

Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 1 of 6

Satisfactory Academic Progress (SAP) Standards for Title IV Students (34 CFR 668.34)

Broward College's Academic Standards of Progress are published in its catalog and in College policy (6Hx4.23, Academic Standards of Progress). The terms of academic warning, probation, suspension and dismissal are used to notify students of their academic standing in the institution. These terms are **not** synonymous with the definition of the terms in the Federal program integrity rules that only apply to Title IV students.

Students who receive Federal Title IV student aid must meet or exceed the standards of Satisfactory Academic Progress, also referred to as "SAP," in order to remain eligible for Federal financial aid. Students' SAP status will be evaluated at the end of each term, after grades post.

Students should do the following to avoid losing aid:

- Make progress toward degree completion and maintain
 - A 2.0 or higher cumulative Financial Aid GPA. See definitions for Financial Aid GPA.
 - Successfully complete at least 67% (66.5% or better) of all credit hours attempted.
 - Complete the degree/certificate program within 150% of the published program hours.
 - Take only courses that apply to the student's designated academic program of record.

- Avoid the following patterns
 - Failing courses (impacts GPA, Pace, and Time to Complete measures).
 - Officially withdrawing and unofficially being withdrawn, for non-attendance, from courses (impacts Pace and Time to Complete measures).
 - Changing majors more than two (2) times during a student's Broward College career.
 - Taking courses that do not apply to the academic program. (impacts Time to Complete measure).

With the exception of 30 hours of remedial/preparatory courses, students may not receive financial aid for college level courses that do not apply to the academic program.

Satisfactory Academic Progress (SAP) Review

Broward College reviews students' academic records at the end of each academic term, after grades post to student records, to determine their progress toward degree completion using qualitative and quantitative measures as prescribed by Title IV Federal Student Aid guidelines.

Students must meet all three standards of satisfactory academic progress measures at the time of SAP review.

Grade changes, associated with prior sessions/terms, are communicated to the District Office of Student Financial Aid on a weekly basis. As per regulation, grade changes will result in a re-evaluation of SAP measures.

Recommending Officer's Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President's Signature 	Date: 1/27/2015
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Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 2 of 6

Measures of Academic Progress for Student Aid

In order to remain eligible for Federal Student Aid (FSA) funds at Broward College, **all students must meet ALL three** of the following standards - qualitative (1 standard) and quantitative (2 standards):

#1: Qualitative Standard - GPA

Students must maintain at least a 2.0 cumulative Financial Aid grade point average (GPA) in order to remain eligible for FSA funds.

The **Financial Aid GPA** includes:

- If this is the student's first major, or has changed their major for a 3rd or more times, all courses taken at Broward College that are a part of the student's transcript.
- If the student has changed their major one (1) or two (2) times, then only college level courses, taken at Broward College, from the previous major(s) that apply to the current major and all courses taken since the change of major.
 - If the student has completed a certificate or degree, then the change of major count resets.
- All remedial courses taken at Broward College.
- The most recent grade for repeated courses.
- Transfer credits are not included in the GPA calculation.
- Only courses with a grade of A, B, C, D, or F are included in the GPA calculation. Therefore, courses that are designated as Incomplete (I), Withdrawn (W, WN, XW), Audited (X, XC), Non-Credit (NC), or have no grade assigned (NG, NR) are not included in the GPA calculation.

#2 - Quantitative Standard - Pace

There are two quantitative SAP measures. The first measure is known as "Pace". Pace is measured by the result of the division of the cumulative number of hours the student has successfully completed by the cumulative number of hours the student attempted. For programs measured in clock-hours, Pace is evaluated using the cumulative clock-hours required to be completed, as expressed in calendar time.

The following are included in the Pace calculation:

- If this is the student's first major, or has changed their major for a 3rd or more times, all courses taken at Broward College, and all transfer credit hours, that are a part of the student's transcript.
- If the student has changed their major one (1) or two (2) times, then only college level courses, taken at Broward College or transferred that are a part of the student's transcript, from the previous major(s) that apply to the current major and all courses taken since the change of major(s).
 - If the student has completed a certificate or degree, then the change of major count resets.
- If the student has completed a certificate or degree, then only college level courses from the previous program that apply to the current major.
- For courses that are repeated for grade forgiveness, only the most recent earned hours are included in

Recommending Officer's Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President's Signature 	Date: 1/27/2015
--	---------------------------	----------------------------------	---------------------------

Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 3 of 6

the numerator; however, all attempted hours are included in the denominator. Therefore, repeating courses, even successfully, will be detrimental to the calculation of Pace.

- For courses that the student attempts and officially or unofficially withdraws from after the drop/add period, the hours attempted will count in the denominator of the calculation with no earned hours in the numerator. This will negatively affect the Pace measure.
- For courses with an enrollment status of incomplete, the course will count as attempted and unearned hours until such time as the faculty member and registrar process the final grade.
- Remedial courses are not included in the SAP quantitative measures.


The Pace requirement is a minimum of 67% of attempted hours must be earned (66.5% due to the application of rounding principles).

#3 - Quantitative Standard – Time to Complete

The second quantitative measure of Satisfactory Academic Progress (SAP) is the “Time to Complete”. A student is only eligible to receive financial aid for credit hours or clock hours that do not exceed 150% of the published program hours. For example, a degree program of 60 credit hours must be completed within (60*1.5) 90 credit hours maximum; and a degree program of 900 clock hours must be completed within (900*1.5) 1,350 clock hours.

Federal regulation requires that a student become ineligible for aid at the time at which it is mathematically impossible to complete within the 150% maximum timeframe. Therefore, when a student is evaluated, the student could fail the “Time to Complete” measure even though the student has attempted less than the 150% maximum attempted hours. For example, if student admitted and enrolled in a financial aid eligible program of published length of 60 credit hours has attempted 80 credit hours, but needs 21 more credit hours to satisfy all degree requirements, the student will fail SAP for “Time to Complete” even though the student has not reached the 90 credit hour maximum. The following are included in the “Time to Complete” calculation:

- If this is the student’s first major, or has changed their major for a 3rd or more times, all courses taken at Broward College, and all transfer credit hours, that are a part of the student’s transcript.
- If the student has changed their major one (1) or two (2) times, then only college level courses, taken at Broward College or transferred that are a part of the student’s transcript, from the previous major(s) that apply to the current major and all courses taken since the change of major(s).
 - If the student has completed a certificate or degree, then the change of major count resets.
- If the student has completed a certificate or degree, then only college level courses from the previous program that apply to the current major.
- For courses that are repeated for grade forgiveness, all attempted hours are included. Therefore, repeating courses, even successfully, will be detrimental to the completion of the program within the maximum “Time to Complete”.
- For courses that the student attempts and officially or unofficially withdraws from after the official

Recommending Officer’s Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President’s Signature 	Date: 1/27/2015
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Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 4 of 6

college drop/add period, the hours attempted will be used in the “Time to Complete” calculation. This will negatively affect the student’s ability to complete their degree within the maximum timeframe.

- For courses with an enrollment status of incomplete, the course will count as hours attempted, but unearned, until such time as the course is successfully completed.
- Remedial courses are not included in the SAP quantitative measures.

All students receiving Federal aid must meet the qualitative measure of GPA AND the quantitative measures of Pace and Time to Complete, regardless of their full-time or part-time status, for aid eligibility.

Warning Status

In a term in which the student fails SAP; and the term of failure follows a term in which the student had passed SAP, or this is the first SAP evaluation of the student, the student will be placed on a “Warning Status.” The student may receive Federal financial aid funds for the one term that the student is placed on a Warning Status. The Warning Status is assigned to a student who meets the conditions for such assignment without need for appeal or other action by the student.

The student may only be on a Warning Status for one term subsequent to a term in which SAP measures were not met (SAP failure); however, the student may experience more than one Warning Status over the lifetime of enrollment, just 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 two (2) consecutive terms, the student loses eligibility for Federal financial aid funds (unless a Probationary status is granted via an eligible appeal – described below) 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 plan does not guarantee financial aid eligibility. Students must still meet all SAP requirements.

Probationary Status

A student that has a Warning Status and subsequently fails SAP, may be eligible to file an appeal. A successful appeal will result in a Probationary status. The appeal process is described below.

The probationary status is only applied for one term; and requires the development of an academic success plan with an academic advisor. At the end of the one term of probationary status, the student will be evaluated, consistent with the evaluation of all students. At that time, the student must either meet all SAP measures, or

Recommending Officer’s Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President’s Signature 	Date: 1/27/2015
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Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 5 of 6

fully meet all of the requirements of the established academic success plan to continue to receive aid. The Associate Dean of Advisement will review, approve, and monitor compliance of the academic success plan; and report the status of compliance with the plan to the Financial Aid department, Assistant Director of Operations and Compliance, within 48 hours of the end of the term.

Appeal Guidelines

Guidance and General Rule

- Students who have failed SAP, following one term of warning, will lose financial student aid eligibility.
- Students who have less than one term of full-time credits to satisfy all degree requirements, subsequent to the warning status term, may be eligible to file an appeal.
- Eligible students seeking a Probationary status must be able to clearly and convincingly document a qualifying extenuating circumstance that coincides with the term(s) of academic difficulty, and that would be reasonably determined to have significantly impacted the student's ability to meet SAP measures. Additionally, the student must present convincing evidence that the situation has changed and is reasonably expected to meet the appeal conditions at the next evaluation.
- Extenuating circumstances include, but are not limited to:
 - Death of immediate family member
 - Student illness requiring hospitalization, including mental health issues
 - Illness of immediate family member where student is the primary caretaker
 - Illness of an immediate family member where the family member is the primary financial support
 - Abusive relationship
 - Divorce proceedings
 - Previously undocumented disability
 - Work-related transfer
 - Change in work schedule
 - Natural disaster
 - Financial hardship such as foreclosure or eviction
 - Loss of transportation with no alternative means of transportation
 - Documentation from a professional counselor
 - Documented illness of the student, from a doctor, for a signification period of time
 - Military deployment

Student Actions to File an Appeal:

- Meet with an academic and/or financial aid advisor to determine if the student is eligible to file an appeal;
- Obtain a Financial Aid appeal form from the financial aid advisor;
- Meet with an academic advisor to complete an approved academic success plan that is designed to ensure the student will be able to meet SAP standards prior to degree completion;
- Complete the appeal form; and submit documentation to support the presence of an extenuating

Recommending Officer's Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President's Signature 	Date: 1/27/2015
--	---------------------------	----------------------------------	---------------------------

Procedure Manual



Title: Student Financial Services Programs Standards of Academic Progress for Title IV Students	Number: A6Hx2-5.11A
Policy Number: 6Hx2-5.11	Page: 6 of 6

- circumstance, and the academic success plan to the campus Financial Aid supervisor;
- The student must pay for courses until the appeal is approved. If the appeal is denied, the student must pay for courses until ALL SAP standards are met; and
 - Completion of an approved academic success plan or paying for courses does not guarantee reinstatement of eligibility.

Appeals are reviewed by a third-party financial aid services provider. If approved, the student will be placed on financial aid probation for one semester/term. The student will be notified via their Broward College email address of the determination of the appeal.

NOTE: There are no further appeals beyond the third-party financial aid servicer's decision.

Regaining Eligibility for Federal Student Aid

Federal student aid recipients who have lost their aid eligibility are required to pass ALL standards of satisfactory academic progress (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.

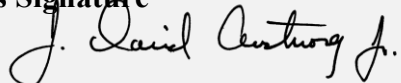
NOTE: Students who seek admission to Broward College after being dismissed from a previous college are not eligible for financial aid until a SAP review is completed.

As described above, students who do not meet satisfactory academic progress standards may receive aid for terms in which a Warning Status is issued; or a Probation status is awarded via the appeal process.

Notifications

The College notifies all Title IV and non-Title IV students of their academic standing at the end of each semester on their official College transcript, which can be viewed online via the student portal, MyBC. The Office of Student Financial Aid notifies students via email communication, to the student's Broward College email address, of their Federal Student Aid Warning, Probation and/or Ineligible status; and via the student portal, MyBC.

The Office of Student Financial Aid also publishes its policies and procedures on its website that clearly states how students can obtain and/or regain eligibility for Title IV FSA funds.

Recommending Officer's Signature Marielena DeSanctis Ph.D.	Date: 1/27/2015	President's Signature 	Date: 1/27/2015
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