

Section 11: SATISFACTORY ACADEMIC PROGRESS

Section 11.1 Process Overview & Responsibilities

BRCTC is required to establish and monitor academic progress for students who receive federal financial aid funds. The student's total academic history is monitored regardless of whether he/she received financial aid. To continue to be eligible for Title IV aid, a student must maintain Satisfactory Academic Progress (SAP). The components of SAP include a quantitative and qualitative component, as well as a measurement of 150% of the maximum timeframe for completion of a program of study. BRCTC measures SAP at the end of each payment period (semester). All students will have SAP evaluated regardless of full or part time status, major or any other academic qualities. Students will be notified via their BRCTC Student email.

Students must meet SAP to continue to receive the following financial aid funds:

Federal Pell Grant, Federal SEOG, Federal Stafford Loan, Federal PLUS Loan, Federal Work Study, WV PROMISE Scholarship, WV Grant, Private loans (as directed by the lender).

Section 11.2 Same As or Stricter Than

The FAO's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same education programs who are not receiving Title IV aid. SAP, as assessed by the BRCTC FAO, is separate and distinct from the student's academic standing with the institution. The SAP policy is stricter than BRCTC Academic Policy that allows for up to three semesters of academic probation.

Section 11.3 Categories of Students

All students receiving Title IV financial aid assistance are degree-seeking students or are enrolled in an eligible certificate program.

Section 11.4 Qualitative Measure

The qualitative measure for SAP requires that student maintain a minimum cumulative GPA of 2.0. This policy is consistent with the institution's graduation requirements. The cumulative GPA that the FAO uses to evaluate SAP is based upon all courses that have been attempted. Remedial, repeated coursework and/or forgiven coursework are included in the SAP GPA calculation.

Section 11.5 Quantitative Measure

The quantitative measure for SAP requires that a student must successfully complete 67% of attempted credit hours. This is measured on a cumulative basis. Example: If a student enrolls for 16 credit hour during one semester, the student must successfully complete 11 credit hours to maintain SAP standards.

Financial aid recipients must also complete their degree program in 150% of the published length of the program. Example: AAS degree that requires 60 credit hours for completion. Maximum enrolled credit hours permitted to complete the program would be 90 credit hours. The FAO notifies students when a student is within 12 credit hours of being at 150% of the degree program. If it is determined that it will be mathematically impossible for the student to complete their degree program, the student will be required to submit a SAP Appeal and Academic Plan to the FAO.

Section 11.6 Evaluation Periods

The length of the Evaluation period is one payment period (semester). The evaluation periods are the same for all degree-seeking, or certificate students. The FAO evaluates SAP at the end of fall, spring and summer semesters. Students will be notified via their BRCTC Student Email of Warning Status, Failing Status, Probation Status and if an appeal is denied.

Section 11.6.1 Financial Aid Warning Status

A student who is not meeting the minimum SAP standards whether quantitative or qualitative will be placed on a Warning Status. The student is given one semester of Warning to correct SAP deficiencies. The student is eligible for financial aid during the Warning semester. However, if a student is not meeting the minimum SAP standards after the Warning semester, the student is considered to be Failing SAP and is ineligible to receive financial aid during subsequent semesters of enrollment.

Section 11.6.2 Financial Aid Failing Status

A student who does not meet the minimum SAP standards after receiving a Warning status is placed on a Failing SAP status and is ineligible to receive financial during subsequent semesters of enrollment. This SAP Status is not the same as the school's academic policy.

Section 11.6.3 Financial Aid Probation Status

A student who does not meet the minimum SAP standards after receiving a Warning status is placed on a Failing SAP status. A student may be eligible to appeal that status and be placed on Probation Status. The probation status is equal to one semester; however, it may take longer than one semester to re-establish aid eligibility under the SAP standards. The student must meet certain stipulations during their Probation Status. Stipulations monitored at the end of each payment period and if necessary prior to the payment period and during the payment period. If a student is found to be failing stipulations, the student is Failing Stipulations and is no longer eligible to receive financial aid funds.

Section 11.7 Appeals

If a student is placed on a Failing SAP status, the student may submit an appeal to the FAO stating why they are not meeting minimum SAP standards after a period of Warning. The SAP Appeal Committee

comprised of members of the FAO, Admissions and Student Success Teams meets regularly to review Appeals. A student must be able to document extenuating circumstances. These circumstances can include but are not limited to: death of a family member, prolonged illness of the student or a family member, job loss or schedule change or other unusual circumstances. The SAP Appeal form also requires the student to explain what steps the student has taken or will take to meet the SAP standards in the future.

The SAP Appeal Committee will approve or deny SAP appeals. Students whose SAP Appeal has been denied will be placed on Appeal-Denied Status and are no longer eligible for financial aid. Students whose SAP Appeal has been approved are placed on a SAP Probation Status and must meet the stipulations as outlined by the SAP Appeal Committee.

Section 11.7.1 Documentation

The FAO will accept the following as acceptable documentation:

Newspaper obituaries and death certificates to substantiate death

Physician's written statements

Hospital discharge paperwork that outlines dates of services, etc.

Written statements from a third party such as a clergy member, advisor, counselor

All documents will be reviewed as this is not intended to be a complete list of acceptable documentation

Section 11.7.2 Academic Plans

Students who are failing the Max Time Frame are only allowed to register for courses within their stated major. An Academic Plan is available in the Student's Degree Works and outlines the courses that are allowed for their major. Students should not register for courses that do not fit their degree plan.

The appeal must include an expected graduation date. It is also up to the discretion of the SAP Appeal Committee to ask a student who is appealing their SAP Status of Pace or GPA to submit an Academic plan.

Section 11.8 Regaining Eligibility

If a student chooses not to appeal a SAP Failing status or their SAP Appeal has been denied, the student may regain eligibility by completing enough courses to raise cumulative GPA and completion rate to minimum SAP standards, at their own expense.

Section 11.9 Treatment of Non-Punitive Grades, Repeated Courses, Audited Courses, Pass/Fail Courses, Withdrawals & Incompletes

The definition of non-punitive grades, repeated courses, audited courses, pass/fail courses, withdrawals and incompletes are in the BRCTC Student Handbook and College Catalog. The FAO currently counts all repeated courses, withdrawals, and incompletes as hours attempted but not credits earned. If the student drops below the SAP standard of 70%, these hours are taken into account.

An incomplete grade must be completed by the end of the next semester of enrollment. This grade will be reevaluated at the end of that payment period. For the current semester, that a student has an Incomplete grade, this grade is counted against Pace of the quantitative component. If this places the student into a Failing SAP status, the student is encouraged to appeal with documentation from the instructor stating when the final grade will be calculated.

Section 11.10 Treatment of Remedial, Enrichment & English as a second Language Courses

BRCTC offers remedial coursework. These classes are counted in both the qualitative and quantitative SAP measures. No more than one year's worth of noncredit or reduced credit remedial coursework may be included in a student's enrollment status. ESL courses are not calculated into a student's SAP status.

Section 11.11 Treatment of Consortium, Change of Major, Second-Degree, and Second Major Courses

Students taking courses through a consortium agreement must provide transcripts from the host institution that are transcribed as part of the student's official record. Those courses count in the SAP determinations.

Students who change majors or are seeking a Second-Degree are eligible to receive financial aid as long as they are meeting minimum SAP Standards. Students in this group are typically found to be failing SAP when they hit the maximum time frame of their degree program. Students are notified to be near failing SAP when their enrollment is within 12 credit hours of the 150% time frame of their degree program. These students are required to appeal to receive financial aid and must submit an Academic Plan and an expected graduation date. The SAP Appeal Committee will approve or deny these appeals. The Academic Plan is monitored.

Section 11.12 Transfer Students

Students who transfer to BRCTC must submit all transcripts for evaluation. Transfer students are considered financial aid eligible. All students are evaluated at the end of each payment period for their SAP progress. Transfer students who already have a bachelor's degree are considered to be at maximum time frame and must appeal to receive financial aid. BRCTC articulates all transcribed courses, however there are time limits on certain classes for certain programs. Successful classes from previous institutions transfers and credits are used in calculation of both attempted and completed hours. Courses that received a failing or incomplete grades are not articulated. Coursework meeting 70% or more of the learning objectives of the BRCTC comparable course will be accepted. Transfer GPAs are calculated into the overall GPA at BRCTC. Transfer credits are included in determining Satisfactory academic Progress as attempted and completed hours. Transfer Students appear to be in a failing SAP

Status, but their SAP is evaluated at the end of each semester of enrollment and will be given a warning period as necessary.

Section 11.13 Notices

The SAP Policy is published on the BRCTC website and is printed in the Student Handbook and Catalog. The SAP Policy is reviewed annually and as needed when further guidance is issued from the US Department of Education. The ADFAR and FA SAP Manager review the SAP Policy and provide suggestions to the VP of Enrollment Management if a change is required.