

Policy Manual



Title: Satisfactory Academic Progress	Number: 6Hx2-6.47
Legal Authority: 34 C.F.R §668.34	Page: 1 of 4

GENERAL STATEMENT

Broward College's Academic Standards of Progress are published in the College Catalog and in College policy (6Hx2-4.23, Academic Standards of Progress) and are separate and distinct from the Satisfactory Academic Progress (SAP) standards for Title IV students. Per 34 CFR 668.34, SAP standards must be at least as strict as those standards applied to students who are not receiving assistance under the Title IV, Higher Education Act programs.

THE POLICY AND THE STUDENT

SAP is applied at the end of every term to determine eligibility for the following academic semester. SAP standards are calculated using the cumulative GPA and cumulative completion rate. Students must maintain an overall:

- **GPA** - 2.0 or higher cumulative Financial Aid GPA.
- **Pace** - Successfully complete at least 67% (66.5% or better) of all credit hours attempted (pace).
- **Maximum Timeframe** - Complete the degree/certificate program within 150% of the published program hours (time to complete).

Remedial Courses and SAP

A student enrolled in remedial courses is eligible to receive aid as long as the student has declared a program of study eligible for federal financial aid. Financial aid will consider remedial courses as eligible credit hours until the student has exceeded 30 remedial attempted credit hours. When calculating SAP, the institution will consider all attempts in the GPA portion of the SAP calculation; Pace and Time to Complete are not considered.

English as a Second Language (ESL/EAP)

A student enrolled in ESL/EAP remedial courses is eligible to receive aid to receive aid as long as the student has declared a program of study eligible for federal financial aid. When calculating SAP, the institution will consider all attempts in the GPA portion of the SAP calculation; Pace and Time to Complete are not considered.

Transfer Credits

Per College Policy 6Hx2-5.34, students are required to submit official, complete (i.e., no work in progress) transcripts to the College Registrar's office for an evaluation. Subsequent program changes could result in a re-evaluation of applicable college credits. The resulting evaluation will be measured in the standards of SAP.

Warning Status

Students are considered in Warning status the first time they fail SAP. The student remains on Warning Status for the subsequent term in which they are enrolled. Enrolled is defined as registration for the entire term and a grade is earned. If the student fails to enroll, per the definition, in the subsequent term, then the student's Warning Status will carry forward until the student enrolls in a term in which SAP can calculate.

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Approved by the Board of Trustees	Date: 09/25/18	President's Signature 	Date: 09/25/18

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The student may receive Federal financial aid funds for the term for which the Warning Status is applicable. The Warning Status is assigned to a student who fails SAP and is not eligible for an appeal while in this status. A student may experience more than one Warning Status over the lifetime of enrollment, but not for consecutive terms.

At the end of the “Warning” term, if the student is meeting all SAP requirements, then the student may continue to receive Federal financial aid funds. If the student fails to meet SAP requirements for the next enrolled term, the student loses eligibility for Federal financial aid funds until they regain compliance with the standards.

Students who are identified as being on a “Warning” status should meet with an academic advisor to obtain guidance regarding the courses and grades needed to regain compliance with SAP standards. Meeting with an advisor and/or completing an Academic Advising Plan does not guarantee financial aid eligibility; students must still meet all SAP requirements.

Failed Status

A student that is in a Warning Status and subsequently fails to meet the SAP requirements by the subsequent term, will be placed in a Failed SAP status. A student may petition financial aid for an appeal of their Failed SAP status. Requesting an appeal, meeting with an advisor, and/or completing an Academic Advising Plan does not guarantee financial aid eligibility; students must still meet all SAP requirements.

If an appeal is approved, the student will be placed in an Approved Appeal Status and may need to submit another appeal for the next term if requested by financial aid. The student can only be in an “Approved Appeal Status” for no more than 3 consecutive terms. A *consecutive term* is defined as enrollment in a term that contains grades, and the registration could include an enrollment pattern such as Spring, Summer, and Fall. The student will continue to receive federal aid under the Approved Appeal Status if they meet the terms of their Academic Advising Plan and are able to mathematically meet the SAP standards after one term of Approved Appeal Status, or by the end of the Academic Advising Plan.

A student may not petition for more than 3 appeals over the lifetime of enrollment at Broward College. Once the financial aid office receives the student’s request for an appeal, and the academic advising plan, the financial aid office will notify the student, via email, whether the appeal is approved or denied and if denied, the reason for the denial.

The student must be able to document a qualifying extenuating circumstance that coincides with the term(s) of academic difficulty, and that would be determined to have impacted the student’s ability to meet SAP measures. Additionally, the student must present evidence that the situation has changed and the student is expected to meet the appeal conditions at the next evaluation.

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A few extenuating circumstances include, but are not limited to:

- Death of immediate family member
- Student illness requiring hospitalization, including mental health issues
- Military deployment

If a student does not meet the terms of the first appeal, and other extenuating circumstances unrelated to the first appeal arise, another appeal could be submitted and may be considered. In all cases the student must meet with an academic advisor and submit an Academic Advising Plan. The Academic Advising Plan must contain an original signature of the Academic Advisor and must demonstrate that the student is able to mathematically meet the SAP standards after one term of Approved Appeal Status, or by the end of the Academic Advising Plan.

NOTE: All transferred courses are evaluated by the Registrar's office; depending on the metric, transfer courses are applicable to SAP and could impact the students' ability to receive federal financial aid if the transferred courses do not meet the requirements of this institution's SAP policies.

Reestablishing Aid Eligibility

Federal student aid recipients who have lost their aid eligibility are required to pass all standards of SAP before full reinstatement of eligibility. Students who have met all standards of SAP after losing eligibility will have eligibility reinstated for the next academic term.

THE POLICY and THE FACULTY AND STAFF

Faculty and staff are required to comply with Title IV Federal Student Aid regulations.

IMPLEMENTATION and OVERSIGHT

The President has the authority to delegate the authority to establish procedures to implement this policy. The Associate Vice President for Financial Aid, under the direction of the Senior Associate Vice President for Student Financial Services and Chief Financial Officer, is responsible for the implementation and oversight of policy compliance. Under all situations, the College is bound to abide by Federal and State law and rules regarding the administration of Title IV financial aid. This policy will be available to enrolled and prospective students through College's consumer information guide under the consumer information disclosures, 34 CFR 668.43(a)(2)(4).

VIOLATION OF POLICY

Any student who makes false or misleading statements on their financial aid application, supporting documentation, or continued eligibility may be subject to loss of their current and/or future aid eligibility, and discipline in accordance to College Policy 6Hx2-5.02 - Student Code of Conduct up to and including expulsion from the College. In all cases, if aid is disbursed, students who are found to have made false or misleading statements may be required to reimburse the College for aid received under false pretenses and may be referred to appropriate Federal or State authorities for prosecution.

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Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

Full-time faculty who violate this policy are subject to discipline up to and including termination, as outlined in the Collective Bargaining Agreement between The District Board of Trustees of Broward College, FL and the United Faculty of Florida, Broward College Chapter.

History: *Adopted September 25, 2018*

**Approved by the
Board of Trustees**

Date:
09/25/18

President's Signature

A handwritten signature in black ink, appearing to be 'John' followed by a flourish.

Date:
09/25/18