ACADEMIC/ SATISFACTORY ACADEMIC PROGRESS (A/SAP) POLICY
2014-2015

Federal regulations (CFR 668.34) require Bethune-Cookman University to establish, publish and adhere to Satisfactory Academic Progress (SAP) standards for federal Title IV financial aid eligibility. Students who wish to be considered for Federal Title IV financial aid (Federal Pell Grant, Federal SEOG, Federal Work-Study, Federal Perkins Loan, Federal Direct/PLUS loan), in addition to meeting other eligibility criteria, must meet or exceed these established standards. This University's academic standard has been structured to reflect the qualitative (GPA) and quantitative (PACE) SAP standards that have been approved by the Department of Education. At the end of each semester, a review will be made to ensure compliance with the Academic/ SAP standards.

Please note Satisfactory Academic Progress Standards do not pertain to FL State Grants.

ACADEMIC/ SATISFACTORY ACADEMIC PROGRESS (A/SAP) MINIMUM STANDARDS

To maintain Academic/SAP standards a student must meet or exceed both the qualitative - cumulative Grade Point Average (GPA) and quantitative - successful completion of attempted credits hours (PACE) standards, and stay within the Maximum Time Frame to complete his or her course of study. Students requesting consideration for Federal financial aid must demonstrate a positive forward movement toward their degree. Students must meet the standards listed as follows:

Qualitative Standard (Cumulative GPA)

<table>
<thead>
<tr>
<th>Standards</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualitative Standard: Undergraduate</td>
<td>Maintain a cumulative grade point average (GPA) of 2.0</td>
</tr>
<tr>
<td>Qualitative Standard: Graduate</td>
<td>Maintain a cumulative grade point average (GPA) of at least a 3.0.</td>
</tr>
</tbody>
</table>

Quantitative Standard (Successful completion of attempted credit hours (PACE) and Maximum Time Frame)

Each student must successfully complete the minimum percentage of the attempted credit hours each semester in order to complete their degree within the maximum time frame. This includes courses in which the student remained enrolled past the Last Day for Registration/Program Change.

PACE is calculated as follows:

\[
\text{PACE } \% = \frac{\text{Credits Successfully Completed}}{\text{Attempted}} \times 100
\]

Students are required to successfully complete a minimum of 67% of all attempted credits each semester.
Maximum Time Frame

Federal financial aid will be provided for up to 150% of the credit hours required to complete your Undergraduate or Graduate degree. This includes institutionally accepted transfer credits from other schools attended. In a proactive approach to assist students in not maxing out of their financial aid eligibility, Bethune-Cookman University Office of Financial Aid will send all students, who have reached or exceeded a total of 160 credit hours, a Maximum Time Frame Courtesy Letter. It is recommended that students visit their respective schools for guidance and an evaluation of the credits remaining to complete their degree in order to stay within the Federal requirements of 150%. The Standards for Satisfactory Academic Progress apply to all coursework attempted including coursework for which the student did not receive financial aid.

EXAMPLE OF MAXIMUM TIME FRAME

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Credits Required for Degree*</th>
<th>Maximum Credits That You May Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>120 credits</td>
<td>180 credits</td>
</tr>
<tr>
<td>Graduate</td>
<td>36 credits</td>
<td>54 credits</td>
</tr>
</tbody>
</table>

SATISFACTORY COURSE COMPLETION

The following grades are considered to demonstrate satisfactory course completion: A, B, C, D, and S (Satisfactory). Drops, withdrawals, incompletes, repeated and non-credit coursework will be counted towards the attempted credit hours (PACE) A/SAP standards.

The following grades will be counted towards the attempted credit hours (PACE), but do not demonstrate satisfactory course completion: F, U, W, I (Incomplete), DR (Drop), Needs Repeating (NR), No Grade (NG) and WD.

ISSUANCE OF "I" (INCOMPLETE) GRADES

Instructors may issue an “I” or Incomplete grades to students who, for legitimate reasons, have not completed coursework at the time final grades must be submitted. At the time the request is made, the student must be passing the course with the required minimum grade for the course. At the discretion of the instructor, an “I” grade may be given to a student who is experiencing extraordinary personal challenges but who has not formally requested an Incomplete grade.

Please note a grade of I (Incomplete) does not calculate into a students’ GPA and therefore could delay the A/SAP determination process. Essentially the “I” grade is similar to an “F” grade until it can be resolved or revert back to a letter grade.
If an A/SAP status cannot be determined due to a grade of incomplete, the student will not be able to submit A/SAP Appeal or be awarded any financial aid until the incomplete grade has been updated. An incomplete grade can last up to 6 weeks into the following semester. A student who is attempting to enroll, who has an outstanding incomplete grade from the previous semester, will not be allowed to enroll for the following semester.

REMEDIAL COURSES
Remedial courses count as attempted hours and completed hours, but do not impact the GPA.

REPEATED COURSES
As per federal policy, courses being paid for using federal financial aid dollars, and which are successfully completed courses can only be repeated for degree requirements once. For courses repeated, only the most recent grade is included in the students cumulative GPA. However, each time a student attempts a course, even if that course is part of a forgiveness or amnesty policy whereby credits attempted and grades earned in prior semesters are excluded from the GPA, it must be included as part of the cumulative attempted credit record for the measuring of pace of progression. Therefore, repeated courses, regardless of the prior grade, reduce a student’s capacity to meet the pace of progression standard. See the Universities Course Repeat Policy for further clarification.

TRANSFER CREDIT HOURS
All students attending Bethune-Cookman University institution are required to stay within the maximum time frame of 150% of program pursued that is required by federal regulations. Transfer credits that are accepted and that count toward a student’s degree do not count in the calculation of the GPA, however will be included in the calculation of both attempted and earned credit hours (In other words, transfer credit hours are only included in the PACE calculation and not GPA or Maximum Time Frame calculation.)

CHANGE OF MAJORS
If a student changes majors, only the hours that transfer from the previous major into the student’s new major will be included in the calculation of attempted and earned hours.

A/SAP WARNING

• The minimum credit hour completion rate and the GPA standard are assessed at the end of each semester. If a student does not earn the minimum grade point average and/or complete the minimum number of credit hours required, he/she is placed on financial aid warning for the next semester attended.
• Financial aid eligibility continues during the warning period.
• The student will be required to develop and A/SAP Academic Plan with their Success Coach within the College of Undergraduate Studies (Freshman Year Program or Student Success Center).
• During the warning period, you must take at least 12 credit hours, complete 100% of the attempted hours and have at least a 2.0 term GPA. If the student does not meet these stipulations, he/she will be placed on financial aid suspension. (See Financial Aid Suspension/Academic Dismissal – Failing to Meet Minimum A/SAP Standards Stipulations below)
• If the student meets the warning stipulations, have a minimum 2.0 cumulative GPA and have a completion rate of at least 67% of cumulative hours attempted, he/she will be removed from financial aid warning and must continue to meet this policy.
If the student meets the warning stipulations, and the cumulative GPA is less than 2.0 or the completion rate is less than 67% of the cumulative hours attempted, the student will be placed on financial aid probation. (See Probation section.)

A/SAP PROBATION/APPEAL

• A student who fails to meet the minimum A/SAP standards after two consecutive semesters will no longer be eligible for financial aid and will placed on Financial Aid Suspension.
• To be considered for financial aid eligibility, prior to the probationary period, the student must submit the following to the Student Success Center:

  A. The Academic/Satisfactory Academic Progress (A/SAP) Appeal Form.

  There are two types of A/SAP Appeals:

  1. GPA and/or PACE Appeal
  2. Maximum Time Frame Appeal (Can only be appealed once)

   Once a student has reached 150% of the required credit hours in order to complete their degree they are no longer eligible for financial aid.

  The following extenuating circumstances are reason(s) for appealing:

   • Death of an Immediate Family Member.
   • Serious Illness or Injury.
   • Emergency.
   • Non-Voluntary Military Activation.
   • Other Special Circumstances.

  B. A typed statement, signed and dated, from the student explaining in detail the reason for not meeting the minimum A/SAP Standards, the changes that have occurred and what measures are being taken in order to meet the minimum A/SAP Standards in the future.

  C. Documentation of the extenuating circumstance(s) (A/SAP Appeals with no documentation submitted will be considered incomplete and will NOT be reviewed).

  D. A revised A/SAP Plan from a Student Success Coach.

• During the probationary period, you must take at least 12 credit hours, complete 100% of the attempted hours, continue to follow the academic plan, and have at least a 2.0 cumulative GPA at the completion of the semester. If the student does not meet these stipulations, he/she will be placed on financial aid suspension and academically dismissed from the University. (See Financial Aid Suspension/Academic Dismissal – Failing to Meet Minimum A/SAP Standards Stipulations below)
• If you meet the probationary stipulations, have a minimum 2.0 cumulative GPA, and have a completion rate of at least 67% of the cumulative hours attempted, you will be removed from financial aid probation and must continue to meet this policy.

FINANCIAL AID SUSPENSION/ACADEMIC DISMISSAL – FAILING TO MEETING THE MINIMUM A/SAP STANDARDS
Students will be reviewed for academic/satisfactory academic progress (A/SAP) at the end of each semester. If after two consecutive semesters of review a student is not meeting the minimum A/SAP standards required of all Bethune-Cookman University students, he/she will be placed on Financial Aid Suspension and must follow the Appeals process to maintain their aid eligibility. The student is not academically dismissed from the University, but if the appeal process is not followed he/she must pay out of pocket for all school related expenses during the academic probation period. If after completion of proceeding semesters, after aid has been suspended, the student meets the minimum A/SAP standards, here at Bethune-Cookman University, financial aid will be reinstated. Awards cannot be paid retroactively for the term(s) during which eligibility was lost.

If after three consecutive semesters a student is not meeting the minimum A/SAP standards required of all Bethune-Cookman University students, he/she will be academically dismissed from the University, and their financial aid eligibility will be suspended.

**Academic Dismissal Appeal**

See Academic Dismissal Appeal Policy. If a student appeals academic dismissal and is approved to return he/she will remain on financial aid suspension until A/SAP standards are met. The student will be required to meet the qualitative, quantitative, as well as the maximum time frame standards.