

BISHOP STATE COMMUNITY COLLEGE
STANDARDS OF ACADEMIC PROGRESS POLICY
EFFECTIVE FALL 2007

The Higher Education Act of 1965 and CFR 668.16(e) mandate institutions of higher education that participate in the federal Title IV financial aid programs establish guidelines or a Standard of Academic Progress Policy to monitor a student's academic progression toward a degree or certificate objective. Bishop State Community College's Standards of Academic Progress Policy applies to all students receiving federal and state aid. The student's cumulative attempted hours, transfer credits and cumulative grade point average are taken into consideration, regardless of whether a student paid for some or all of his or her courses and regardless of when the student took the courses.

CHECK POINT

Satisfactory Academic Progress is reviewed each academic year and prior to the awarding of financial aid for the new academic year.

MINIMUM GRADE POINT AVERAGE REQUIREMENT

In order to retain eligibility for the federal and state financial aid programs a student must maintain the following Grade Point Averages (GPA) based on the number of hours attempted. Attempted credit hours include all hours that a student is enrolled in after the drop and add period ends at Bishop State Community College and transfer credit hours.

Hours Attempted	Required GPA
12-21	1.50
22-33	1.75
34 or more	2.00

COMPLETION RATE

Each student is required to successfully complete 67% of all credit hours attempted, including transfer hours. Attempted hours are credit hours that the student is enrolled in after the drop/add period and includes grades of A, B, C, D, F, IP, I and W.

Example: Charles has attempted 35 credit hours at BSCC and transferred in 20 credits from Grambling State University. To retain his financial aid eligibility Charles is required

to complete 67% of the total attempted credit hours or 36.85 credit hours ($35+20=55 \times 67\%=36.85$).

BANKRUPTCY

Courses placed in “bankruptcy” by the College will still count as attempted hours per federal guidelines.

MAXIMUM TIMEFRAME

Associate Degree Programs

Students enrolled in the associate degree programs may receive financial aid for attempting up to 150% of the total credit hours required for the degree.

Example: An Associate Degree in Nursing requires 72 credit hours. Students enrolled in this program of study may receive financial aid for attempting 108 credit hours ($150\% \times 72 \text{ credits} = 108 \text{ credits}$).

Certificate Programs

Students enrolled in programs of study that lead to a certificate can be paid for attempting up to 150% of the total credit hours required for the program.

Example: A certificate in Management and Supervision requires 24 credit hours. Students enrolled in this program of study may receive financial aid for attempting 36 credit hours ($150\% \times 24 \text{ credits} = 36 \text{ credits}$).

REPEATED COURSES

All repeated courses will be counted as attempted hours in calculating the maximum timeframe.

CHANGE OF MAJOR

(NEW PROCEDURE)

Bishop State Community College students are allowed to change their program of study twice and continue to receive financial aid if they have reached the maximum timeframe.

Students changing their program of study are required to complete and submit to the Registrar’s Office a “Change of Major” form. The Registrar’s Office will determine how many credit hours from the previous major(s) will count toward the new major. All attempted and completed credits applicable to the new major will be included in calculating of the maximum timeframe for the new program of study.

Example: Latisha changed her program of study from General Education to Nursing. She has attempted 90 credit hours under General Education. Fifty (50) credit hours from the General Education program will count toward the Nursing degree which requires 72 credit hours to graduate. Latisha may receive financial aid for 22 credit hours (72 credits-50 credits) before she loses her financial aid eligibility.
The Change of Major forms can be obtained from the Registrar's Office.

REMEDIAL COURSES

Students who enrolled at Bishop State Community College for the first time for fall 2007 semester and are required to enroll in remedial coursework may attempt up to 30 credit hours in remedial courses (per federal guidelines). The 30 credit hours in remedial courses will not be counted in the maximum timeframe for the student's program of study.

Example: Jim has attempted 90 credits. However, 20 of the credit hours that he has attempted are remedial courses. Jim can be paid to attempt an additional 20 credit hours before he loses his financial aid eligibility (90- 20 remedial credits).

Remedial coursework will count toward the maximum timeframe for those students who were enrolled at BSCC prior to the fall 2007 semester.

FINANCIAL AID PROBATION

A student who fails to meet one or more of the Standards of Academic Progress Policy requirements for the first time will be placed on Financial Aid Probation during the next term of enrollment at Bishop State Community College. The student will still be eligible to receive financial aid while on probation.

FINANCIAL AID SUSPENSION

If, at the end of the probationary term, the student is still not meeting all of the minimum cumulative requirements of the Standards of Academic Progress Policy, the student will be placed on Financial Aid Suspension and will become ineligible for federal and state financial aid.

In addition, students who completely withdraw from the college in any given semester or who receive failing grades in all of their classes will have their financial aid suspended.

FINANCIAL AID APPEAL PROCESS

A student whose financial aid eligibility is suspended can appeal to have his or her financial aid reinstated if he or she can demonstrate that there were mitigating circumstances that interfered with the student's ability to comply with the College's Standards of Academic Progress Policy (SAP).

Examples of mitigating circumstances are illness or death of immediate family members, illness of the student or his or her children, becoming unemployed, and any other circumstances that occurred during the semesters that the student was enrolled at Bishop State Community College.

Students may appeal to have their financial aid eligibility reinstated by completing an Appeal Form and submitting documentation to support their mitigating circumstances to the Financial Aid Office. The Appeal Form can be obtained from the Financial Aid Office.

Appeals submitted without documentation will be denied.

Students who demonstrate that there were mitigating circumstances that interfered with their academic performance will have their financial aid eligibility reinstated for one semester. To maintain financial aid eligibility the student must pass all of the classes that he or she enrolled in with a grade of 'C' or better. Failure to maintain a 'C' average will cause the student to lose financial aid eligibility.

The terms of maintaining financial aid eligibility are outlined in the Appeal Agreement that the student will be required to sign.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who fail to demonstrate that there were mitigating circumstances that prevented them from complying with the Standards of Academic Progress Policy will not be granted an appeal. To regain financial aid eligibility, a student must:

1. Attempt at least six credit hours in one semester, at his or her own expense,
2. Receive grades of 'C' or better in each course.
3. Upon receipt of grades the student may petition the Financial Aid Office to reinstate their financial aid eligibility for a probationary period of one semester.
4. If the student fails to meet the requirements of the Standards of Academic Progress Policy the student's financial aid eligibility will be suspended.

Revised: 9/05/07 by VEB

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