

## **Satisfactory Academic Progress Policy (SAP)**

### **Satisfactory Progress Policy**

The school maintains all academic records. Progress reports will be made available to the students throughout their program. At a minimum, the students' progress will be monitored at approximately 25 percent completion, 50 percent completion, and 75 percent completion. The financial aid office will also monitor student's progress and conduct advising at the conclusion of each payment range. Current students will have access to their attendance & grade information files as long as they are financially clear. All student records will be kept confidential. On an individual basis, the school will determine when the student is progressing at a pace with grade and attendance which would render the student in a condition of unsatisfactory progress. Students may appeal this status to the director and consideration may be given to mitigating circumstances. Students who fail to maintain satisfactory progress will be required to return federal funds as required by department of education regulation. The student shall still be held responsible to pay back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress.

Students who drop below 70% attendance or grade in a course or display a weakness in a particular area will be advised. Students who drop their attendance below 70% are advised. But if the student drops below the federal minimum for financial aid SAP,  $66\frac{2}{3}\%$  then student may be suspended or terminated and they may not receive any grant or loan disbursements until SAP is reestablished. If necessary, special tutoring sessions may be arranged at the student's expense. An exception for the above is it may drop to 60% for a 1500 hour program during the 1<sup>st</sup> 450 hours. In addition, students must complete the program within one and one-half times the normal duration for the program being attempted. We call this the "150% rule".

Students who drop below 70% attendance or 70% grade in a course for four weeks with no visible sign of improvement will be put on academic probation, and may be required to attend tutorial sessions until the grade point average rises above 70%. In addition the financial aid office will issue warnings and/or probation if your grade point average is less than 70% at the conclusion of a payment period, you will be eligible for the following payment but improvements must be made before the student is eligible for any other Title IV payments. If improvements are not made the student will receive a final warning detailing that the student will lose Title IV eligibility if improvements are not made within 30 days. If the student still does not improve they then lose their Title IV eligibility and will be considered cash pay. If the student cannot fulfill financial obligations as a cash pay student their enrollment will be terminated. **VA Students** who drop below **80%** in a course will be reported to VA for termination of VA benefits. The school may choose to put the student on probation at its discretion even before four weeks time. The school has a probation policy that requires the student to be warned in writing when the student is making unsatisfactory progress. Probation may be extended for another period if deemed appropriate by the Director. Furthermore, the student shall be informed that continued unsatisfactory progress in any area (i.e., academic, attendance, conduct, or any other requirement of the school) may result in termination. The school is not required to place someone on probation prior to termination or suspension.

### **Satisfactory Progress Policy Measurements & Details (SAP)**

To continue attendance at Blue Cliff Career College or to receive federal financial aid for attendance at Blue Cliff Career College, students are required to make academic progress toward completion of a the diploma program. Satisfactory progress for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each financial aid payment period. This is to comply with U.S. Department of Education. To satisfy accreditation requirements, BCCC shall monitor SAP at a minimum of 25% completion, 50% completion, and 75% completion, as mentioned previously. Below are the detailed requirements that must be met and a description of the consequences if they are not met.

This policy applies to all federal aid and state aid or other local or institutional programs, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan. In addition, BCCC applies this policy to determine eligibility for any BCCC assistance that may become available .

## **Measurement Standards**

**To be considered eligible** for the financial aid programs named above, a student must be meeting **all** of the following conditions:

### **1. Qualitative - Grade Point Average**

BCCC students must maintain a grade point average (GPA) of at least 2.0 each payment period as well as a cumulative GPA of 2.0 or higher.

### **2. Quantitative - Pace of Progress**

Students must successfully complete at least 66 and 2/3% of their cumulative attempted clock hours to stay on pace with the Maximum Time Frame requirements.

- Attempted clock hours are the hours a student attends each payment period.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Excused absences must be made up.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

### **3. Maximum Time Frame**

Students must complete their program requirements within 150% of the time it normally takes to complete the diploma program (as measured in clock hours). A student must complete a total of 750 clock hours before attempting 1125 clock hours ( $750 \times 150\% = 1125$ ). Another example would be: a student must complete 1500 clock hours before attempting 2250 hours. (

## **Warning Period**

A student who fails to meet either or both the Qualitative and Quantitative standards will be given a Warning Period of one payment period. During the Warning Period, a student may continue to receive the financial aid for which he/she is otherwise eligible.

## **Suspension/Termination**

A student's financial aid eligibility will be suspended or terminated if either of the following occurs:

- Student failed to meet either or both the Qualitative and Quantitative standards by the end of the Warning Period.
- Student has attempted 150% of the clock hours required for the certificate program.

## **Appeal**

A student whose financial aid eligibility was terminated may submit an appeal to the Financial Aid Appeals Committee. Reasons for an appeal may include: death of a relative, injury or illness of the student, or other special circumstances. At a minimum, an appeal must include the following:

- A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;
- Supporting documentation, as appropriate;
- A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and
- An Academic Development Plan (ADP), sometimes referred to as (AIP) Academic Improvement Plan that has been developed with and is signed by the student's advisor. The ADP or AIP must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

## **Probationary Period**

A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for one payment period. The student may continue to receive financial aid during this Probationary Period but must

meet the regular SAP standards or be making progress under an approved ADP by the end of the Probationary Period. If the student fails to make progress under the approved ADP the student will not be allowed to submit another appeal.

### **Re-establishing Eligibility**

If the student's appeal is denied or has failed to make progress during the Probationary Period, the student may re-establish his/her financial aid eligibility after meeting the following conditions:

- Enroll at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

### **Notification**

Students will be sent written notification if his/her status changes as a result of the SAP evaluation.

### **SAP Appeal Process Details**

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Director of Education and/or Assistant for a review of the situation. Mitigating circumstances may include injury or illness, the death of a relative, or other special circumstances. The written appeal should be submitted to the Director of Education and/or Assistant within five business days after notification. The appeal should be accompanied by supporting documentation regarding why the student failed and what changed in the student's situation that will allow him/her to make SAP at the next evaluation.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or hours attempted in the calculation of a student's SAP standing. The student's hours attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status.

The appeal process will also consider if the student will meet SAP standards after the subsequent term/payment period or the Academic Improvement Plan with the student will ensure that the student meets SAP standards by a specific point in time. The Director of Education and/or Assistant or an appeal committee appointed by the Director of Education shall conduct the review. Should the appeal be granted, the student will receive one additional term/payment period in which to regain SAP **OR** meet the requirements as specified in the student's Academic Improvement Plan. If at the end of that period the student is still not making SAP, the student will be dismissed. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be further appealed. The result of the appeal (approved or denied) will be provided to the student in writing by mail.

## **Transfer Acceptance Policy**

Blue Cliff Career College may grant academic credit to students who have successfully completed the same or substantially the same course work (as required in the curriculum) at other institutions of postsecondary education. The granting of such transfer credit is totally at the discretion of the campus. Students' transfer credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits / hours can be evaluated.
2. The credits / hours must have been earned in courses offered at an accredited institution acceptable to Blue Cliff Career College.
3. A grade of "C" or "2.0" or higher must be designated to each course completed to be eligible for transfer. Only courses in which credit has been designated with grades assigned will be considered for transfer. No credits / hours earned as a result of a "pass/fail" option (grade of "P") are eligible for transfer.
4. No more than 75 percent of the credits / hours necessary to earn a diploma from Blue Cliff Career College will be accepted for transfer.
5. The student transferring in hours will need to take the Blue Cliff Career College final in that subject to verify that they have sufficient knowledge to pass certification exams for the program they are applying to in that subject.
6. When transferring between Blue Cliff Career College programs, students may transfer no more than 75 percent of their earned credits / hours.
7. Computer and other technology-related courses will generally not be accepted if taken more than three years ago.
8. Transfer of credits / hours are to be completed within 45 days of starting school attendance. Transfer after that will be considered on a case by case basis. Securing official transcripts in a timely manner is the sole responsibility of the student. Military students have until their second term of enrollment to secure their transcripts and complete the transfer of credit process.
9. The Education Coordinator Director shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer credits; however, the campus reserves the right to accept or reject any or all transfer credits at its discretion.
10. Blue Cliff Career College courses are highly specialized, and the student will find that comparable, specialized courses found in the curriculum of Blue Cliff Career College are not generally offered at other colleges.

Any questions about transfer of credits/clock hours should be discussed with the Academic Dean or Program Director.