

BROOKDALE COMMUNITY COLLEGE

Satisfactory Academic Progress (SAP) Policy for Financial Aid Recipients

All financial aid recipients are required by Federal regulations to meet ALL requirements of Satisfactory Academic Progress (SAP) established by Brookdale Community College. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at Brookdale Community College and includes attendance for all terms whether or not financial aid was received or the student paid for classes from his/her resources. The Satisfactory Academic Progress policy is separate from the College's Standards of Academic Performance.

SAP status will be monitored after the conclusion of each term and include enrollment history for all terms. There are three required measurements used to calculate Satisfactory Academic Progress.

Pace: You must successfully complete 67% of all the credits you attempt.

Grade Point Average – GPA: You must earn a minimum cumulative 2.0 GPA, unless you are taking remedial credits. Until you have attempted 12 remedial credits you will be required to earn a minimum cumulative 1.60 GPA.

Maximum Time Frame: *Maximum Time Frame supersedes Pace and GPA requirements.* You must complete your educational program within 150% of the published length of your educational program. For example, if your program requires 60 credits to complete, you must complete the program by the time you have attempted 90 credits. Remedial credits will not count as attempted credits in the calculation of Maximum Time Frame.

How Credits are Counted

Credits	Attempted	Completed	GPA
Transfer credits (accepted)	Yes	Yes	No
Incomplete Grades (INC) You are required to notify the financial aid office when and INC grade is changed to a passing grade.	Yes	No	No
Withdrawal (W)	Yes	No	No
Failure (F)	Yes	No	Yes
Grades of: A, A-, B+, B-, B, C+,C, D,	Yes	Yes	Yes
Pass (P) will meet minimum GPA requirements	Yes	Yes	Yes
Audit (AUD) Students do not qualify for financial aid for audited classes	No	No	No
Repeated Class Financial aid will only pay up to two times for a repeated class regardless of SAP results. Best grade will be used to calculate GPA	Yes	Yes	Yes

Satisfactory Academic Progress Status Definitions

- **Good Standing:** You are considered to be in **Good Standing** at the end of each term that you meet all three SAP requirements; Pace, GPA, and Maximum Time Frame.
- **Warning:** You will be placed on **Warning**, if following the status of *Good Standing*, you do not meet Pace and GPA SAP requirements. *Warning* is only valid for one term. Students on *Warning* are eligible to receive financial aid. **We strongly recommend that you meet with a Counselor to discuss your academic status. Make sure you are in the right program; understand what resources are there to help you pass your classes; get help if there is a personal issue standing in your way of success.**
- **Suspension:** You will be placed on **Suspension**, if following the status of *Warning*, you do not meet Pace and GPA SAP requirements. While on *Suspension* you will NOT qualify for Financial Aid until you appeal and are granted an appeal approval. **(See Appeal Process below)**
- **Probation:** If you submit an appeal and it is approved, you will be placed on **Probation** and assigned an Academic Plan. The Academic Plan requires that you complete at least 70% of the credits you attempt each term and must earn a term GPA of 2.0.
- **Suspension, Max Time Frame from Probation:** You will be placed on **MTF Suspension from Probation**, if while on **Probation**, you exceed 150% of your attempted credits for your program and have not graduated, even though you met the conditions of your **Probation**.
- **Final Suspension:** You will be placed on **Final Suspension**, following a status of **Probation**, if you do not meet the conditions of your Academic Plan. You will NOT qualify for financial aid. If you have experienced circumstances beyond your control that prohibited you from meeting your Academic Plan, you can request further review from the Office of Student Development Services, by calling 732-224-2106 for more information. You will be required to submit an appeal letter with documentation supporting your extenuating circumstances.

Maximum Time Frame Satisfactory Academic Progress Status Definitions

- **Warning, Max Time Frame (MTF):** You will be placed on **MTF Warning**, if you have reached 80% of you **MTF**, if you have not graduated from your program, and you are meeting the requirements of Pace and GPA. For example: MTF is 150% (90) attempted credits for a 60 credit program. When you reach 72 credits attempted you will be placed on **MTF Warning**. Students on **MTF Warning** are eligible to receive financial aid for one term.

- **Suspension, Max Time Frame (MTF):** You will be placed on *MTF Suspension*, if after being on *MTF Warning* you have reached 150% of attempted credits for your program, have not graduated from your program, and are meeting the requirements of Pace and GPA. While on *MTF Suspension* you will NOT qualify for Financial Aid until you appeal and are granted an appeal approval.
- **Probation, Max Time Frame (MTF):** You will be placed on *MTF Probation* and assigned an Academic Plan if you submit an appeal and it is approved. Students on *MTF Probation* must meet the Academic Plan each term. The Academic Plan is that you must complete 100% of the credits you attempt each term, must earn a term GPA of 2.0, and must graduate by the date reported in your appeal.
- **Final Suspension, Max Time Frame (MTF):** You will be placed on *MTF Final Suspension*, following a status of *Probation or MTF Probation*, if you do not meet the conditions of your Academic Plan. You will NOT qualify for financial aid. If you have experienced circumstances beyond your control that prohibited you from meeting your Academic Plan, you can request further review from the Office of Student Development Services, by calling 732-224-2106 for more information. You will be required to submit an appeal letter with documentation supporting your extenuating circumstances not used previously.

Submit an Appeal

- **If your status is Suspension:** You must have experienced circumstances beyond your control that prohibited, you from meeting the requirements of satisfactory academic progress. Submission of an Appeal does not guarantee reinstatement of eligibility for financial aid. Each appeal is reviewed on a case-by-case basis. All appeal decisions by the Appeal Committee are final. The Appeal Committee meets on a weekly basis.

Your appeal submission will be returned if it does not include all the following requirements.

- Include a typed letter explaining both, the circumstances that contributed to your failure, and what corrective action has been taken to be academically successful in the future.
- Include documentation to support your circumstance.
- Include your Degree Audit with appeal letter. Go to WebAdvisor, under Academic Profile, Degree Audit.

Situations considered beyond a person's control may include, but are not limited to:

- Serious illness or injury to student
- Death or serious illness of an immediate family member
- Significant trauma in student's life that impaired the student's emotional and/or physical health
- Involuntary call to active military duty
- Documented change to conditions of employment
- Other extraordinary/emergency circumstances

If your appeal is approved, you will be placed on *Probation* and your financial aid will be reinstated. **In order to continue receiving financial aid you will be required to meet an *Academic Plan* which states that for each subsequent term, you must maintain a term GPA of at least 2.0 AND complete 70% of your attempted credits. We strongly recommend that you meet with a Counselor to discuss your academic status. Make sure you are in the right program; understand what resources are there to help you pass your classes; get help if there is a personal issue standing in your way of success.**

If your appeal is denied you will be placed on *Appeal Denied* status and you will not qualify for financial aid until you are in Good Standing, meeting all 3 requirements of Satisfactory Academic Progress.

- **If your status is MTF Suspension:** You must explain what prohibited, you from completing your program within the Maximum Time Frame of 150% in attempted credits. Submission of an appeal does not guarantee reinstatement of eligibility for financial aid. Each appeal is reviewed on a case-by-case basis. All appeal decisions by the Appeal Committee are final. The Appeal Committee meets on a weekly basis.

Your appeal submission will be returned if it does not include all the following requirements.

- Include a typed letter explaining the circumstances that contributed to your failure to meet the Maximum Time Frame of your current academic program in attempted credits and what corrective action has been taken.
- Please identify the term you complete your program. Please indicate if you are working on a second program.
- Include documentation to support your circumstance, or if you have multiple majors.
- Include your Degree Audit with appeal letter. Go to WebAdvisor, under Academic Profile, Degree Audit.

If your appeal is approved, you will be placed on *MTF Probation* and your financial aid will be reinstated. We strongly recommend that you meet with a Counselor to discuss your academic status. Make sure you are in the right program; understand what resources are there to help you pass your classes; get help if there is a personal issue standing in your way of success. In order to continue receiving financial aid you will be required to meet an *Academic Plan* which states that for each subsequent term, you must maintain a term GPA of at least 2.0 AND complete 100% of your attempted credits, and graduate as stated in your appeal.

If your appeal is denied you will be placed on *Appeal Denied* status and you will not qualify for financial aid until you are in Good Standing, meeting all 3 requirements of Satisfactory Academic Progress.