



Satisfactory Academic Progress Policy (SAP)

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The Satisfactory Academic Progress (SAP) policy intends to ensure students' progress toward completion of their degree or certificate program. To maintain eligibility for financial aid programs, students must meet the Satisfactory Academic Progress measures and fulfill reinstatement steps when required each quarter. All quarters of a student's enrollment in an aid-eligible program are considered, including quarters in which a student did not receive financial aid. Attempted credits include repeated, failed, incomplete, and withdrawn credits after the quarterly census date. Students who do not meet the SAP measures are notified by email. Students who experience extenuating circumstances may regain eligibility by completing an appeal or by fulfilling the requirements listed below.

Satisfactory Academic Progress Measures

1. **Grade Point Average (qualitative):** Students must maintain a 2.0 cumulative Grade Point Average (GPA).
2. **Credit Completion (quantitative):** Students must complete at least half of the minimum number of credits for their enrollment level as of the quarterly census date (10th day). Next page lists enrollment scenarios.
3. **Pace (quantitative):** Students must complete a minimum of 66.67% of all attempted credits.
4. **Maximum Timeframe:** Eligibility is limited to 150% of the number of credits required for completion of a student's current program(s).

Satisfactory Academic Progress Statuses

At the end of each quarter, SAP measures are reviewed and students are placed on Good, Warning or Suspension status for the following quarter. After successfully appealing, students are placed on Probation.

Good: Students who met both the qualitative and quantitative measures are placed on good status. Students in good status remain eligible for financial aid for the following quarter.

Warning: Students who were in good status but have not met the qualitative measure are placed on warning. Students who did not complete all credits attempted but successfully completed at least half of the minimum number of credits required for their enrollment level are placed on warning for one quarter. Students on warning remain eligible for financial aid for the following quarter.

Suspension: Students who do not meet both qualitative and quantitative standards while on warning or probation are placed in suspension. Students who do not complete at least half of the minimum number of credits required for their enrollment level are placed in suspension (see quantitative measures on page 2 for details). Suspended students are not eligible for financial aid until they have been reinstated.

Probation: Students who were in suspension and gained reinstatement of aid eligibility are placed on probation for one quarter. Students on probation remain eligible for financial aid.

Reinstatement of Eligibility

Students in suspension may regain eligibility by submitting an appeal (Petition for Reinstatement of Aid) to Student Financial Resources as soon as possible. Appeals must include a written statement detailing the circumstances beyond the student's control that occurred and what actions the student has taken for academic success. Appeals are either approved, pending for additional information or denied and results are provided by email. Students in suspension who choose not to appeal or have their appeal denied may regain eligibility by successfully completing a full-time quarter without the assistance of financial aid and must notify Student Financial Resources upon completion of the quarter. When students fall into suspended status it may take several quarters until their percentage of completion rate meets standard again. It is important that students continue making upward progress with class completion rates.

Credit Load by Enrollment Level

On the quarterly census date, 10th day of each quarter, the enrollment level for each student is locked. After the census date, financial aid is adjusted to reflect the enrollment levels listed below. SAP measures for all financial aid programs are based on these enrollment levels.

Full-Time	12+ credits
Three-quarter time	9-11 credits
Half-time	6-8 credits
Less-than half-time	1-5 credits

Credit Completion (quantitative)

The following lists the resulting SAP standing for all attempted credit and completed credit scenarios.

Credits Attempted (as of the 10 th day of the quarter)	Credits Successfully Completed * (this total is cumulative from day 1 at BTC)	SAP Standing
12+	12	Good
12	6-11	Warning
12	0-5	Suspended
11	11	Good
11	5-10	Warning
11	0-4	Suspended
10	10	Good
10	5-9	Warning
10	0-4	Suspended
9	9	Good
9	5-8	Warning
9	0-4	Suspended
8	8	Good
8	4-7	Warning
8	0-3	Suspended
7	7	Good
7	4-6	Warning
7	0-3	Suspended
6	6	Good
6	3-5	Warning
6	0-2	Suspended
5	5	Good
5	0-4	Suspended
4	4	Good
4	0-3	Suspended
3	3	Good
3	0-2	Suspended
2	2	Good
2	0-1	Suspended
1	1	Good
1	0	Suspended

*Grades of F (failure), I (incomplete), AU (audit), and W (official withdrawal) do not count as completed credits.

When your credit completion rate falls into Warning or Suspended status it may take several quarters for your percentage to reach a good standing. You may need to repetition for reinstatement of aid for several quarters.