i>	<i>Hours earned per term</i>
12+	9
9-11	6
6-8	5
3-5	3

Timeframe: The maximum time frame in which a student is expected to finish a program is 150% of the published length of the program. Grades of "W, I, F, AU,AW" must count as attempted hours for measuring maximum timeframe but are not earned hours. Timeframe will be evaluated at the end of each semester based on the student's currently declared major. **Students who exceed the maximum attempted hours and have not completed the program of study must complete the program at their own expense and will be ineligible for federal aid.** (See list on back). After a student graduates, any attempted hours not used toward the completed degree will be applied to the new degree chosen as attempted hours. Those attempted hours may still exceed the maximum timeframe allowed for the new degree plan. Therefore, the 150% timeframe suspension status can still be applicable. **Timeframe Example: AA is 60 hours X 150% = 90 hours to complete.**

BRTC does not grant students leave of absences. **Noncredit remedial courses are considered as attempted hours. Repeated courses are also considered as attempted hours and may only be repeated *once*.** Financial aid will not pay for a class with an earned grade taken more than two times. Once a student graduates from a program, financial aid will not pay for the student to repeat that same program.

TRANSFER STUDENTS: All previously attempted and earned hours at other colleges will be reviewed for the timeframe component only regardless of whether financial aid was received for all semesters. Upon completion of the first semester at BRTC, a transfer student will be subject to the SAP Policy in its entirety.

CLOCK HOUR PROGRAMS: Academic progress for students enrolled in a clock hour program will be reviewed at the completion of each payment period.

WARNING Status: Students who do not meet the Qualitative and Quantitative requirements at the end of a semester will be placed on a Financial Aid WARNING during the next period of enrollment and will receive a letter of Warning Status. **Students receiving all W's or AW's for a Fall, Spring, or Summer semester will be placed on WARNING.** Students on WARNING may continue to receive financial aid during the WARNING period – WARNING status exists for only one semester of enrollment.

SUSPENSION Status: Students who do not meet the minimum Qualitative and Quantitative standards at the end of a WARNING period will be INELIGIBLE for federal Title IV aid (Pell grant, student loan) and will receive a letter of Suspension Status. **Students receiving all F's or all I's or combination of F's, W's, AW's, and I's (0.00 GPA) for a Fall, Spring, or Summer semester will automatically be SUSPENDED.** A suspension status will remain until the student successfully completes a semester(s) at his/her own expense and meets the above policy requirements; aid eligibility may then be reinstated. If it is determined that a student has exceeded the 150% timeframe OR academic progress reflects the inability to complete a degree within the timeframe, the student will be suspended and a student's only option for reinstatement of aid is by appealing the Suspension status.

APPEALS Students who do not meet the required standards of SAP and have been denied aid have the right to appeal if circumstances can be documented to justify the student's request. Students must submit an application of appeal, with required documents, to the Financial Aid Office to be reviewed by the Appeals Committee by the established deadline. The decision of the Financial Aid Appeals Committee is final; there is no further avenue of appeal. A student can appeal ONE TIME while attending BRTC.

PROBATION Status: Appeals, which are APPROVED, will place a student on PROBATION and reinstate aid eligibility for a semester. Upon completion of that semester, if the student meets both Quantitative and Qualitative Standards, the Probation status will be removed. If standards are not met, the student will revert back to SUSPENSION status. If SAP standards are not attainable within one semester, a PROBATION PLAN may be provided for applicable students. Conditions for such a plan is described in the below paragraph.

PROBATION PLAN Students whose appeals are granted approval, and placed on **PROBATION status**, may also be placed on a PROBATION PLAN if the student's cumulative GPA is unable to meet the 2.00 cumulative GPA standard within one semester. This plan would allow the student aid eligibility beyond the one semester that PROBATION allows, if the following requirements are met:

1) Enroll only for courses necessary for completion of current major 2) Maintain the Quantitative Standards (listed above), and achieve a TERM GPA of 2.50 each semester. A student's aid eligibility would be continued on this plan under these terms, until the cumulative GPA reaches a 2.00. At that point, the PROBATION PLAN would be lifted and the student would continue aid eligibility according to the **SAP Standards** listed above. Any deviation from this academic plan will result in a SUSPENSION status at BRTC and no other appeal option will be available.

ACADEMIC PLAN Students whose appeals are granted approval based on having exceeding the **150% timeframe**, will be reinstated aid eligibility under the condition of an ACADEMIC PLAN and should adhere to the Qualitative and Quantitative Standards (listed above), with a higher TERM GPA requirement of 2.50 each semester and a CUMULATIVE GPA of 2.0. The ACADEMIC PLAN will only allow a student to enroll for courses needed for completion of chosen major and failure to do so will return the student to SUSPENSION status. Students returned back to a SUSPENSION status will be financially obligated to complete the remainder of the degree for which the ACADEMIC PLAN was approved. Any deviation from the academic plan will result in a SUSPENSION status at BRTC and no appeal option will be available.

<u>Degree Programs</u>	<u># of Credit Hours Required for Degree</u>	<u>150% Max Timeframe</u>
Associate of Arts	60	90
Associate of Science	60	90
Associate of Applied Science		
Administrative Services	63	95
Accounting	63	95
Agriculture	60	90
Business Administration	63	95
Health Information	63	95
Business Technology Applications	63	95
Computer Information Technology	63	95
Crime Scene Investigation	62	93
Criminal Justice	62	93
Nutrition & Dietetics	60	90
EMT—Paramedic	68	102
Fire Science	64	96
General Technology	60	90
Health Information	63	95
Industrial Maintenance Technology	60	90
Law Enforcement Administration	62	93
Registered Nursing	(36 hrs Ged Ed) 69	104
Respiratory Care	(35 hrs Ged Ed) 80	120
Entrepreneurship	63	95
Technical Certificates		
Accounting Assistant	30	45
Administrative Services	30	45
Auto Collision Cosmetic Repair Technology	36	54
Auto Collision Structural Repair Technology	34	51
Automotive Service Technology		
Electrical—Engine Specialty	37	55
Powertrain-Systems Specialty	37	55
Crime Scene Investigation	36	54
Dietary Manager	32	48
Emergency Medical Tech/Paramedic	50	75
Fire Science	30	45
Industrial Electricity/Electronics	32	48
Law Enforcement Administration	36	54
Machine Shop	30	45
Microcomputer Repair Technician	32	48
Microcomputer Business Applications	30	90
Entrepreneurship	42	63
Health Professions	36	54
Practical Nursing	(23 hrs Gen Ed) 69	104
Welding	31	47
Web Design	28	42