

# Bates Technical College

## Satisfactory Academic Progress

### (SAP) Handbook 2020-2021

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## Introduction

Bates Technical College is responsible for monitoring the academic progress of financial aid recipients. Satisfactory Academic Progress Regulations (SAP) exist in both the Washington State Administrative Code (WAC), and in the Code of Federal Regulations (CFR). The colleges SAP Policy must be as strict as, or stricter than, the academic regulations that are applied to students who do not receive student aid funding at the college.

The financial aid that students are eligible for also differs between enrollment levels (e.g. Full-Time, Part- Time). This policy provides the minimum standards and applies to all students whether or not financial aid was received. The colleges Financial Aid Census Date (10th day – Fall, Winter, Spring, & Summer) is the point in which students are held accountable for their academic progress of attempted hours. Credit adjustments students make after disbursement but prior to Census date may result in a repayment being owed and/or holds being placed on future disbursements.

The Bates Technical College Financial Aid Office reviews their SAP policy quarterly and implements necessary changes in order to maintain compliance. Any policy changes will be reflected in an updated version of this handbook, the Bates Technical College (BTC) website, and any printed pieces of information we distribute on this topic. If students have any questions or concerns regarding the requirements as described in this handbook, contact the Financial Aid Office at [financialaid@batestech.edu](mailto:financialaid@batestech.edu) or 253.680.7020.

Please read all of this information carefully. Students are responsible for understanding these requirements and must meet the academic performance standards outlined in this SAP policy handbook as a condition of initial or continuing eligibility for financial assistance.

## Policy Summary

### 1. What is Satisfactory Academic Progress?

Satisfactory Academic Progress (SAP) is used to define the successful completion of coursework to maintain eligibility for student financial aid. Federal and state regulations require the College to establish, publish, and apply standards to monitor progress toward the completion of a student's declared degree or certificate program (not all degree or certificates are aid eligible). These include a qualitative requirement for maintaining a specified GPA (Grade Point Average); a pace requirement for completing 67% of overall credit hours attempted; and a quantitative requirement for completing the degree within 150% (Federal) of the hours required for a particular major. This progress is based on the number of attempted credits enrolled and completed, cumulative grade point average, and the length of enrollment including any transfer credits accepted by BTC. If these standards are not met, students may receive a warning, or immediate suspension from financial aid eligibility.

\*\*The SAP policy is subject to change at any time due to federal/state regulations and/or requirements established by the Financial Aid Office.

### 2. When is Satisfactory Academic Progress Determined?

BTC will review a student's academic progress prior to awarding any funds for the new award year and at the end of each quarter. Students who do not meet the minimum SAP standards will be placed in a Warning or Suspension status. Students in Warning status are eligible to receive aid for their next term of attendance. Future terms in which an academic standard is not met may result in a Suspension status and cancellation/loss of aid eligibility.

### 3. How is Satisfactory Academic Progress Determined?

#### 3.1. Maximum Time Frame (MTF)

Students must complete their degree or certificate within 150% (federal aid) of the published length of their program. All attempted college level credits and transfer credits that are accepted by BTC are counted in this calculation.

\*\*Failure to meet this standard will result in an automatic Suspension status.

#### 3.2. Minimum GPA (GPA)

Students must maintain at least a 2.00 Cumulative GPA.

#### 3.3. Minimum Pace of Progression (POP)

Students must maintain at least a 67% cumulative completion rate (total number of attempted credits divided by total number of earned credits). All attempted college level credits, transfer credits that are accepted by BTC, and remedial/prerequisite credits are counted in this calculation.

### 3.4. Minimum Credit Completion (MCC)

Students must complete (earn) the level of enrollment for which their financial aid was calculated and disbursed.

**\*\*Failure to complete at least 50% of the minimum number of credits will result in an automatic Suspension status from **State Aid**.**

## 4. What are the Notification and Appeal Processes?

### 4.1 Notification

Students may receive communications via mail and/or email. Each notification will provide details on a student's current status, eligibility based on this status and if necessary, options available to regain eligibility or conditions to maintain eligibility.

### 4.2. Appeal Process

Students in a Warning status are eligible to receive financial aid funding but are unable to appeal this status. Students who are ineligible for aid because of a Suspension status may complete the Appeal or Reinstatement process in an effort to regain eligibility for funding. See section 4 (Re-Establishing Eligibility) for additional details.

## 5. Other Policy Highlights

### 5.1. Repeat Courses

Financial aid will only fund a previously passed or failed course once. The repeat is counted in credits attempted and completed and the replaced course is counted as attempted credits only.

### 5.2. Remedial or/and Prerequisite Coursework

Remedial or/and prerequisite courses will count toward the minimum credit course totals completed for SAP. Remedial courses that do not count towards the student's degree will still be considered when determining SAP. Students will be notified when they are nearing the 45-credit maximum for remedial/prerequisite credits.

### 5.3. Satisfactory Course Completion

Course Grades that are defined as being satisfactory in terms of completion are: "A", "B", "C", "D", and "S", while unsatisfactory in terms of completion are: "NC or O", "U", "IC", and "W". Incomplete courses do not meet SAP and are counted towards a student's total attempted courses but are not considered completed courses.

### 5.4. Transfer Courses

All transfer credits that are accepted by BTC are counted in the MTF and POP calculations.

### 5.5. Consortium Credits

Consortium credits are not included in the MTF and POP calculations. Students Host School is responsible for evaluating the students SAP in accordance with their SAP policy.

### 5.6. SAP Statuses

**Meets:** Students who are making satisfactory progress, as defined by the SAP policy, will be placed in a “Meets” status. These students are considered to be in good standing and eligible for financial aid.

**Warning:** Students who fail to make satisfactory progress for a single term, will be placed in a “Warning” status for the following term. Students who are in “Warning” will still be eligible to receive aid for the following quarter, the “Warning” status is for the student’s information only, it is not actionable, and cannot be appealed.

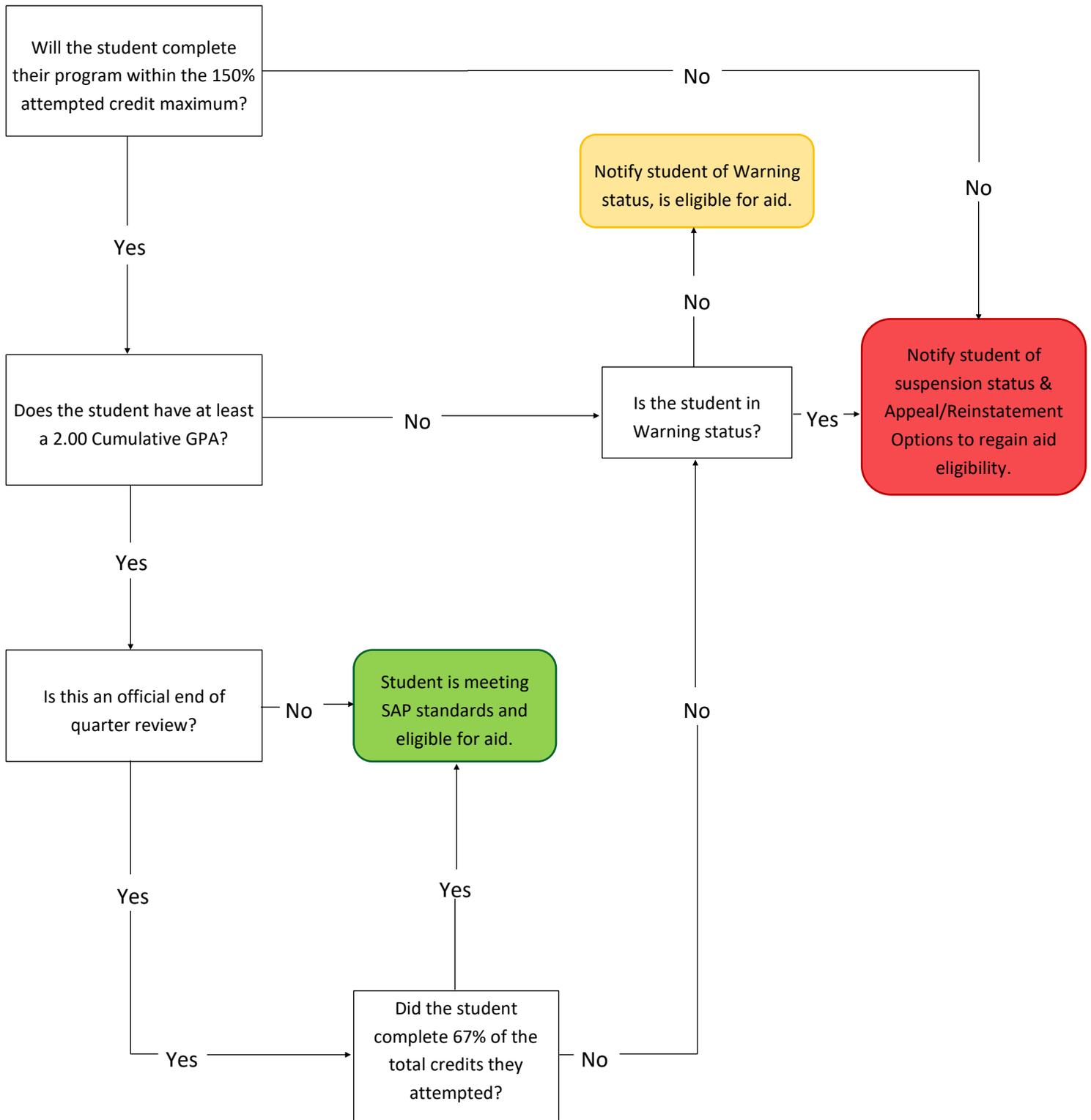
**Suspension:** Students who do not meet the SAP standards as defined in this policy will be placed in a “Suspension” status. These students are not eligible for aid but may be eligible to file an appeal to have their aid re-instated.

**Probation:** If a student completes an appeal and the appeal is approved, the student may be placed in a “Probation” status and expected to follow their Education plan or Program of Study Guide.

**Denied:** Students are considered to be denied if they have submitted an appeal and the appeal is not approved.

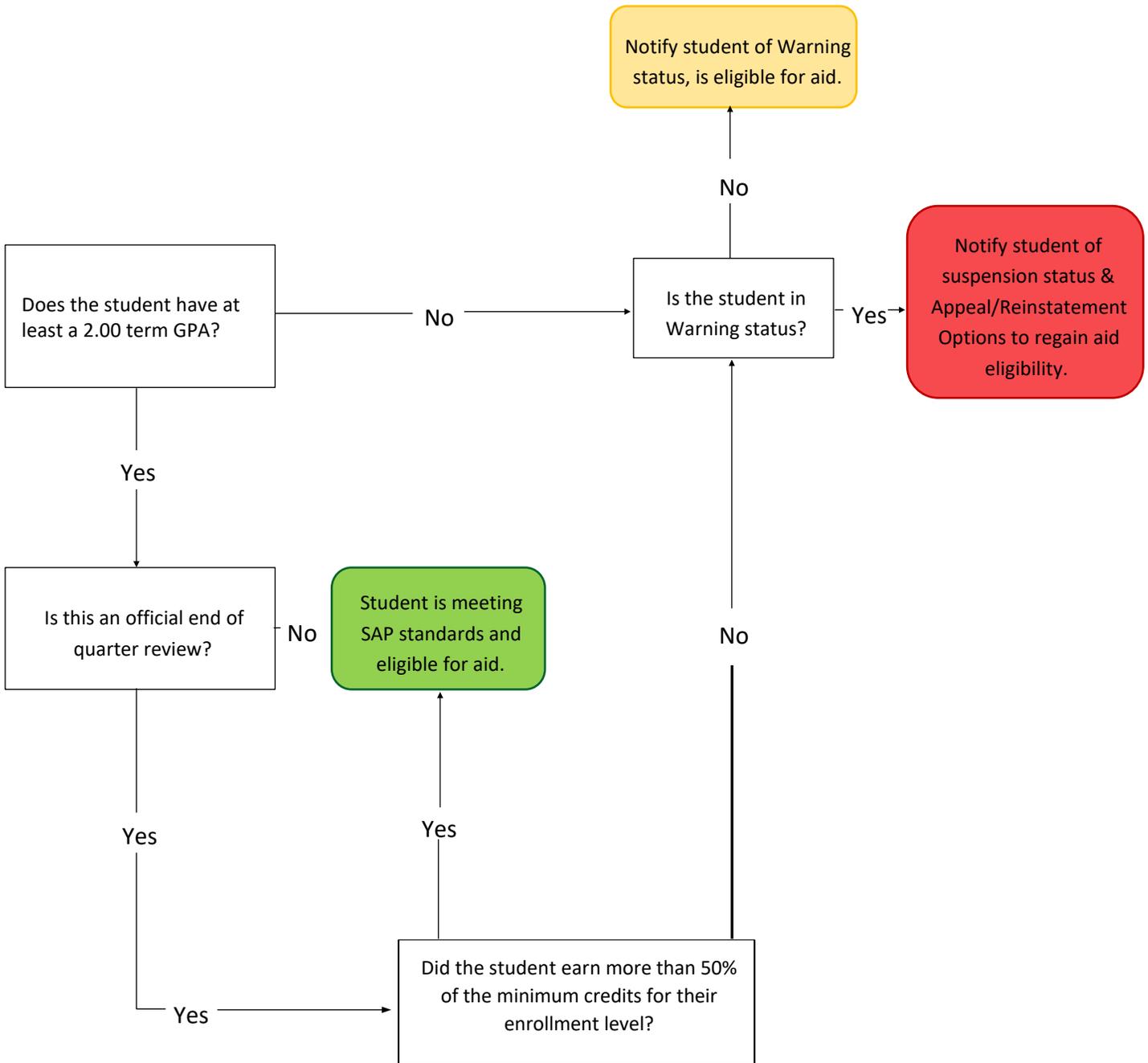
\*\*This information is only a brief summary; the full BTC SAP Policy is covered in detail beginning on page 7 of this handbook.

## SAP Federal Determination Flow Chart



*\*\*This chart is a simplified tool to assist students in determining what their SAP status might be. An official review of a student's academic record may not produce the same results.*

## SAP State Determination Flow Chart



*\*This chart is a simplified tool to assist students in determining what their SAP status might be. An official review of a student’s academic record may not produce the same results.*

## Policy Details

### 1. Overview

#### 1.1. Evaluation Period

**Federal Regulation:** “To be eligible for FSA funds, a student must make satisfactory academic progress, and your school must have a reasonable policy for monitoring that progress.” In addition, “the policy must require annual reviews and must correspond with the end of a payment period. For programs greater than one year, your policy may also call for progress reviews after each payment period. If you review at each payment period, you must review SAP after a summer term if the student attends the summer term.” (FSA Handbook, pg. 1-12).

**State Regulation:** “At the end of each term, participating institutions shall examine the progress of each state aid recipient.” (WSAC WCG & CBS Program Manual, pg. 36).

**BTC Policy:** SAP will be evaluated prior to awarding any funds for all new student and at the end of each quarter (Fall, Winter, Spring and Summer) in order to ensure compliance with the Grade Point Average (GPA), Maximum Time Frame (MTF), credit completion (MCC), and Pace of Progression (POP) requirements. Based on this review, students may receive a SAP “Warning” quarter or be placed in a “Suspension” status.

#### 1.2. Notification

**Federal Regulations:** “A review of SAP is not complete until both the qualitative and quantitative measures have been reviewed. If a satisfactory progress check shows that a student does not have the re-quired GPA or is not maintaining the required pace, she becomes ineligible for FSA funds unless she is placed on financial aid warning (if your school re-views SAP at the end of each payment period) or probation (after a successful appeal), as explained below. Your policy must describe both of these statuses if it allows for them, and it must provide for notification to students of the results of any evaluation that affects their eligibility for FSA funds.” (FSA Handbook, pg. 1-14).

**BTC Policy:** Students will be given a notification via mail and/or email that will dictate what and/or if anything needs to be done to maintain or regain financial aid eligibility. If a student fails to meet the SAP standards, they will receive a notice of being placed on either warning or suspension. The suspension communication will explain the appeal and/or reinstatement process available to them.

Communications are based on information available at the time of review and are subject to change. If financial aid is released to a student and they are ineligible under the rules for SAP, aid will be canceled, the student will be notified, and a billing invoice will be sent out.

### 1.3. Definitions

**Completed credits:** credit hours which are successfully completed with an earned grade of

A, B, C, D,

S – Satisfactory

**Attempted credits:** all credits for courses in which a student is formally enrolled in as of the financial aid census date (10th day of classes). They include all earned grades as listed above as well as

NC or 0 – Not Complete

IC – Incomplete

U – Unsatisfactory,

W – Official Withdrawal

#### **Eligible Courses or Credits**

- College Courses (100 level or above) – courses required for degree or certificate; or prerequisite for degree or certificate courses
- Remedial Courses (less than 100 level) – Math, Reading and English courses only; based on outcome of placement test
- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Prior Learning Credits

#### **Ineligible Classes or Credits**

- Adult Basic Education (ABE)
- Community Education
- Continuing Education
- Emergency Medical Technician (EMT)
- English as a Second Language (ESL)
- English Language Acquisition (ELA)
- High School Completion (HSC)
- Transitions (TRANS)

## **Federal Aid Programs**

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study (FWS)
- Federal Direct Subsidized Loan (DL Sub)
- Federal Direct Unsubsidized Loan (DL Unsub)
- Federal Direct PLUS Loan (DL PLUS)

## **State Aid Programs**

- WA College Grant (WCG)
- WA State College Bound Scholarship (CBS)
- WA State Passport to College Scholarship (Passport)
- WA State Work Study (SWS)

## **Institutional Aid Programs**

- 3.5% Institutional Aid
- BTC Tuition Waiver

**Payment Period:** The academic period or period of enrollment established by an institution for which financial aid is disbursed.

## 2. Requirements

### 2.1. Maximum Timeframe (MTF)

**Federal Regulation:** “For an undergraduate program measured in credit hours, a period no longer than 150 percent of the published length of the program. A student is ineligible (via the maximum timeframe element) when it becomes mathematically impossible for him to complete his program within 150% of its length if it is an undergraduate program, or within the maximum timeframe established by the school if it is a graduate program.” (FSA Handbook, pgs. 1-13-1-14)

**State Regulation:** The state policy indicates “A WCG recipient may receive the grant for a maximum of 15 quarters, 10 semesters, or the equivalent combination of the 2 at a full-time rate of enrollment. This includes combined usage under the apprenticeship program option and academic programs. CBS recipients may receive CBS funds for a maximum of 12 quarters, 8 semesters, or the equivalent combination of the two at a full-time rate of enrollment.” (WSAC WCG & CBS Program Manual, pgs. 4 & 36).

**BTC Policy:** A student who is unable to complete their program within 150% of the published length will be suspended from receiving federal financial aid, regardless of whether or not they received aid for all periods of enrollment. All attempted college level credits and transfer credits accepted by BTC will be included in this calculation. Students who mathematically cannot complete their degree prior to reaching the 150% MTF credit limit will be placed in a “Suspension” status and have the option to appeal. A Limits of Eligibility notification may be sent when a student falls within 45 credits of their maximum attempted credit limit.

Some additional factors to note are:

The 150% rule will be applied regardless of how many times a student has changed his or her program.

All quarters of enrollment at BTC, and any credit hours attempted while enrolled at BTC will count towards the MTF credit limit.

All transfer credits accepted by BTC will count towards the MTF credit limit.

If a student has completed all the requirements for their degree, regardless of whether they have applied for graduation or not, they will no longer be eligible for financial aid for that program.

Students who have completed a program and are pursuing a new program:

- All previous credits will be used in the MTF calculation

Quarters of enrollment in which no aid is received will count towards the maximum time frame limit. This includes any courses taken at another institution for which no aid was received, as well as summer credits, Running Start credits, Tech Prep credits (T#P), CLEP (C#P), Advanced Placement (A#P), or International credits.

If a student in a MTF deficiency submits an appeal, and the appeal is approved per professional judgement, the student will have eligibility extended to cover only the remaining required classes for their declared program as listed on their Program of Study Guide or Education Plan.

## 2.2. Grade Point Average (GPA)

**Federal Regulation:** “Students enrolled in a program of more than two academic years must have a GPA of at least a “C” or its equivalent or must have an academic standing consistent with your school’s graduation requirements” (FSA Handbook, pg. 1-13).

**State Regulation:** “The institution's satisfactory academic progress policy must contain a qualitative standard. For purposes of state aid programs, the qualitative standard used to

comply with federal satisfactory academic progress standards is acceptable.” (WSAC SNG & CBS Program Manual, pg. 38).

**BTC Policy:** Students must maintain a quarterly and cumulative GPA of at least a 2.0. A warning or suspension will occur when a student does not meet this standard. Suspension status students will have the option to appeal and if the appeal is approved, will be placed in a “probation” status.

### 2.3. Pace of Progression (POP)

**Federal Regulation:** ‘Your policy must also specify the quantitative standard (pace) at which students must progress through their program to ensure that they will graduate within the maximum timeframe, and each academic progress check must measure this. You calculate the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number he has attempted.’ (FSA Handbook, pg. 1-13)

**BTC Policy:** To maintain eligibility for financial aid, each student must maintain at least a 67% cumulative completion rate. This is the minimum completion rate that is required for a student to complete their degree within the 150% Federal eligibility requirement. To calculate their pace of progression (completion rate), a student can divide their overall completed credit hours by their overall attempted credit hours. Students who drop below the 67% cumulative requirement may be placed in a “Warning” or “Suspension” status. All attempted college level credits, transfer credits accepted by BTC, and remedial/prerequisite credits will be included in this calculation.

Example: A student has completed 50 credit hours but has attempted 58; therefore,  $50/58=86\%$ .

### 2.4. Credit Hour Completion

**State Regulation:** The state policy indicates that “To meet “satisfactory academic progress” the student must successfully complete a minimum number of credit or clock hours for each term in which the grant was received.” Students can either be placed in a warning or denied status.

A “Warning Status for state aid recipients is triggered when a student completes at least one-half, but less than all of the minimum number of credits for which the aid was calculated and disbursed, or otherwise fails to fulfill the conditions of the institution’s satisfactory progress policy.” and “the student must be placed in a warning status for the following quarter as it pertains to state aid”, however the school may make aid disbursements to a student who is in warning.

A “Denied status requires that each school's policy must deny further disbursements of all state aid at the conclusion of any term in which he or she fails to complete at least one-half of the minimum number of credits or clock hours for which the aid was disbursed or otherwise fails to fulfill the conditions of the institution's satisfactory progress policy. This status also may be given to a student who has remained in warning status for more terms than the institution’s policies allow.” (WSAC WCG & CBS Program Manual, pg. 36-38).

**BTC Policy:** To maintain eligibility for financial aid a student must complete the minimum number of credits for their enrollment level. The chart below outlines the number of credits the student needs to complete.

For example: a full-time student enrolled in 12 credits and only completes 7 will be placed in a “warning” status, as will a three-quarter time student who is enrolled in 9 credits and completes 7. If a student completes less than the credits needed to maintain a “meets” or Good Standing status they will be placed on either warning or suspension status.

Students who are placed in a warning status and fail to complete enough credits to put them back into compliance by the end of the second consecutive term will be suspended. Students who are suspended may appeal and if the appeal is approved will be placed in a “probation” status.

Credits Attempted	Quarterly Credit Completion Standards		
	“Meets” Or Good Standing	Warning	Suspension
12 or more	12 or more	6-11	0-5
11	9	5-8	0-4
10	9	5-8	0-4
9	9	5-8	0-4
8	6	3-5	0-2
7	6	3-5	0-2
6	6	3-5	0-2
5 or less	All attempted credits	N/A	Less than all attempted credits

### 3. Other Policies

#### 3.1. Repeat Courses

**Federal Regulation:** “A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases). If a student withdraws before completing the course that they are being paid Title IV funds for retaking, then that is not counted as their one allowed retake for that course. However, if a student passed a class once and then is repaid for retaking it and fails the second time, that failure counts as their paid retake and the student may not be paid for retaking the class a third time. If your school has a policy that requires students to retake all of the coursework for a term in which a student fails a course, only the first retake of any previously passed course is eligible for Title IV aid.” (FSA Handbook, pgs. 3-35).

**BTC Policy:** Financial aid will only fund a previously passed or failed course once. The repeat is counted in credits attempted and completed and the replaced course is counted as attempted credits only.

### 3.2. Remedial or Prerequisite Coursework

**Federal Regulation:** “A student can receive aid for up to 45 credits of remedial or prerequisite coursework that is included as part of a regular program. As long as the student qualifies for aid for remedial courses, you must include the remedial courses in the student’s enrollment status. Some schools give no credit or reduced credit for remedial classes. To determine enrollment status, credit hours for the remedial class should be the same as for the comparable full-credit class” (FSA Handbook, pgs. 1-4, 1-13, &1-18).

**BTC Policy:** Remedial and prerequisite courses will count toward the minimum credit course totals completed for SAP. Remedial courses that do not count towards the student’s degree will still be considered when determining SAP. Students will be notified when they are nearing the 45 credit maximum.

### 3.3. Satisfactory Course Completion

**Federal Regulation:** School Determined. (FSA Handbook, pgs. 1-14)

**BTC Policy:** Course Grades that are defined as being satisfactory in terms of completion are: “A”, “B”, “C”, “D”, “S”, while unsatisfactory in terms of completion are: “NC or O”, “IC”, “U”, and “W” Unsatisfactory or incomplete courses do not meet SAP and are counted towards a student’s total attempted courses but are not considered completed courses.

### 3.4. Transfer Courses

**Federal Regulation:** “However, only transfer credits that count toward the student’s current program must be counted (as both attempted and completed hours; credits not counted toward the student’s program may also be counted at your school’s discretion, as described in your SAP policy).” (FSA Handbook, pg. 1-14)

**BTC Policy:** Only transfer credits that are accepted by BTC are counted in the MTF and POP calculations.

### 3.5. Consortium Credits

**Federal Regulation:** “Also, although grades received through consortium or contractual agreements do not have to be included in a student’s grade point average, they must be included when calculating the quantitative component (the percentage of credits earned vs. attempted) of her satisfactory academic progress.” (FSA Handbook, pgs. 2-34)

**BTC Policy:** Consortium credits are not included in the MTF and POP calculations. Students Host School is responsible for evaluating the students SAP in accordance with their SAP policy.

### 3.6. Withdrawals and Non-Financial Aid Course(s)

**Federal Regulation:** “If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receive Title IV aid during that period, the student is a withdrawal for Title IV purposes. This is because a student is considered to be attending a Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV, HEA program funds” (FSA Handbook, pg. 1-19).

**BTC Policy:** If a student withdraws before completing the course that they are being paid Title IV funds for retaking, then that is counted as their one allowed retake for that course. Withdrawals are counted as attempted but not completed credits.

### 3.7. Running Start/College in the High School Courses/Tech Prep

**Federal Regulation:** School determined. (FSA Handbook, pg. 2.9)

**BTC Policy:** These courses are treated as BTC courses and are included in the MTF and POP calculations.

### 3.8. AP/CLEP/IB Credits – Test-based Credits

**Federal Regulation:** “Some schools have developed tests in accord with their academic standards, such as language proficiency tests, which students can take and receive course credit. If such credits count toward the student’s program, the grades for those credits count in the student’s GPA for all FSA purposes. Such credits must be counted towards SAP for quantitative/pace purposes, and may, according to the school’s written policy, be counted towards the student’s qualitative/grades SAP measurement.” (FSA Handbook, pg. 1-14)

**BTC Policy:** AP/ CLEP/ IB credits that are obtained through testing and that are creditable and transferrable are treated as BTC credits and are included in the MTF and POP calculations.

### 3.9. Audited Courses

**Federal Regulation:** School determined. (FSA Handbook, pg. 1.18)

**BTC Policy:** Audited courses do not count toward student eligibility, release of a student’s financial aid, or in the calculation of completed credit hours for SAP purposes.

## 4. Re-Establishing Eligibility-Appeal Process

### 4.1. Overview

**Federal Regulations:** “All schools may use the financial aid probation as part of their satisfactory progress policy. When a student loses FSA eligibility because he failed to make satisfactory progress, if the school permits appeals, he may appeal that result on the basis of: his injury or illness, the death of a relative, or other special circumstances. His appeal must explain why he failed to make satisfactory progress and what has changed in his situation that will allow him to make satisfactory progress at the next evaluation. If you determine, based on

the appeal, that the student should be able to meet the SAP standards by the end of the subsequent payment period, you may place him on probation without an academic plan. You must review the student's progress at the end of that one payment period, as probation status is for one payment period only. If you determine, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student. You must review the student's progress at the end of one payment period as is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan. If the student is meeting the requirements of the academic plan (or the universally applicable SAP requirements, outside of any individualized academic reinstatement plan), the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. Your school determines the process and documentation required for an appeal. It may decide to require more extensive information on an initial appeal and some type of an update statement on a subsequent appeal. The regulations do not specify what must be included in an academic plan. The school and the student must develop a plan that ensures that the student is able to meet the school's satisfactory progress standards by a specific time, though an academic plan could instead take the student to successful program completion. Students must also appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress." (FSA Handbook, pgs. 1-15)

**State Regulations:** "The Financial Aid Administrator may, on a case-by-case basis, reinstate a student into satisfactory academic progress in response to that student's extenuating circumstances. The Financial Aid Administrator (FAA) may choose to exercise professional judgment without a specific request to do so from the student. For example, the Financial Aid Administrator may decide to grant a student continued access to state aid if failure in one term is countered by an extensive history of prior success. The student's file must include documentation related to the professional judgment decision." "Each institution's satisfactory academic progress policy shall state which conditions a denied status student must meet before state aid will be reinstated. For example: the student may have to attend the institution without state financial aid for a specific period of time or may have to show proof that credits have been made up within a designated time period." (WSAC SNG & CBS Program Manual, pg. 38-39)

**BTC Policy:** Students must meet the academic performance standards outlined in the SAP policy as a condition of initial or continuing eligibility for financial assistance. If they are in a suspension status they may submit an appeal. Approval of the appeal is not guaranteed and the student is held responsible for any debt that is incurred while on financial aid suspension. If the appeal is approved, the student will be placed on 1 quarter of probation or a multiple term Education Plan or Program of Study Guide. Financial aid eligibility is then reinstated for the timeframe that the appeal has been approved.

## 4.2. Appeal and Reinstatement Process

The process is completed by filling out the Appeal to Reinstatement Financial Aid Form found at [www.batestech.edu/financial-aid-forms/](http://www.batestech.edu/financial-aid-forms/). The form must be submitted with the required attachments as stated on the Appeal to Reinstatement Financial Aid Form and will not be reviewed until all requested information has been received. Students will be notified if any additional information is required. Students will have a lifetime limit of 1 appeal at BTC. Appeals submitted beyond this limit will be forwarded to the Director of Financial Aid for review.

### 4.2.1. Suspension Appeal

#### 4.2.1.1. Circumstances and Resolutions

**Circumstances:** The student's appeal letter must explain why they failed to make academic progress. Thus, the request on the appeal form asks the student to explain why you failed to make satisfactory academic progress.

**Resolutions:** The student's appeal letter must also explain what has changed will allow you to demonstrate progress at the next evaluation. Thus, the request on the appeal form asks for an explanation of the steps they have taken or plan to take to resolve the issues and how their situation has changed to allow them to satisfy the requirements as set forth by the college's SAP standards.

#### 4.2.1.2. Supporting Documentation

Not only does the appeal need to contain an explanation of circumstances and resolution but it also requires a signed Education Plan or Program of Study Guide detailing the remaining required classes needed for the student to complete their degree or certification program. The plan can be signed by their academic advisor (or designated Student Services staff). In addition to the signed education plan or program of study guide, a student may need supporting documentation to verify the circumstances cited in their explanation. (Please note that providing documentation does not guarantee appeal approval.)

If the reason for the appeal is due to a medical condition, a student may be asked to supply a letter from their health care provider stating whether the student is well enough to return to their academic program. (Submitting this documentation does not guarantee that an appeal will be approved.)

#### 4.2.1.3. Review

- The Appeal Committee will review a student's appeal for reinstatement of aid. They will review each student's individual situation, assessing their current and previous academic performance, as well as any documentation submitted to determine whether there is significant justification to warrant an exception to the existing SAP Policy for the student's individual circumstance.
- It is important to remember that the appeal process is a request for an exception to the SAP policy. Not all circumstances will warrant an exception to the SAP policy.

- Appeals submitted by students who failed to meet the terms of their probation, Program of Study Guide, or Education Plan must clearly explain what extraordinary circumstances occurred during or directly prior to the term for which the student was suspended. These appeals are required to have third-party documentation to verify the extraordinary circumstance.

#### 4.2.1.4. Approval

- If a student's appeal is approved
  - A notification will be sent via mail and/or email stating the conditions a student must meet to retain eligibility
  - The student will also be placed on a "Probation" status and expected to follow their Education Plan or Program of Study Guide. Student who require multiple quarters for them to meet the SAP standards must follow their Education Plan or Program of Study Guide and are eligible for financial aid.
    - Students will be placed in a "Probation" status for one term if they are able to meet SAP standards within their next term of attendance. During the probationary period the student is eligible for financial aid.
  - Failure to meet Probation requirements will result in SAP suspension, regardless of whether or not the student meets all other SAP standards as outlined in this handbook.
- Aid eligibility is reinstated from the point of the appeal approval forward. Students will not be eligible for retroactive payments for terms that they were on suspension status.
- Change of program requests - Students who wish to request a change of program after an appeal has been approved must complete the following steps:
  - Officially submit a Change of Major request to the Registrar's Office
  - Submit to the Financial Aid Office
  - a written request explaining why they are changing their program and asking to have their aid eligibility reevaluated based on the new program
  - a signed Education Plan or Program of Study Guide for their newly declared program of study

#### 4.2.1.5. Denial

- If a student's appeal is not approved notification will be sent via mail and/or email.
- The student will no longer be eligible to receive financial aid funding but will have the option to regain eligibility by completing the Request for Reinstatement requirements listed in the next section.

#### 4.2.2. Request for Reinstatement

##### 4.2.2.1. Federal Funding

Students may submit a Request for Reinstatement form once they have successfully completed enough credits to meet the minimum GPA and POP standards. This may take more than one term to meet both the GPA and POP standards.

##### 4.2.2.2. State and Institutional funding

Students may submit a Request for Reinstatement after successfully completing one term without financial aid funding. Successful completion is defined as 100% completion of all attempted credits (5 credit minimum) with a 2.00 Quarterly GPA. If a student withdraws from a class during this term, they will no longer meet the 100% completion requirement for a Reinstatement.

##### 4.2.2.3. Approval

- If a student's reinstatement is approved, they will be sent a notification via mail and/or email.
- Aid eligibility is reinstated from the point the reinstatement is approved. Students will not be eligible for retroactive payments for quarters that they were on suspension status.

##### 4.2.2.4. Denial

- If a student's reinstatement is not approved a notification will be sent via mail and/or email.

#### 4.3. Considerations

- If a student has completed the SAP appeal process and is denied financial aid funding, yet the student believes they have extenuating circumstances that were not addressed in the original appeal, the student may submit additional and/or new documentation detailing these circumstances for review. However, the subsequent submission does not guarantee approval of the original appeal.
- **Rerunning the SAP process:** If a student has had a grade change or a late grade submitted and wishes to have their SAP recalculated, the student will need to send an email to [financialaid@batestech.edu](mailto:financialaid@batestech.edu) or written request regarding the grade change and ask that it be reviewed. In this situation, the student's SAP status will be reviewed and updated as necessary.
- **Study Abroad:** Students enrolled in study abroad courses will have their SAP status evaluated as part of the regular process. Students will then be notified if they met satisfactory academic progress and if an appeal needs to be submitted by them for aid consideration. However, once grades are updated the student may request to have their SAP process recalculated.
- **Work Based Learning:** Students enrolled in Work Based Learning courses will have their SAP status evaluated as part of the regular process. Students will then be notified if they met satisfactory academic progress and if an appeal needs to be submitted by them for aid consideration. However, once grades are updated the student may request to have their SAP process recalculated.

## Appendix

These documents are referenced throughout this handbook:

- Department of Education; Federal Student Aid Handbook (2019-20)
  - <https://ifap.ed.gov/sites/default/files/attachments/2020-05/1920FSAHbkActiveIndex.pdf>
- Washington Student Achievement Council; State Need Grant and College Bound Scholarship Program Manual (2020-21)
  - [https://wsac.wa.gov/sites/default/files/20-21\\_WCGandCBS\\_ProgramManual.pdf](https://wsac.wa.gov/sites/default/files/20-21_WCGandCBS_ProgramManual.pdf)