

Blackhawk Technical College
Financial Aid
Satisfactory Academic Progress (SAP)

A required measurement of a student's academic progress toward their academic goal. Progress must be measured by both grade-based (qualitative) and time/pace of completion (quantitative) standards. For programs lasting one year or less, SAP must be assessed at the end of each payment period. For programs lasting more than one year, SAP must be assessed annually (corresponding with the end of a payment period). SAP must be measured cumulatively.

Minimum Standards for All Financial Aid Students

Students receiving financial aid must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in a certificate or degree program approved for aid. All applicable credits will be reviewed and included even if financial aid was not received for them. To be considered making satisfactory progress at BTC the student must meet ALL of the following criteria.

1. Completion Rate Requirement

Students must successfully complete 67% of the credit hours attempted each term and overall.

NOTE: Hours attempted is defined as the total credit hours enrolled in as of the last date for 80% tuition refund. All classes enrolled in including repeated courses, withdrawals, incompletes and transfer credits will be counted toward credits attempted. Hours attempted will not include Pre College (PC) or Basic Skills (BS) credits.

2. Grade Point Average Requirement

Students must maintain a 2.0 grade point average (GPA) each term and overall. The GPA evaluation will not consider transfer, Pre College (PC) or Basic Skills (BS) grades. For course repeats only the most recent grade is counted.

3. Maximum Time Frame Requirement

Students must complete an associate degree or certificate within a specified time period.

Students earning an associate degree, technical diploma or qualified certificate must complete the program with no more than one and one half times (150%) the number of credits required for graduation. The following guidelines will be used to calculate maximum time frame.

Students may receive financial aid until they **attempt** the following:

- 2 year Program - 102 credits
- 1 year program -48 credits
- 1 Semester Program -24 credits

Attempted credits are defined as those enrolled in at the end of the 80% refund period or credits transferred into BTC from another school. Pre College (PC) courses that are eligible for financial aid will be included in the maximum time frame.

Pre College Course Requirement

Up to 30 attempted credits of Pre College (PC) non-program credits may be included in the evaluation of SAP. **It is required that while taking Pre College (PC) courses the student also must be enrolled in at least ONE program credit course to receive a student loan.**

Repeated Coursework

Repeated credits may be included in enrollment status only once if previously passed.

Consequences

Financial aid recipient's satisfactory progress is evaluated after the completion of each semester of the academic year. (Fall, Spring and Summer) Evaluations will be based on courses completed at BTC and transfer credits. **Should the evaluations indicate the terms of the policy have not been met, the student will be placed on warning. Notification of warning will be done via student email.**

Students who do not meet the SAP requirements while on warning will be placed on Financial Aid suspension until they have met the requirements stated in this policy. Notification of suspension will be done via student email and U.S. Mail.

Appeals

The student may appeal for reinstatement of aid to the Financial Aid Committee. An appeal form will need to be completed and returned to the Financial Aid Office for review by the Financial Aid Committee.

A decision on the appeal will be made within ten working days from the date the Financial Aid Committee receives the appeal. The student will receive the decision of the appeal via MyBTC for current students or a letter in the mail for prior students. All decisions made by the Committee are final.

If the appeal is approved the student will be placed on Financial Aid probation. After the Financial Aid probation semester, the student must meet the SAP standards OR successfully follow an academic plan made after meeting with a BTC advisor that ensures SAP by a specific point in time.

Reinstatement

The policy does not preclude a student from enrolling in subsequent self-funded semesters (unless on Academic Suspension) and reestablishing satisfactory progress. Financial Aid may be reinstated by the Financial Aid Office when a student is again making satisfactory academic progress as stated in this policy. Please refer to the Student Handbook for details on the Standards of Academic Progress policy which is a separate policy from the Financial Aid Satisfactory Academic Progress policy.