

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

Federal regulations require students receiving any type of Federal Student aid including Pell Grant, SEOG, Work Study, or Direct Loans to be making Satisfactory Academic Progress. This progress is measured according to three factors: overall grade point average (GPA); completion rate (CR) of credit hours; and the time frame allowed for completing a certificate or degree. This policy is applied the same to all students regardless of academic year, enrollment status, or program of study.

SAP Evaluation Points and Notifications:

Satisfactory Academic Progress (SAP) is measured at the following formal evaluation points:

- At the end of each semester Fall, Spring, and Summer for all students who have a FAFSA on file. For student's receiving Financial Aid, notification of any change to their SAP status will be sent by postal mail and Butler email.
- New students, new transfer students, and students who are not currently enrolled at Butler will have a formal evaluation at the time the FAFSA is received. Students not in good standing will receive notification via their preferred method of correspondence either postal mail or Butler email.
- All students can view their SAP status at any time in the Financial Aid tile on their My.ButlerCC portal.

Good Standing:

Students maintaining the following minimum criteria will be considered in Good Standing for Federal Financial Aid Purposes. Students must meet **ALL THREE** criteria.

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

Warning:

Warning occurs when a student in Good Standing no longer meets the overall GPA or CR for Good Standing at the evaluation point. Previous Butler students that have never applied for Federal Financial Aid at Butler and transfer students, not meeting the criteria for Good Standing, will also be placed on Warning. Warning status lasts for one payment period/semester only, during which the student may continue to receive all types of federal student aid. At the end of the Warning semester:

- If the student meets the criteria for Good Standing, they will be placed back to Good Standing.
- If the student does not meet the criteria for Good Standing, they will be placed on Financial Aid Suspension. (see below)

Suspension:

Financial aid Suspension means a student is not eligible to receive any Federal Financial Aid, including student loans, at Butler and must act to re-instate their financial aid eligibility. Suspension occurs when:

- A student on Warning does not meet the criteria for Good Standing at the evaluation point.
- A student on Probation (see below) does not meeting the criteria for Good Standing at the evaluation point.
- A student on an Academic Plan does not meet the criteria of the Academic Plan Contract Agreement. (see below)

Reinstatement: Students on Suspension may be reinstated in the following manners:

- **Written Appeal** - To complete a written appeal, the student should submit the following:
 - Satisfactory Academic Progress Appeal Form – This form is mailed, emailed, and is available for download from the student's My.Butlercc portal and the Butler webpage. A list of appropriate reasons for appeal and suggested documentation can be found on the appeal form.
 - A written/typed statement explaining why the student failed or withdrew from courses and what has changed that will allow the student to regain eligibility.
 - Appeals must be received by November 10 for the Fall semester, April 10 for the Spring semester, and July 10 for the Summer semester. Appeals received after this date will be considered for the following semester.
 - Appeals cannot be retroactively applied to a semester that has ended.
 - Written appeals are reviewed by the Suspension Appeal committee and the decision is final. Additional information and/or documentation that was not included in the original appeal can be submitted to the financial aid office for reconsideration.
 - **Appeal Approval is Not Guaranteed.**
 - **Appeal Decision Notification** – Students are notified of their appeal decision by postal mail and can view their SAP status at any time in their My.ButlerCC Portal.
- **Self-Reinstatement or Appeal Denied** - If an appeal is not submitted or the appeal is denied, a student must:
 - Successfully complete required courses until they meet the minimum criteria for Good Standing.
 - 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.
 - A student who is attempting to self-reinstate and has not appealed, may choose to submit an appeal at any time.

Probation/Appeal Granted: Occurs when a suspended student submits an appeal, the appeal is granted, and the student can mathematically be back in Good Standing in one semester, as determined by the Financial Aid Office. Probationary students will be eligible for Federal Financial Aid for one additional semester. At the end of the Probation/Appeal Granted semester:

- If the student meets the criteria for Good Standing, they will be placed back to Good Standing.
- If the student does not meet the criteria for Good Standing they will go back to Financial Aid Suspension. The student can appeal again, but cannot appeal multiple semesters citing the same reasons without providing updated documentation.

Academic Plans/Appeal Approved: 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, as determined by the Financial Aid Office. Academic Plans are individualized and are developed by the Financial Aid Office. They provide further funding on a term by term basis.

- While on an Academic Plan, a student must have a 2.25 semester GPA and 75% semester CR until they are back in Good Standing.
- Once a student meets the minimum overall Good Standing criteria, they are no longer on an Academic Plan.
- **Academic Plan Terminated**
 - Students not meeting the terms of their Academic Plan will have their Academic Plan Terminated and will be placed back on Financial Aid Suspension.
 - Students who have an Academic Plan Terminated 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.
 - In cases of extreme exceptional circumstances, the financial aid office may approve exceptions and allow students to appeal again. There is no guarantee of appeal approval.

Maximum Time Frame/PACE:

Students who have exceeded the 150% maximum time frame allowed, or obtained a degree or certificate, are no longer eligible for Federal Financial Aid. Student's may submit a PACE Appeal Form for possible further funding. Maximum Timeframe determination is based on all hours attempted.

150% maximum Time Frame is measured by the following:

Associates Degree: 92 credit hours attempted

Certificate A: 24 credit hours attempted

Certificate B: 45 credit hours attempted

Certificate C: 67 credit hours attempted

- If the PACE Appeal is approved, one major change is allowed without the completion of the degree or certificate. Few exceptions will be made. Once the major is completed, students may be eligible for an additional PACE Appeal if they are seeking another Butler degree or certificate.
- Once the degree or certificate is complete the student will no longer be eligible for additional Federal Financial Aid for that specific degree or certificate.
- Pace Appeals must be received by the last date of the semester.
- Pace Appeals cannot be retroactively applied to a semester that has ended.

Courses Included in SAP Calculation:

Course Program of Study (CPOS) identifies courses required for the student's declared program of study. CPOS identified courses are the basis for the SAP calculation for institutionally earned credit. All attempts of courses for the student's program of study will be used to calculate the GPA and CR regardless of whether or not financial aid was received for those courses. If a student later changes their major, it does not retroactively change the student's CPOS identified courses for prior terms. All courses attempted prior to Spring 2020, as well as all transfer credits, are included in the overall calculation of the GPA and Completion Rate. Courses noted with a grade of CR and AU are excluded.

Withdraws:

A status of WD, WS, or WT will be considered in the completion rate calculation but do not count towards the student's GPA. A grade of F may not count as hours completed depending on the last date of attendance in the class(es).

Development/Remedial Hours:

Developmental/Remedial courses are any courses below a 100 level. For Financial Aid SAP purposes, grades received for these courses are included in the GPA and CR calculation. This may result in a different GPA and CR than what is reflected on your transcript.

Repeated Coursework:

All attempts of repeated courses are used to calculate GPA and CR. Once a student meets the maximum repeat limit, those courses will no longer count in the GPA and CR. This may result in a different GPA and CR than what is reflected on your transcript.

Incomplete Grades and Grade Changes:

Incompletes and Not Reported Grades (NR) are considered active hours toward completion rate; however, they will reduce GPA. Incompletes that change to a grade will be included in the next formal evaluation period and will not change the current SAP status. Not reported grades and incorrectly reported grades could be used to change the current SAP status. Any other grade changes that occur between evaluation points will be included in the next formal evaluation.

Transfer Credits:

New transfer students whose overall transfer credit does not meet the criteria for Good Standing will enter on Warning. 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 of whether or not the student received Federal Financial Aid for those hours.

Tuition Refund Appeals:

Satisfactory Academic Progress can still be affected even when students are granted a Tuition Refund Appeal.