

# BROOKDALE COMMUNITY COLLEGE

## Satisfactory Academic Progress (SAP) Policy

Federal Regulations mandate that Brookdale Community College measure Satisfactory Academic Progress (SAP) for all registered, matriculated students, even if you do not receive financial aid. The Financial Aid Satisfactory Academic Progress policy is separate from the College's Standards of Academic Performance. During terms impacted by COVID-19, the College changed the policy and removed the requirement for all students to provide supporting documentation. The College reserves the right to request documentation as needed.

Satisfactory Academic Progress (SAP) will be calculated after the conclusion of each term and include enrollment history for all terms. Financial aid recipients are required by Federal Regulations to meet ALL requirements of Satisfactory Academic Progress (SAP) established by Brookdale Community College to be eligible to receive financial aid.

### There are three required measurements used to calculate Satisfactory Academic Progress (SAP).

1. **Pace:** You must successfully complete 67% of all the credits you attempt cumulatively.
2. **Grade Point Average – GPA:** You must earn a minimum cumulative 2.0 GPA, unless you are taking remedial credits.
3. **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. You will not meet MTF once you have reached 80% of your maximum program attempted 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 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 Student Success Coach/Advisor to discuss your academic status. Make sure you are in the right program; understand what resources are here 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 submit your [appeal](#) and your appeal is approved.
- **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 (MTF) from Probation:** You will be placed on **Suspension, MTF from Probation**, if while on **Probation**, you reached 80% of your MTF, even though you met the conditions of your **Probation**. While on **Suspension, MTF** you will NOT qualify for Financial Aid until you submit your [appeal](#) and your appeal is approved.
- **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 a [Final Suspension appeal](#) through the Office of Student Development Services by submitting a [Final SAP appeal form](#).

## **Maximum Time Frame (MTF) Satisfactory Academic Progress Status Definitions**

- **Warning, Max Time Frame (MTF):** You will be placed on **Warning, MTF** if you have reached 80% of your **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 **Warning, MTF**. Students on **Warning, MTF** are eligible to receive financial aid for one term.
- **Suspension, Max Time Frame (MTF):** You will be placed on **Suspension, MTF** if after being on **Warning, MTF** you have reached 80% of your MTF, and are meeting the requirements of Pace and GPA. While on **Suspension, MTF** you will NOT qualify for Financial Aid until you submit your [appeal](#) and your appeal is approved.
- **Probation, Max Time Frame (MTF):** You will be placed on **Probation, MTF** and assigned an **Academic Plan** if you submit an appeal and it is approved. Students on **Probation, MTF** 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 **Final Suspension, MTF**, following a status of **Probation or Probation MTF**, 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 a [Final Suspension appeal](#) through the Office of Student Development Services by submitting a Final SAP appeal form.

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## **Appealing your SAP Status**

***To be considered for financial aid for the current term, your appeal must be submitted no later than the end of the term. If your appeal is approved, it will be granted for current or future terms.***

- **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. Appeals are reviewed on a weekly basis.

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/COVID

**If your appeal is approved,** you will be placed on **Probation** and your financial aid will be reinstated. 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 an Academic Advisor/Student Success Coach to discuss your academic status. Make sure you are in the right program; understand what resources are available 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 three requirements of Satisfactory Academic Progress.

- **If your status is Suspension, MTF:** You must explain what prohibited you from completing your program within the Maximum Time Frame of 150% in attempted credits. Please indicate if you are working on a second degree or if you have switched your major. 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. Appeals are reviewed on a weekly basis.

**If your appeal is approved,** you will be placed on **Probation, MTF** and your financial aid will be reinstated. 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. We strongly recommend that you meet with an Academic Advisor/Student Success Coach to discuss your academic status. Make sure you are in the right program; understand what resources are available 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 three requirements of Satisfactory Academic Progress.

- If your status is **Final Suspension or Final Suspension MTF:** If you have experienced circumstances beyond your control that prohibited you from meeting your Academic Plan, you can request a [Final Suspension appeal](#) through the Office of Student Development Services by submitting a [Final SAP appeal form](#).