Bellingham Technical College
Satisfactory Academic Progress (SAP) Policy

To remain eligible for financial aid at Bellingham Technical College, students must maintain Satisfactory Academic Progress (SAP) as outlined in this policy in addition to all other applicable eligibility requirements. This policy ensures that students receiving financial aid progress toward completion of their degree or certificate program. This policy applies to all students receiving federal, state and institutional financial aid in addition to students who have not yet received financial aid but are in the process of applying. SAP is reviewed for all periods of enrollment regardless of whether the student received financial aid.

SAP Measures

Satisfactory Academic Progress is measured according to the following three categories. Progress is reviewed at the end of each quarter and at the time that a student's eligibility for financial aid is being determined for future quarters.

Grade Point Average (GPA)
Students must maintain a <u>cumulative 2.0 GPA</u>. When the cumulative GPA falls below a 2.0, students are placed in warning status for their next quarter of enrollment. If the cumulative GPA does not increase to 2.0 or above during the warning quarter, students are placed in suspension status and are ineligible for aid until they regain eligibility.

Pace
Students must <u>successfully complete 67% of all attempted credits</u> each quarter to stay on pace with meeting graduation requirements.

$$\text{Pace} = (\text{completed credits}) / (\text{attempted credits}) \times 100\%$$

When calculating the pace percentage, completed credits include courses with the following grades: "A", "B", "C", "D" or "P". Attempted credits include all credits that the student is enrolled in on the 10th day of the quarter (census date). Grades of "F", "I", "NP", and "W" count as attempted credits in the pace calculation.

Pace example: A student took 12 credits during one quarter. They withdrew from a 4-credit class and passed 8 credits by the end of the quarter. Their pace is 58% (8 credits/12 credits=58%). Since this is below the minimum of 67%, the student did not meet the pace requirement and will be placed in Warning status for the next quarter.

Maximum Timeframe
Students' eligibility for financial aid ends once they have <u>attempted 150% of the minimum number of credits required for completion of their program</u>. All attempted credits are included in the Maximum Timeframe calculation, including credits attempted for prior programs and transferred credits. Students who choose to change programs may reach their maximum timeframe before completing their program. When changing programs, students are encouraged to consult with the Student Financial Resources office to assess the impact on eligibility. Students who are not able to complete their program within the 150% timeframe may appeal for continued eligibility by submitting an academic plan to Student Financial Resources listing the remaining courses needed for completion of the program.

Bellingham Technical College
Satisfactory Academic Progress (SAP) Policy

SAP Statuses

At the end of each quarter, or at the time of determining eligibility, students will be placed in one of the following statuses. All students who enroll at BTC for the first time begin in good status. The quarterly status is not reassessed when grade changes occur.

Good: Students will be placed in good standing when they have earned a minimum cumulative GPA of 2.0 and a minimum pace percentage of 67%. Students in good standing are eligible for financial aid per this SAP policy.

Warning: Students will be placed in warning when their pace percentage is less than 67% or cumulative GPA falls below a 2.0 but completed at least 50% of their cumulative credits. Students in warning are eligible for financial aid per this SAP policy. During the warning quarter, students must earn a 67% pace and cumulative 2.0 GPA to return to good standing otherwise, they will be in suspension.

Suspension: Students who complete fewer than 50% of their cumulative credits will be placed in suspension. Students in suspension status are <u>not</u> eligible for financial aid but may regain eligibility as described in the section below.

Probation: Students who were in suspension and successfully appealed are placed in probation for one quarter. Students in probation are eligible for financial aid per this SAP policy. While in probation, students are required to meet the 67% pace and cumulative 2.0 GPA requirements to return to good standing. Students in probation who do not meet these standards at the end of the quarter will be placed in suspension.

Maximum Timeframe: Students who are nearing or have exceeded 150% of the minimum number of credits required for their program are placed in Maximum Timeframe status. Before additional financial aid is disbursed, students are required to submit an academic plan listing the coursework remaining for completion of their program. The appeals committee may approve or deny additional quarters of eligibility upon review of the academic plan.

Regaining eligibility after suspension

Students placed in suspension status are ineligible for financial aid but may regain eligibility. The first and most common option is to submit a written appeal. Appeals must provide specific details regarding the unusual circumstances that prevented the student from completing their coursework and a plan for success. Appeals are approved when there are circumstances outside of the students' control impacting academic progress and the student has an achievable plan for success. Appeals are reviewed by a committee and are either approved, pended for additional information or denied. Upon approval, the student is placed in probation status. If the appeal is pended, the student must submit the requested information in a timely manner for further consideration and they remain in suspended status. When an appeal is denied or if the student chooses not to appeal, a student may regain eligibility by successfully completing a quarter without financial aid and notify the Student Financial Resources office once they have completed the quarter successfully.

Bellingham Technical College
Satisfactory Academic Progress (SAP) Policy

Notification to students

Each student's SAP status is available for the student to review in their ctcLink account. The Student Financial Resources office will notify students by email of their SAP status when they are in suspended or probation status. The notification will inform the student of actions they need to take to maintain or regain eligibility for financial aid. Notification is sent to the preferred email account listed in ctcLink. Students are responsible for checking their email or accessing the self-service ctcLink account to remain informed about their quarterly SAP status.

Repeat Coursework

Financial aid may be limited when students repeat a course that they previously enrolled in. Once a student who received financial aid passes a class, they may repeat the course only one additional time and receive financial aid for the second attempt. For the purposes of repeat coursework, passed means any grade higher than an "F" even if the academic program requires a higher grade.

If a student enrolled in a course for the second time, and withdraws <u>before</u> the 10th day of the quarter, the withdrawal does not count as their second attempt.

If a student enrolled in a course for the second time, and withdraws <u>after</u> the 10th instructional day, the withdrawal counts as their second attempt and the student may no longer receive financial aid for that particular course in the future.