



Satisfactory Academic Progress Policy and Federal Student Aid (Pell Grant)

Every school participating in the Federal Student Aid (FSA) Programs (Pell Grant) must monitor its FSA recipients to ensure that students are meeting satisfactory academic progress standards.

Regulations require that Bridgerland Technical College develop reasonable standards for measuring academic progress and that these standards be at least as strict as the institutions policy for students not receiving FSA. These standards must be applied to all students within each program and be consistent with requirements for completion of or graduation from the program.

▲ How is Satisfactory Academic Progress measured?

As defined by the Department of Education (ED) students must make satisfactory academic progress (SAP) to be eligible for FSA. Although a school may establish its own SAP policy, the requirements must meet the minimum standards required by law and regulation. Standards include a qualitative and quantitative measure. Students must maintain these standards throughout all periods of enrollment, even periods in which a student did not receive FSA.

Students may receive Pell Grant funds for no more than two programs of enrollment. All hours of enrollment in approved programs will be considered when evaluating SAP. Should a student change programs or pursue a second program of enrollment, experience a break between programs, or leave and return to the same program, a student's SAP status will continue unless the break exceeds two calendar years.

➤ Students must maintain satisfactory ATTENDANCE

Bridgerland requires students to attend 90% of the total clock hours they are enrolled each month. Attendance is monitored by the instructor and reported to the Financial Aid Office (FAO) on a monthly basis. The FAO pulls attendance reports immediately following the 5th of the month after the month of the report. Students must work with their instructor to resolve any errors (including clock-in, clock-out errors) prior to the 5th. 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 (not to exceed 150% of) the published length of the program in enrolled hours. Transfer hours are subtracted from program hours before the 1.5 times hours is calculated. 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.

For more information regarding transfer hours see Bridgerland policy Section 600.690 Student Transfer located online at <https://btech.edu/wp-content/uploads/600.690-student-transfer.pdf>

For more information regarding incompletes, repeat courses, or withdrawals see Bridgerland policy Section 600.615 Grades/Ratings and Courses located online at https://www.btech.edu/wp-content/uploads/policies/600_615_grades_ratings_and_courses.pdf

To monitor the progress requirement, the FAO sends a monthly Satisfactory Progress Report to the instructor of each program. By signing the report and returning it to the FAO - 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

Bridgerland Technical College offers entry level skill training in technical programs to students stating a technical goal. The College provides individualized training in order to meet diverse learning needs and abilities of our students. Circumstances beyond the control of the student may put the students 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 regarding the matter. Excused absences may not exceed 10% of the time a student is contracted/enrolled each month. Absences may not be excused during the student's final month of enrollment. Students with disabilities must maintain

SAP as outlined. The College 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 (LOA) 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 7 calendar days or exceed 180 calendar days within a 12-month period. Only one LOA may be approved. Students must provide reasonable expectation that he or she will return to 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 more information see Bridgerland policy Section 600.620 Leave of Absence located online at https://www.btech.edu/wp-content/uploads/policies/600_620_Leave_of_Absence.pdf*

▲ **What is financial aid Warning? What is Probation?**

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. Once it is determined by the Financial Aid Office that eligibility is lost the student falls into Probation status and payments for any subsequent Payment Period(s) will be suspended. Installments for the Payment Period during which eligibility is lost will be honored unless Probation status is determined during the same month the subsequent Payment Period is begun. In such cases, payments for the subsequent Payment Period are forfeited. Payments for subsequent Payment Periods expected while a student's status is on Warning will be postponed until the following month, after eligibility for the subsequent Payment Period can be confirmed. Students may be informed of their Warning or Probation status using commonly used communication methods such as email or postal service.

➤ **Can I appeal this decision?**

Students experiencing an unusual or extraordinary situation have the right to appeal any decision resulting from this policy. To appeal - a student should submit a written and signed statement describing their concerns along with supporting documentation to the Financial Aid Office within 15 days of the date of the notice. The statement must include reasons why the student believes he or she failed to maintain the policy and what has changed that now allows the student to maintain the policy. Appeals will be reviewed by the Financial Aid Office and students will be notified of the decision in a timely manner. Appeals are limited to one appeal per student's program of enrollment. The decision of the Financial Aid Office is final.

▲ **Can I re-establish my eligibility?**

A student who fails to maintain SAP, and therefore loses eligibility and is on Financial Aid Probation, can re-establish eligibility by maintaining two consecutive months of satisfactory attendance and progress following the time eligibility was lost. By so doing the student demonstrates that the reasons for not maintaining the policy have been removed. Following the second consecutive month of maintaining SAP, eligibility may be re-established. A student will never be paid for Payment Period(s) lost but may be paid for any eligible Payment Periods following the loss, within the current award year, including the Payment Period in which eligibility is re-established. It is the responsibility of the student to notify the Financial Aid Office (FAO) when eligibility has been re-established. Eligibility will then be verified by the FAO and aid may be disbursed during the current Payment Period. Eligibility must be re-established, and the FAO must be notified, by no later than August 30th of any student's award period that falls into a new/current (rather than the student's) award year.

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

For more information about Satisfactory Progress, Attendance, and Student Standards and Conduct see Bridgerland's Student Guide available in Student Services or on-line at <https://btech.edu/students/satisfactory-progress-students-must-maintain-at-least-90-percent-atten/>

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