



Satisfactory Academic Progress Policy for the Scholarship Recipient

Bridgerland Technical College has developed standards for measuring a student's academic progress. These standards are applied consistently to all students within each program. The standards must be maintained by Scholarship recipients.

Scholarship recipients who maintain the standards of progress, attendance, conduct, and terms - as outlined below - may be granted the Scholarship throughout their program for up to either the dollar amount assigned to a scholarship or up to 1.5 times the hours approved for the program in which the student is enrolled (whichever comes first). Students receiving any scholarship where the College waives the student's tuition must maintain a minimum enrollment of 15 hours per week.

▲ How is Satisfactory Academic Progress measured?

Satisfactory Academic Progress (SAP) includes both a qualitative and quantitative measure.

➤ Students must maintain satisfactory ATTENDANCE

Bridgerland requires students to attend 90% of total clock hours they are enrolled each month. Attendance is monitored by the instructor and reported to the Financial Aid Office on a monthly basis. Hours attended are divided by the hours the student is contracted/enrolled for that month. If the result is 90% or above the student is considered to have satisfactory attendance. A student's enrollment will be terminated on the tenth day of consecutive absence.

➤ Students must maintain satisfactory PROGRESS

Bridgerland has set a maximum time - measured in clock hours completed - in which a student is expected to finish a program. Students must demonstrate each month that they are working at a rate which allows completion of all competencies in the program to occur within 1.5 times the published length of the program, minus any transfer hours, in enrolled hours. Test scores, projects, demonstrations etc., are used to evaluate a student's competency in each course. At the completion of each course students will receive a final grade or rating using an A-F grade or 4-0 rating scale. Each program defines competency levels that must be met for certificate eligibility, which at a minimum must not be equal to an F or zero.

Students repeating courses or taking longer than the hours determined for the course to complete it run the risk of depleting financial aid funds and being responsible for educational expenses and charges not covered by financial aid in order to complete the program. Scholarships may or may not cover the cost of repeated courses.

To monitor the progress requirement, the Financial Aid Office sends a monthly Satisfactory Progress Report to the instructor of each program. By signing the report and returning it to the Financial Aid Office - the instructor certifies that the students listed are meeting the standards outlined above and that the instructor has on file documentation to demonstrate how the rate was determined for each student.

▲ Are there any exceptions to this policy?

The mission of Bridgerland Technical College is to provide entry level skill training to any student who states a vocational goal. This mission provides for individualized training in order to meet diverse learning needs and abilities of our students. The College is aware that circumstances beyond the control of the student may put the student's SAP status in jeopardy. Events including - but not limited to - medical problems, death in families, court appearances, curriculum revision, new program development and other extreme circumstances may impede a student's attendance or progress. So as not to threaten a student's SAP standing it is the policy of the College that each case be reviewed by the Financial Aid Office and a determination be made as to the reasons for absence or time delay and a decision made as to whether or

not the circumstances are considered excusable. It is required that the student provide *official third-party documentation* (Doctor's excuses, court papers, instructor verification, etc.) to the Financial Aid Office in order to have time excused. Excused absences may not exceed 10% of the time a student is contract/enrolled each month. Absences may not be excused during the student's final month of enrollment. Students with disabilities must maintain SAP as outlined. Bridgerland may provide reasonable accommodations to assist ADA qualified students in meeting these standards.

The possibility exists that circumstances may be that the student needs to miss class for personal reasons not supported by documentation. It is the responsibility of the student to notify the Financial Aid Office immediately of these absences and a decision will be made as to whether or not this time will be excused.

➤ **Can I take a Leave of Absence?**

A Leave of Absence is a temporary interruption of a student's enrollment. If excessive absences are expected a student may request a LOA prior to the leave. A LOA may not be less than 5 school days or exceed 180 days within a 12 month period. Only one LOA may be approved. Students must provide reasonable expectations that he or she will return from school. Students should visit with the Financial Aid Office to understand how taking any leave may affect their financial aid. A Leave of Absence may be requested using your student portal (documents and forms) or at the Registration desk in Student Services.

For the complete policy and more information see the school Catalog available in Student Services or at <http://batc.edu/students/leave-of-absence/>

▲ **What is Scholarship Warning?**

If it is determined that a student is not attending or progressing satisfactorily during any calendar month, the student is placed on Warning status for the following calendar month. A calendar month must include a minimum of 5 school days in which the student is enrolled. If a student is enrolled less than 5 school days during the month, that month's enrollment will be combined with the following month to become the Warning month. The student must maintain the Satisfactory Academic Progress Policy for the entire month of Warning. If the policy is violated two consecutive months, the student loses eligibility for financial aid. For students receiving any scholarship where Bridgerland waives the students' tuition ~ this will result in the **LOSS** of the Scholarship. *Students will be responsible for tuition payments/bookstore purchases beginning the month immediately following the loss and may be notified accordingly.* For students receiving any scholarship provided by an outside entity ~ continuation of the scholarship may be determined by the scholarship provider and may be subject to LOSS as described above with any remaining funds returned to the provider. *See the Financial Aid Office for scholarship specific policy regarding any scholarship you may receive.*

In addition.....

▲ **Standards of Conduct.** Student dress should conform with industry standards for safety and appearance. Students are charged with the responsibility to regulate their own conduct and should respect the rights and privileges of others. Rules, policies, and regulations of faculty and administration are to be respected. Students must maintain registration and payment of fees not covered by the Scholarship. Students must avoid infractions as outlined in the school Catalog. Failure to maintain standards of conduct may result in possible suspension or dismissal from the College and its programs as well as immediate loss of a scholarship.

▲ **Scholarship Terms**, whether written or verbal, may be determined by the scholarship provider. Bridgerland is obligated to these terms. Scholarship recipients are responsible for knowing and understanding terms specific to any scholarship received and agrees to maintain these terms. *(See Scholarship "Terms of Acceptance" Agreement).*

▲ **Where can I get more information?**

For additional information or further clarification, visit the Financial Aid office at Bridgerland Technical College or call (435) 750-3204, (435) 750-3114 or (435) 750-3279