

### Standards of Satisfactory Progress for Federal Financial Aid Title IV Recipients

Federal U.S. Department of Education regulations published in the Federal Register dated October 10, 2010, require students to make satisfactory progress in their degree programs to be eligible for assistance from programs authorized under Title IV of the Higher Education Act of 1965.

Such progress is to be measured in qualitative terms (grades) and quantitatively (hours completed). Progress will be measured at the end of each term (Fall, Spring and Summer). This policy is approved by the President of BSC. It supersedes all prior satisfactory academic progress policies. Federal regulations may require us to modify this policy. All aid recipients are given a copy of this policy with their initial aid award notifications.

#### The standards of progress for BSC are:

##### I. Qualitative Measurement (grade point average):

Students must meet: (1) the grade point average requirements as a) defined in the “Probation, Suspension and Dismissal and Academic Good Standing”, “Grading System”, and “Grade Point Average” sections of the BSC college catalog; (2) be consistent with graduation requirements and have a grade point average of 2.0. Suspended/dismissed students granted readmission to the College through successful academic appeals will be considered to have met this portion of the requirements.

##### II. Quantitative Standard (semester hours completed):

- A. Bachelor’s degree students will be eligible to receive federal aid through the semester in which they attempt their 180<sup>th</sup> credit hour.
- B. Associate degree students will be eligible to receive federal aid through the semester in which they attempt their 103<sup>th</sup> credit hour.
- C. Certificate program students will be eligible to receive federal aid through the semester in which they attempt credit hours equal to 150 percent of the program.
- D. Students must successfully complete their quantitative hours attempted, to be reviewed at the end of each term, according to the following table:

Hours Attempted	Percentage Which Must be Completed
1-32	60%
33-64	65%
65-96	70%
97-128	75%
129-180	80%

1. “Attempted” is defined as the cumulative number of hours shown in the “Hours Attempted” field in the Registrar’s files or the total hours billed by the Business Office. “Cumulative Number of Hours” is the total hours attempted during all enrollment periods, irrespective of receiving financial aid. Students who receive the following grades are considered to have “attempted” those credit hours and thus they count toward the cumulative maximum: withdrawal (W), incomplete (I), failures (F or WI), and all passing grades (A, B, C, D, P, S). Audit hours do not count in determining eligibility.
2. Course repetitions will count as hours attempted. This includes course repetitions for health science students who do not achieve required “C” grades in major and natural science courses.
3. Continuing student financial aid applicants who did not receive Federal Financial Aid during the previous semester and transfer student applicants in their initial semester at BSC will be placed on Warning immediately if the cumulative hour’s attempted/passed requirement is not satisfactory. Transfer hours attempted placed on the BSC transcript by the Registrar and hours attempted will be the basis for measurement.
4. Successful completion will be measured by the number of “hours passed” or “hours earned” - whichever is greater - recorded on the student’s academic transcript at the end of the evaluation period.
5. “Academic Year” for purposes of measurement of progress, is defined as enrollment during any or all of the following: Fall semester, Spring semester, Summer Term (I and II combined).
6. Federal Financial Aid recipients must be enrolled in degree granting programs.
7. In determining Direct Stafford and Direct PLUS Student Loans eligibility, students must progress from one grade level to the next before they are eligible to receive additional maximum loan amounts according to the grade levels outlined in the BSC catalog. Students in associate degree programs may be certified for loans only at the freshman and sophomore levels.

8. Students seeking Federal Financial Assistance who are pursuing a second bachelor's degree must submit an appeal to the Financial Aid Counselor so that progress within the second program may be measured. Students will become ineligible for undergraduate federal financial aid after obtaining two four year degrees or who have already obtained a Master's Degree.

III. **Failure to Maintain Satisfactory Progress:**

- A. Students who fail the qualitative (grade) portion of the requirement will be notified in writing of their warning, denial or dismissal status by the Registrar.
- B. The first time a student does not complete successfully the quantitative measurement (hours passed), he/she will be placed on financial aid Warning. The deficiency from that semester may be made up in a subsequent semester which may result in a good standing status. Students who perform well may be granted an extended warning period at the discretion of the Financial Aid Counselor. If the student does not achieve the required number of semester hours at the end of the Warning or extended probationary period, he/she will be denied eligibility from financial aid.
- C. Bachelor's degree students will be suspended from financial aid after the semester in which they attempt their 180<sup>th</sup> semester hour; Associate degree students will be suspended after the semester in which they attempt their 103<sup>th</sup> semester hour and Certificate degree students after 150% of the program.

IV. **Suspension Due to Non-Attendance**

Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments will be based on Registrar's records including Add/Drop and Withdrawal forms. Students are required to repay adjustment amounts. Students who do not meet repayment terms will be suspended from financial aid.

V. **Reinstatement:**

Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records, when they believe they are again in compliance with the requirement.

VI. **Appeals:**

- A. Students placed on academic denial/suspension due to failure of the qualitative (grade) measurement may appeal grade decisions using procedures stated in the Academic Appeals section of the College Catalog.
- B. Students failing to meet the quantitative (semester hours) measurement may appeal to the Financial Aid Counselor. Students must submit a personal letter explaining the mitigating circumstances and reason(s) for the failure. If the appeal is denied, the student may request in writing that the appeal be reviewed by the Financial Aid Appeals Committee. After the committee's decision, notification of the final decision (which can not be further appealed) will be sent to the student by the Director of Financial Aid.
- C. Students suspended for non-attendance must pay outstanding financial aid balances and receive a letter of reinstatement from the Department of Education (Debt Collections).

VII. **Mitigating Circumstances Regarding Appeals:**

- A. The major mitigating circumstances in making an appeal will be the documented personal illness of the student, serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, child, legal guardian) or enrollment in a bachelor's program requiring more than 180 credit hours or an associate program requiring more than 103 credit hours.
- B. The maximum number of semester hours attempted is considered to be adequate and fair under the progress policy. Change of major field of study, completion of developmental courses or transfer of credits normally will not be considered satisfactory grounds for appeal for additional time, but such appeals may be submitted using the process indicated in Section VI.
- C. Unacceptable circumstances for appeals are; continued enrollment while seeking admission to a health science program; failure to pass the Pre-Professional Skills Inventory Test (PPST) required for admission to teacher education; and/or the prior non-receipt of Title IV aid since this is irrelevant to maintaining satisfactory progress in the course of study.

VIII. **Comments About the Progress Requirement**

- A. Students are encouraged to work with their academic advisors, the Enrollment Services staff and Student Support Services staff to receive assistance with study skills and tutoring. Academic Advisors are available when an advisee is placed on probation or suspension.
- B. Students who withdraw from courses after the official add/drop period and students who receive grades of F, W, and I, greatly increase their potential for failure of the requirement.

