

Butler Community College Financial Aid Satisfactory Academic Progress Requirements

Federal regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study, or Federal Direct Loans to be making "satisfactory academic progress". This progress is measured at the end of each semester according to three factors: a semester and overall grade point average (GPA); completion of credit hours; and the time frame allowed for completing a certificate or degree.

Good Standing: Students maintaining the following criteria will be considered in Good Standing for Federal Aid Purposes:

GPA: A minimum 2.0 GPA measured by semester and overall. All hours except audit hours are counted in a student's GPA.

Minimum Completion Rate: A minimum 67% completion rate measured by semester and overall. Completion rate is determined in the following manner:

$$\frac{\text{Hours Completed}}{\text{Hours Attempted}} \times 100 = \text{Minimum Completion Percentage}$$

Maximum Time Frame 150%: For two-year degree seeking students this is measured as less than 93 credit hours attempted and no degree earned. For certificate seeking students this is measured as less than 45 attempted hours and no certificate earned.

A grade of "CD", "I", "NR", "WD", or "WT" does not count as hours completed. A grade of 'F' may not count as hours completed depending on the last date of attendance in the class(es).

Remedial Hours: These hours are included as hours paid and passed and are calculated in the semester GPA. Audit hours are **NOT** considered for Financial Aid.

Repeated Coursework:

Passed Courses - Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study.

Failed/Withdrawn Courses - Students needing to retake a failed (F) or withdrawn (WD, WT) course, that has never been passed, can receive financial aid until they pass the class with a 'D' or better.

Transfer Credits: All previous official college transcripts are required and all attempted and completed coursework will be counted when determining a student's GPA, minimum completion rate and maximum timeframe. Per federal regulations all hours must be counted regardless whether the student received financial aid for those hours or not.

Warning: Is a status a school assigns to a student who is failing to make satisfactory academic progress. Students in Good Standing status who do not meet the minimum requirements stated above will be placed on warning for the following semester, but will continue to receive Financial Aid. During the warning semester, students must attempt and complete a minimum of 3 credit hours. Some students may have to take more than 3 credit hours in a semester in order to return to good standing (if you enroll in more than 3 hours, you must complete all hours attempted). At the end of the Warning semester students must have a semester and an overall GPA of 2.0 and an overall completion rate of 67%. Transfer students or students with prior college credit hours at Butler that received no financial aid and who failed to meet the required Butler SAP policy will be placed on warning for the first semester they apply for financial aid at Butler. There is no Warning status for students who have exceeded the Maximum Time Frame stated above or for students who pass 0 credit hours or receive a 0.0 GPA for the previous semester.

Suspension: Suspension means that a student's eligibility for Grants, Direct Loans, and Federal Work Study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above or for students who pass 0 credit hours or receive a 0.0 GPA for the previous semester.

Reinstatement: Students who are suspended from financial aid may be reinstated in the following manners: All suspended students will receive a suspension notification letter with an appeal form at the end of the term. An appeal form is also available through the Office of Student Financial Aid or on Butler Pipeline. Students on suspension for Maximum Time Frame will be required to submit a separate Pace Appeal Form. The following criteria does not apply to Maximum Time Frame, see below for requirements.

Appeal: The appeal form and any other appropriate documentation must be submitted with the initial appeal. The decision of the Financial Aid Review Committee is **final**. As defined by the Department of Education, a student may not appeal multiple semesters citing the same reasons and be considered for reinstatement. Students may discuss their appeal denial with the Director of Financial Aid; this may not affect the final decision of the committee.

Self-Reinstatement: If an appeal is not submitted or granted, a student may be re-instated after successfully completing and paying for one semester at **Butler**. In that semester the student must attempt and complete a minimum of 3 credit hours. Some students may have to take more than 3 credit hours in a semester in order to return to good standing (if you enroll in more than 3 hours, you must complete all hours attempted). In order to be re-instated, students must also have a semester and an overall GPA of 2.0 and an overall completion rate of 67%. If a student owes a repayment or overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Student Butler account balances must be paid in full before financial aid can be reinstated.

Probation: Is when a student is failing to make satisfactory academic progress and successfully appeals. Probationary students will be eligible for federal aid for one additional semester. After the probationary semester, students now meeting the required SAP standards will be placed back in Good Standing. Students who do not complete all the hours they enroll in (a minimum of three) with a 2.0 semester and overall GPA will return to Suspension. A status of probation can only be assigned to students for whom it is mathematically possible for them to be meeting the minimum SAP standards within one semester.

Academic Plans: Academic Plans, as defined by the Department of Education, may be used for students who appeal their Suspension and it is not mathematically possible for them to be meeting the minimum SAP standards within one semester. Academic Plans are individualized and are at the discretion of the Financial Aid office. If a student is granted an Academic Plan they will be eligible for federal aid on a term by term basis. Students must follow their Academic Plan exactly in order to continue to receive Federal Aid. If an Academic Plan is not followed, a student will go back on Financial Aid Suspension. Once a student is again meeting the minimum SAP Standards, their academic plan will be removed.

Maximum Time Frame: Students who have exceeded the 150% maximum time frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have an overall 2.0 GPA or a 67% completion rate may not be considered for a Pace Appeal. Pace Appeals are not reviewed until all official previous college transcripts have been received and reviewed. If we determine that you have attended other colleges, transcripts will be required and could change the decision of your Pace Appeal. The Pace Appeal form is reviewed in conjunction with the Academic Advising office to determine the number of fundable hours and courses needed for a certificate or degree completion. If students take classes not needed for their certificate or degree they may be suspended from Federal aid and/or will not have enough financial aid to complete. A student is not eligible for additional financial aid if they run out of fundable hours, OR it is determined that no hours are needed. No additional appeals will be approved once a student is out of fundable hours or have not completed their approved major. Students will not be allowed additional fundable hours for repeated, failed, or withdrawn classes. Withdrawing from classes after the PACE is approved could result in the loss of further eligibility.