

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. (For students with previous post-secondary credits, your initial SAP status upon entering Barton will be based upon your previous performance at other colleges.)

Your SAP status will be evaluated based on two factors:

- 1) Qualitative measure—Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure (PACE)-- You must complete at least 67% of your total overall and term hours. This includes transfer hours.

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

| Classification→                                     | “Y” -- Eligible  | “W” -- Warning  | “N” -- Suspension   | “P” -- Probation  | “A”—Academic Plan  | “150%” – Federal Limit  |
|---|--|---|---|---|--|---|
| <b>Are you eligible to receive financial aid? →</b> | Yes  | Yes<br><br>However, you are in danger of going on to financial aid suspension.  | No<br><br>You will not be able to receive any federal, state, or institutional aid.<br><br>This includes Federal Student Loans, Federal Work Study, and Foundation Scholarships.  | Yes<br><br>This is your last semester to degree or certificate completion. You need to apply for graduation. After this semester, your status will change to graduated. | Yes<br><br>However, you will be required to follow an Academic Plan. While on Academic Plan, you can only take classes required to complete your degree at Barton. | No<br><br>You have reached the Federal Financial Aid limit.   |
| <b>Why is my status this? →</b>                     | Your term and cumulative GPA was 2.0 or higher; and,<br><br>You have successfully completed at least 67% of your attempted classes—both term and cumulative. This includes transfer hours. | Your term or cumulative GPA fell below 2.0, <u>OR</u><br><br>You have not successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, failed classes, withdrawals, and classes with an incomplete. | You failed, withdrew from, or took an “incomplete” in 100% of your attempted classes.<br><br><b>OR</b><br><br>You had been on financial aid warning and you did not make SAP for a second time.                           | You appealed your financial aid suspension status. Your appeal was granted and you have been placed on financial aid probation.   | You appealed your financial aid suspension status. Your appeal was granted. You were placed on Academic Plan.  | You have taken more hours than allowed by federal regulations for you to complete your program of study.  |
| <b>How can you change or improve your status? →</b> | You have made Satisfactory Academic Progress.<br><br>Keep up the good work!  | If you earn at least a cumulative and term 2.0 GPA and complete 67% or more of your attempted hours (term and cumulative), you will be taken off financial aid warning.   | You may request an appeal of your suspension by completing an appeal form. You will be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: <a href="#">Appeal Link</a> . | Probation means you are taking your last semester of classes to degree completion. Once the term is over, your status will change to graduated.                         | You must follow your academic plan exactly. If you fail to follow your academic plan, you will be placed on financial aid suspension.                              | You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to <a href="mailto:FinancialAid@bartonccc.edu">FinancialAid@bartonccc.edu</a> |

## FAQ's

### **How long may I receive federal financial aid?**

You are allowed to receive federal aid for 150% of your program length at the institution from which you are seeking the degree per federal regulations.

Examples:

- If you are seeking a degree of 64 hours, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to earn the degree.
- If you are seeking a certificate, you may receive aid for 24 attempted hours since this is 150% of the 16 hours required to earn the degree.

All attempted credit hours are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours regardless of whether or not you received financial aid for the hours. If you have reached the number of hours required by your degree or certificate at the time your financial aid application is reviewed, you will be asked to do a 150% appeal.

### **What if I change my major or have other mitigating circumstances that prevented me from completing within the 150% timeframe?**

If you have special circumstances you feel should allow you to have the timeframe extended, you may appeal the 150% federal limitation by completing an appeal form which can be requested from the Financial Aid Office at: [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu). You will need to submit to the Financial Aid Office the appeal form and a copy of a program completion plan signed by your academic advisor.

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. Students may appeal only once for an extension of their aid due to seeking a second degree. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of unique circumstances of each case. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education.

### **If I take an incomplete in a class, how long do I have to complete the coursework?**

You have until the end of the next term to complete the class.

### **Give me an example of completing 67% of attempted hours.**

| <b>If you attempt . . .</b> | <b>You must complete. . .</b> |
|-----------------------------|-------------------------------|
| 50 credit hours             | 34 credit hours               |
| 40 credit hours             | 27 credit hours               |
| 18 credit hours             | 12 credit hours               |
| 15 credit hours             | 10 credit hours               |
| 12 credit hours             | 8 credit hours                |
| 9 credit hours              | 6 credit hours                |
| 6 credit hours              | 4 credit hours                |

**If I am placed on financial aid warning or probation, can I receive my financial aid?**

Yes, when you are placed on financial aid warning or probation, you can receive your financial aid. However, being placed on financial aid warning or probation is to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid warning or probation your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

**If I am on financial aid suspension, can I still receive my student loan?**

Like grants and scholarships, Federal student loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP.

**How will I know if I am placed on financial aid warning or suspension?**

You will be notified by email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means, and refer you to the SAP policy. If you are on suspension, the notice will provide instructions on how to appeal your suspension status. If you are on financial aid warning, the notice will instruct you how to complete a Warning Acknowledgment form. You may always view your SAP status by accessing your PAWS account on the Barton website.

**What can I do to get off of financial aid suspension?**

You may appeal your financial aid suspension status if you have extenuating circumstances or have earned your way off of suspension. The Financial Aid Committee will review your situation and decide whether to grant your appeal. Suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of suspension status by sitting out or by paying for classes and not making SAP and completing an appeal. Students may only have one suspension appeal granted regardless of the reason.

**Under what conditions may I appeal a suspension status?**

You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- You have special circumstances that you believe deserves consideration. Please provide any documentation to support your request for an appeal.
- You took classes at Barton, earned Satisfactory Academic Progress (2.0 GPA and 67% of attempted hours), and your student account has a zero balance. The hours can be taken in more than one term. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. You will need to take the following hours at Barton to be able to appeal:

| <b>Number of hours you were taking when you went on financial aid suspension:</b> | <b>Number of hours you need to take to appeal your financial aid suspension status:</b> |
|---|---|
| 6 – 12+ hours   | 6 hours   |
| 3 – 5 hours   | 3 hours   |
| 1 -2 hours  | 1 hour  |

### **How can I appeal my suspension status?**

You may request an appeal of your suspension by completing the online form at this link – [Appeal Form](#) -- which will automatically be submitted to the Director of Financial Aid. If you would prefer, you can complete a paper appeal form which may be requested from the Financial Aid Office at: [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu).

### **When will I find out whether my suspension appeal has been granted?**

You will be notified of the status of your suspension appeal by letter or email the day after your appeal has been reviewed. Please allow 2 – 3 weeks review time after your appeal has been submitted. If a suspension appeal is granted, you will be placed on Academic Plan or Probation (if you have only one term left to graduation).

### **How often is SAP evaluated?**

SAP is evaluated after each term – Fall, Spring, and Summer. If you received any type of financial aid – federal, state, or institutional – your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time. SAP is evaluated on your term and overall cumulative GPA and Pace (rate of completion).

### **What is included in an academic plan?**

You will work with your advisor to get a clear picture of where you are academically and what you need to accomplish to complete your degree or certificate. Included in the academic plan will be the courses you need to earn your degree or certificate, the amount of time it will take to complete the classes, whether you should take night classes, online classes, or summer classes, an assessment of other factors supporting your academic performance. **It is essential that you complete the academic plan exactly as written and agreed upon in order to receive financial aid. You may not fail a class, withdraw from a class after aid payment, or take a class at another school while on Academic Plan.**

### **What if I need to make a change to my academic plan?**

You will need to work with your academic advisor if any changes need to be made to your academic plan. The changes will need to be reported to the Financial Aid Office. **Unapproved changes to your academic plan will result in suspension of your financial aid.**

### **What if I change my degree/program before I complete my Academic Plan?**

If you and your advisor wish to change your degree/program before your Academic Plan is finished, you will need to appeal the change with the Financial Aid Office in order to change to a new academic program. You can appeal your Academic Plan by contacting your Financial Aid Officer.

### **May I seek more than one degree or certificate at one time?**

You may seek more than one degree at a time. If that is the case, the 150% timeframe will be calculated by the amount of time it will take to complete both degrees taking into account any overlapping classes. However, while on Academic Plan, you may only seek one degree or certificate.

### **What aid is evaluated for SAP?**

All students receiving federal, state, and institutional aid are subject to SAP evaluation. This applies to all full-time and part-time students in all degree programs. Students receiving only scholarships from external entities and/or private educational loans are not subject to SAP evaluation. Staff scholarships, Barton County Resident Scholarships, Boost Scholarships, Over 65 Scholarships, and Silver Cougar Club Scholarships may be received regardless of the student's SAP status.