

## Financial Aid Satisfactory Academic Progress

***This Satisfactory Academic Progress (SAP) policy is effective July 1, 2011, and supersedes all other Burlington County College SAP policies published on the web and/or in prior catalogs.***

All students enrolled at Burlington County College are evaluated for SAP at the end of each period of enrollment, after official grades have been submitted. Students can find their SAP status within the Financial Aid menu in WebAdvisor. Listed below you will find each status and definition:

- Satisfactory Status – Student is eligible for financial aid. This category may include students with no SAP issue at all, students who have successfully completed their Warning period of enrollment and are following their Academic Plan, and students who have met SAP requirements after being Ineligible previously.
- Warning – Defined as any student not making SAP standards for the first time. Student may receive aid for one semester while on Financial Aid Warning and no appeal is necessary.
  - The Financial Aid Warning period will consist of the next semester the student is enrolled in classes.
  - Students will continue to receive financial aid while on Financial Aid Warning.
- Suspended - Failure to make SAP after a Warning period, but student is eligible to appeal. If the appeal is approved, the student can continue financial aid eligibility for another period of enrollment under a Probation status. Students may also choose not to appeal and attempt to regain financial aid eligibility by meeting SAP while paying out of pocket (without any financial aid). Students in this category are ineligible for financial aid.
- Probation - Failure to make SAP, but appeal is approved and student is financial aid eligible for one more period of enrollment, or possibly more if following required Academic Plan (which may include documentation requirements not directly related to academic performance).
- Ineligible - Failure to make SAP and/or failure to follow required Academic Plan. This status also applies to appeals that are not approved - the student is not eligible for financial aid until cumulative SAP standards are met

## Appeal Procedure

All students who have their financial aid eligibility lost may appeal to the Financial Aid Office to receive financial aid in a subsequent period of enrollment. GPA, Completion Rate, and Maximum time frame are all appealable. The Appeal Form is available online at [www.bcc.edu](http://www.bcc.edu) , and contacting the Financial Aid Office is not required, but you may visit a Financial Aid Officer during our walk in business hours. The appeal may not be based upon your need for the assistance OR your lack of knowledge that your assistance was in jeopardy. An appeal would normally be based upon some unusual situation or condition which prevented you from passing more of your courses, or which necessitated that you withdraw from classes. Examples of possible situations include documented serious illness, severe injury, or death of a family member.

In addition to the SAP Appeal form, appeals must be in a typed format, and:

- Include information describing why SAP minimum standards have not been met and how the situation has changed so that SAP will be met at next evaluation
- Detail any mitigating circumstances; including supporting documentation from a 3<sup>rd</sup> party (e.g., police reports, detailed hospital bill or physician's statement, death certificate, etc.)
- Include enrollment plans for next period of enrollment (e.g., number of credit hours, change in major, Academic Improvement Plan details, any other academic-related documentation, etc.)
- Be complete and turned in to the Financial Aid Office by the following priority deadlines for each period of enrollment:
  - August 1 for Fall 2011 semester
  - Spring 2012 Priority Deadline TBD
  - Summer 2012 Priority Deadline TBD

Students that have lost eligibility to participate in federal student aid programs for reasons of satisfactory academic progress can regain that eligibility only by enrolling at Burlington County College at his/her own expense and demonstrating that he/she is capable of completing a semester without any failures, incompletes or withdrawals and showing the ability to complete his degree requirements in a more regular fashion. **The mere passage of time will not ordinarily restore eligibility to a student who has lost eligibility for failure to make satisfactory progress.**

## **Academic Plans**

All students who appeal successfully and are subsequently placed on Probation will automatically have a minimum Academic Plan consisting of at least 2.0 GPA and 100% completion rate within subsequent periods of enrollment. Academic Plans for individual students based on the particular situation and content of appeal may vary on a case by case basis. The requirements of plans for students that deviate from the minimum will be made in writing and signed by the student prior to a subsequent financial aid disbursement, and the Academic Plan will be monitored by the Financial Aid Office in subsequent terms. Failure to maintain the GPA and completion rate while on Probation will result in loss of aid eligibility in subsequent terms and will require an additional appeal to be submitted.

Note that the SAP policy differs from Burlington County College's Academic Probation/Dismissal Policy (see [Catalog](#)), and in particular a student may be ineligible to receive financial aid but still be permitted to attend courses. The SAP policy reviews both completion rate and Maximum time frame, in addition to GPA, and all attempted credit hours are included in reviewing student eligibility, including those excluded by the Academic Department in Academic Renewal situations. These two policies also have separate appeal procedures.