2603 – Satisfactory Academic Progress

BARTON COUNTY COMMUNITY COLLEGE

Satisfactory Academic Progress (SAP)

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. At the end of each term, you will be evaluated on two factors: 1) Qualitative measure—Your term GPA must be at least 2.0; and, 2) Quantitative measure--You must complete at least 67% of your total attempted hours in the term. 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**	**"P" -- Probation**	**"N" -- Suspension**	**"150%" – Federal Limit**
The effect on Financial Aid:	➢ You are eligible to receive financial aid.	➢ You are eligible to receive financial aid. ➢ Your Financial Aid Officer may work with you and your academic advisor and/or Student Support Services to review ways to help you succeed.	➢ You are ineligible to receive financial aid. This includes grants, scholarships, loans, performance awards, and FWS (Federal Work Study)	➢ You are ineligible for receive financial aid because you have reached the federal limit.
This classification results from:	➢ Your term GPA was 2.0 or higher; and, ➢ You successfully completed at least 67% of your attempted classes during the term.	➢ Your term GPA fell below 2.0, OR ➢ You did not successfully complete at least 67% of your total attempted classes for the term. You failed, withdrew from, or took an "incomplete" in more than 33% of your classes.	➢ You failed, withdrew from, or took an "incomplete" in 100% of your attempted classes. ➢ OR ➢ You were on financial aid probation and for a second term failed to achieve SAP. A second term of failure to meet SAP standards results in suspension.	➢ You have taken more hours than necessary for you program of study.
Ways to improve classification:	➢ You have made SAP. Keep up the good work!	➢ If you earn at least a 2.0 term GPA and complete 67% or more of your attempted hours in a subsequent term, you will be taken off financial aid probation.	➢ You may request an appeal of your suspension due to special circumstances by completing an appeal form. Depending upon your situation, you may be asked to provide documentation supporting your appeal. The appeal form may be accessed at this link: http://www.bartonccc.edu/financialaid/sap.htm	➢ You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to FinancialAid@bartonccc.edu

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FAQ's

How long may I receive federal financial aid?

You are allowed to receive federal aid for 150% of your program length.

- If you are degree-seeking, you may receive aid for 96 attempted hours since this is 150% of the 64 hours required to graduate from Barton.
- If you are certificate-seeking, you may receive aid for 150% of your program length. (e.g. for a 16 credit hour certificate, you may receive aid for 24 credit hours, for a 24 credit hour certificate, you may receive aid for 36 hours, etc.)

All attempted credit hours are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours and regardless of whether or not you received financial aid for the hours.

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. 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. 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 each case's unique circumstances. 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 during a term.

If you attempt . . .	You must complete. . .
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 probation, will I lose my financial aid?

No, when you are placed on financial aid probation, you do not lose your financial aid. However, being placed on financial aid probation is a warning to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid probation your Financial Aid Officer may intervene to find ways to help you succeed. Your officer might suggest you attend Life Skills sessions or work with you in conjunction with Student Support Services and/or your academic advisor to strengthen your potential to succeed.

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

Like grants and scholarships, student loans are considered financial aid. Therefore, you will not receive your student loans if you are placed on financial aid suspension.

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

You will be notified by letter if you are placed on financial aid probation or suspension. The letter will explain what your SAP status means, refer you to the SAP policy, and if you are on suspension, provide instructions on how to appeal your suspension status if an appeal is appropriate. You may always access your SAP status through 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. The Financial Aid Committee will review your situation and decide whether to lift the suspension and place you on probation instead.

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 one of your relatives,
- You experienced an injury or illness which prevented you from making SAP,
- Some other special circumstance that you believe deserves consideration.

You may also appeal a suspension status by making SAP (earning at least a 2.0 GPA and completing at least 67% of attempted hours) while you are on financial aid suspension. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. The hours can be taken at another school as long as you provide copies of your transcript and your student account from that institution. You will need to take the following hours to be able to appeal:

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

You may be asked to provide documentation to support your appeal. If that is the case, your Financial Aid Officer will work with you on your unique situation to determine what you should provide.

How may I appeal my suspension status?

You may request an appeal of your suspension by completing the online form at http://www.bartonccc.edu/financialaid/sap.htm which will automatically be submitted to the Director of Financial Aid. If you would prefer, you may complete a paper appeal form which may be requested from the Financial Aid Office at: FinancialAid@bartonccc.edu.

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

The Financial Aid Committee reviews suspension appeals every Thursday afternoon. You will be notified of the status of your suspension appeal by letter and/or email the day after your appeal has been reviewed.

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.

(Based on policy 1600; approved by President on 8/18/08)