

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

Effective Fall 2021

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 enrollment period a student must complete a minimum 67% of attempted credit hours for the term AND 67% cumulatively.

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 from a program, the timeframe will restart for the new program. However, the student is still held to the qualitative and quantitative standards so students must still earn a 2.0 gpa term and cumulative as well as complete 67% pace term and cumulative. **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. Financial aid will not pay for a class that has earned a grade of D or higher 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: Earned hours from other institutions accepted as transfer credit to BRTC 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 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. 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, 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 PLAN Students who were not suspended for timeframe and whose appeals are granted approval, will be placed on a PROBATION PLAN. The following requirements must be met: 1) *Enroll only for courses necessary for completion of appealed major, and 2) Must complete 100% of enrolled courses, and 3) Must earn a TERM GPA of 2.50 each semester, and 4) Must earn a CUMULATIVE GPA of 2.0 at the end of the 2 attempted semesters, and 5) Must complete 67% cumulative pace of attempted credits at the end of the 2 attempted semesters.* 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 probation 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 with a 1) *TERM GPA of 2.50 each semester*, 2) *CUMULATIVE GPA of 2.0 each semester*, 3) *Must complete 100% of enrolled courses*, 4) *Enroll only for courses necessary for completion on current major*, and 5) *Student must complete their program within 3 attempted semesters*. Failure to keep these terms 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 Degrees		
Associate of Arts General Education	60	90
Associate of General Studies	60	90
Accounting	60	90
Agriculture	60	90
Business	62	93
Business Administration	60	90
Business Technology Applications	61	92
Computer Information Technology	61	92
Criminal Justice	60	90
Education	60	90
EMT—Paramedic	68	102
Fire Science	60	90
Fire Service Administration	60	90
General Technology	60	90
Gunsmithing	60-64	90-96
Health Sciences-Nursing Emphasis	60	90
Health Sciences-Respiratory Emphasis	60	90
Industrial Maintenance Technology	59	89
Medical Office Administration	60	90
Nutrition & Dietetics	60	90
Precision Ag	60	90
Registered Nursing-Traditional Pathway	76	114
Registered Nursing-LPN to RN Bridge	66	99
Respiratory Care	75	113
Technical Certificates		
Accounting Assistant	30	45
Agriculture	25	38
Auto Collision-Cosmetic Repair Technology	36	54
Auto Collision-Structural Repair Technology	36	54
Automotive Service-Electrical Engine	34	51
Automotive Service-Powertrain	34	51
Criminal Justice	33	50
Firefighter Essentials	31	47
General Studies	31	47
Gunsmithing	34	51
Industrial Electricity/Electronics	30	45
Machine Tool Technology	30	45
Medical Coding	30	45
Medical Transcription	30	45
Microcomputer Repair Technician	31	47
Nutrition & Food Service Management	27	41
Paramedic	47	71
Practical Nursing	42	63
Precision Ag	25	38
Welding	30	45
Web Design	31	47