Procedure 3.2549

Satisfactory Academic Progress Procedure

To be eligible for financial aid, a student must make satisfactory academic progress (SAP) toward a degree. At the end of every semester, BCCC (Beaufort County Community College) will determine each student's SAP status using the following criteria:

1. Grade Point Average: Maintaining the minimum cumulative grade point average as published in the GPA section below.
2. Pace: Earning credit for at least 67 percent of the credits attempted.
3. Maximum Timeframe: Graduating with less than 150 percent of the credits required to complete a degree.

Regaining Eligibility

There are two ways to regain eligibility for federal student aid if a student becomes unsatisfactory:

1. Improve academic performance until the student has met the minimum SAP requirements.
2. Submit an appeal (see Appeal Process below) for review.

Elements of SAP

SAP standards measure a student's academic progress using both qualitative and quantitative measurements. These measurements include a cumulative Grade Point Average (GPA) requirement, Completion Rate requirement, and a Maximum Timeframe requirement. Evaluation of GPA and completion rate is separate from Maximum Timeframe.

Grade Point Average (GPA)

To maintain satisfactory academic progress, a student must earn a cumulative GPA according to the number of semester hours for which a student has attempted as indicated in the table below:
Total Hours Attempted Cumulative Grade Point Average (GPA) 0-12 1.0 13-24 1.5 25-36 1.75 37 and above 2.0

Completion Rate (67%)

Completion rate is a percentage calculated by dividing the total number of credits earned by the total number of credits attempted. Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, to maintain satisfactory academic progress. Successful completion includes grades of A, B, C, D, CE, and P (passing). All other grades are not considered for successful completion of course work.

Maximum Timeframe (150% Credit Limit)

To be eligible for financial aid, students must complete their degree within the maximum timeframe. This means graduating before accumulating 150 percent or one and one-half times the total number of program credit hours published in the catalog of record. If the program is not completed within the maximum allowable time, then satisfactory progress is not being maintained and financial aid will be terminated.
A student's timeframe begins on the first day attending the college and continues until a student successfully completes a program of study, regardless of the number of years that may lapse between enrollment periods. Since the timeframe is cumulative, a student may lose financial aid eligibility by switching programs before successfully completing a program of study. Once a student completes a program successfully, they become eligible for a new timeframe for a second certificate, diploma, or degree.

Transferable credit from other institutions under the completed program are counted toward the new timeframe for a new program of study. Grades of "W," "F," "I," "R," "WE," do not count as successfully completed but will count as attempted credits and are used in the determination of a student's enrollment status for financial aid purposes. Credit hours for incomplete courses, withdrawals after the 10% point of the semester, or repeated courses will be counted as hours attempted towards maximum timeframe. Credit for developmental coursework by placement testing is not counted toward the maximum timeframe.

If a student does not graduate within the maximum timeframe or the Financial Aid office determines that it is mathematically impossible for a student to graduate within the maximum timeframe, financial aid will be terminated. Termination will continue until the minimum standards are met to achieve satisfactory academic progress.

Incompletes, Withdrawals, Repeated Coursework and Transfer Credit

Withdrawals (W) and Incompletes (I) are not included in GPA computation. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an "F." Grades "W" and "I" are considered in determining completion rate and count toward the maximum time frame for completing a program of study.

Students are permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed, unless the program requirements make retaking a previously passed course mandatory. (Example: Nursing degree students).
Transfer credits from other post-secondary institutions will be used to determine quantitative satisfactory academic progress for both completion rate and maximum timeframe.

Financial Aid Academic Warning

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning.

Financial aid recipients on academic warning will be granted a one semester period, following their first semester of failure, to regain satisfactory progress. During this warning period, students can continue to receive financial aid, provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student can re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory progress during the warning semester are ineligible for aid until their progress is again satisfactory.

Pre-Screening SAP Status for Maximum Timeframe
Students that have a Warning or Exceeded Maximum Timeframe SAP status will be reviewed by the Financial Aid office at the end of each semester. Students that have completed one degree previously at BCCC will have a pre-SAP screening to determine if graduating from an eligible program has resulted in the student achieving satisfactory academic status. Exceeded maximum timeframe students will also be referred to the BCCC Counseling office to determine if they student is eligible to graduate from a degree program. Once the SAP status screening is complete, the Financial Aid Office will send notification to students via their BCCC email.

Appeal Process
Students not making satisfactory academic progress will receive a notification via their BCCC student email. Students can review which SAP requirements are not being met by logging into Self-Service and opening the “Financial Aid Menu.”
Students may appeal against the suspension of their financial aid by submitting a SAP appeal form to the Financial Aid office. SAP appeal forms are available on the BCCC Financial Aid website and Financial Aid office. Students must meet with an academic advisor to complete the SAP appeal form. Once complete, students can submit the form to the Financial Aid office. The Financial Aid office will review all SAP appeals to ensure appropriate documentation and completion of the form. All SAP appeals will be scanned and sent to the SAP Appeals Committee.

Students may appeal only for “special circumstances.” Examples of special circumstances include but are not limited to extended illness, hospitalization, accident, or death of immediate family member. Appeals must be accompanied by appropriate documentation.

Appeals will be limited to three (3) per student during their time at BCCC after receiving a terminated SAP status. SAP appeals will be reviewed once each semester, after final grades for the term have been submitted. The SAP Appeal MUST be submitted to the Financial Aid Office PRIOR to the 10% point of the term for which a student is seeking reinstatement of financial aid. Late appeals will NOT be accepted.

Outcome of Appeals

The SAP Appeals Committee will review all appeals to determine if the reinstatement of aid is justified. A student's approval or denial will be sent to the BCCC student email. Committee decisions are final and cannot be appealed further at the college.
Here are some outcomes of SAP appeal reviews:

1. Approved/Academic Probation – A student may be placed on academic probation for one semester and will be eligible for financial aid during that probationary period. Once approved the student must meet with a Counselor and develop an academic success plan. Financial aid will email the student to notify them of the approval and to let them know to set up an appointment with the Counseling office. A copy of the success plan will be given to the Financial Aid Office and placed with the appeal. Once the success plan has been received by Financial Aid, the student can be awarded Title IV funds.
2. Denial – A student appeal may be denied based on insufficient detail, documentation, or evidence of academic or personal difficulties being addressed or resolved. The Financial Aid Office will notify the student by email of denial.

SAP Grievance Process

"Students may appeal the decision of the SAP Appeals Committee to the President of the College when there are mitigating circumstances regarding the student's case that the Committee did not include in their deliberations (e.g., psychiatric or other medical concerns certified by official documentation from a medical profession; or, death of a close relative or friend that involves professional counseling or psychiatric care certified by official documentation from a medical professional)."

If a student fails to meet SAP standards again after being granted an appeal, they will be ineligible for financial aid and placed on financial aid termination. If financial aid eligibility is terminated, termination will continue until the criteria for satisfactory academic progress is met. If special circumstances exist and a student wants to find out more about regaining eligibility for financial aid in the future, please contact the Financial Aid office.

Once satisfactory academic progress is met, eligibility is reinstated for the sequential academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by federal regulations.

Guidelines for Probationary SAP Status
Maximum Timeframe Appeals:

1. Students must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
2. Students will be placed on probation for up to 4 semesters.
3. Financial aid will terminate if a student fails to meet the required standards.
4. If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

Unsatisfactory GPA and/or Completion Rate Appeal:

1. Students must complete 100% of courses registered for each semester with a cumulative semester GPA of 2.0.
2. Students may be on academic probation up to 4 semesters.
3. Financial aid will terminate if a student fails to meet the required standards.
4. If a student is unable to regain satisfactory academic progress within 4 semesters, the SAP appeal cannot be approved.

References

Legal References: *Enter legal references here*

Cross References: *Enter cross references here*

History

Leadership Council Review/Approval Dates: *11/3/2023; 4/18/2025*

Senior Staff Review/Approval Dates: *04/21/2023; 8/15/2023; 2/5/2025*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*