

## **Butler Community College Financial Aid Satisfactory Academic Progress (SAP) Policy**

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study, or Federal Direct Loans to be making "satisfactory academic progress". This progress is measured at the end of each semester according to three factors: a semester and overall grade point average (GPA); completion rate (CR) of credit hours; and the time frame allowed for completing a certificate or degree.

**Good Standing:** Students maintaining the following *minimum* criteria will be considered in Good Standing for Federal Financial Aid Purposes:

- GPA: 2.0 semester and overall GPA
- CR: 67% minimum, semester and overall. CR is determined by dividing the hours passed by hours attempted
- Students must also be below the maximum timeframe allowed (see below)

**Warning:** Will occur when a student's **overall** GPA and CR meet the criteria for good standing, but the semester does not meet those standards. Students on Financial Aid Warning are eligible for all types of Federal Financial Aid for one additional semester.

- At the end of the Warning semester if the student meets the 2.0 GPA and 67% CR, semester and overall, they will be placed back to Good Standing
- Students that do not meet these federally mandated standards will be placed on Financial Aid Suspension

**Suspension:** All suspended students will receive a Financial Aid Suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Financial Aid Office or on Butler Pipeline. All students placed on Financial Aid Suspension have the right to appeal except Terminated Academic Plans. Students on Financial Aid Suspension are not eligible for any type of Federal Financial Aid including loans.

Suspension from all Federal Financial Aid occurs when:

- The overall GPA is below a 2.0 GPA or overall CR is below 67% or
- A student on Warning or Probation does not meet the criteria for Good Standing
- Previous Butler students that never received Federal Financial Aid and transfer students not meeting the criteria for Good Standing will be placed on Financial Aid Suspension with the right to appeal

### **Excluded Grades:**

Audit hours are NOT considered for Federal Financial Aid. Grades of "CD", "I", "NR", "WD", or "WT" do not count as hours completed. A grade of 'F' may not count as hours completed depending on the last date of attendance in the class (es).

**Remedial Hours:** For financial aid purposes, GPAs are recalculated to include remedial grades. However, remedial grades are not included in the overall GPA calculation for graduation. Once a student has attempted 30 remedial credit hours (whether or not they received Federal Financial Aid for those hours), any additional remedial hours cannot be counted in the student's enrollment status or cost of attendance.

### **Repeated Coursework:**

- Passed Courses: Once a student has passed a course with a 'D' or better, he/she can receive Federal Financial Aid funds to repeat the course one time, with the exception of withdrawn classes
- Failed/Withdrawn Courses: If a student fails (F) or withdraws (WD, WT) from a course, which has never been passed, they can receive Federal Financial Aid until they pass the class with a 'D' or better

**Transfer Credits:** All previous college attempted and completed coursework officially on file will be counted when determining the student's GPA, minimum CR and maximum timeframe, regardless whether the student received Federal Financial Aid for those hours or not.

**Reinstatement:** Students suspended from Federal Financial Aid may be reinstated in the following manners:

- Submit a Satisfactory Academic Progress Appeal Form - the appeal form and any other appropriate documentation should be submitted with the initial appeal. Appeals can be based on adjustments to college and choosing a major/career, job-related difficulties, injury/illness, the death of relative, personal problems, stress/anxiety, or other special circumstances. It must include why the student failed to meet SAP, and what has changed to allow the student to reestablish his or her eligibility. The decision of the Financial Aid Review Committee is **final**. A student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. If the appeal is granted, the student will continue to receive aid as a probationary student. If the appeal is denied the student may discuss their denial with the Director of Financial Aid; this may or may not affect the final decision of the committee.
- Self-Reinstatement - If an appeal is not submitted or granted, a student must:
  - Meet the **minimum** criteria for Good Standing-semester and overall 2.0 GPA and a 67% CR
  - If an appeal is denied, the student may re-appeal after successfully completing a minimum of 6 credit hours. The hours do not have to be completed within the same semester, but all semesters used for consideration must meet the criteria for Good Standing.**Approval is not guaranteed.**

**Probation/Appeal Granted:** Occurs when a suspended student submits an appeal form and the appeal is granted. Probationary students will be eligible for Federal Financial Aid for one additional semester. During that semester if the student:

- Has a 2.0 GPA and 67% CR semester and overall they will go to Good Standing
- Does not meet a 2.0 GPA and 67% CR semester and overall they will go back to Financial Aid Suspension

A status of probation can only be assigned to students for whom it is mathematically possible to meet the minimum SAP standards within one semester. Students will be notified of any decisions through their pipeline account and postal service.

**Academic Plans:** Academic Plans may be granted for students who appeal their Suspension and it is not mathematically possible to meet the **minimum** SAP standards within one semester. Academic Plans:

- Are individualized and are developed by the Financial Aid Office
- Provide further funding on a term by term basis
- Must be followed exactly in order to continue to receive Federal Financial Aid
- If not followed, will place a student back on Financial Aid Suspension, Academic Plan will be terminated, and student is no longer eligible for Federal Financial Aid

While on an Academic Plan, a student must have a 2.25 semester GPA and 75% completion rate until they are back in good standing with an overall 2.0 GPA and 67% CR.

If placed back on financial aid suspension, the student cannot appeal again. In cases of extreme exceptional circumstances, the Director may approve exceptions. Once a student meets the minimum Good Standing criteria, they are no longer on an academic plan and returns back to good standing.

**Maximum Time Frame/PACE:** Students who have exceeded the 150% maximum time frame allowed, are not eligible for Federal Financial Aid and need to submit a PACE Appeal Form for possible further funding.

150% maximum Time Frame = Associates Degree: 96 credit hours attempted  
Certificate A: 24 credit hours attempted  
Certificate B: 45 credit hours attempted  
Certificate C: 67 credit hours attempted

PACE Appeals are:

- For students with a 2.0 GPA and 67% CR – few exceptions will be made
- Reviewed in conjunction with the Academic Advising office
- Granted only for the classes required to complete your degree/certificate (if approved)

Students granted an appeal will receive a PACE Course Plan to be signed and returned before receiving future aid.

*If a student runs out of fundable hours OR it is determined that no hours are needed, the student is not eligible for additional Federal Financial Aid.*