

**BAPTIST HEALTH COLLEGE LITTLE ROCK**  
**Satisfactory Academic Progress (SAP) Policy**

Federal regulations require that a student receiving financial aid must meet and maintain satisfactory academic progress (SAP). Progress is measured qualitatively and quantitatively and is monitored each semester. All students enrolled at Baptist Health College Little Rock (BHCLR) who receive financial aid through any Title IV programs must meet the SAP requirements defined below:

***Repeated Course Work***

Courses that you have successfully completed (a grade of C or better) will not be considered in determining your enrollment status for federal financial aid.

***Cumulative and Term Grade Point Average***

A student must earn a cumulative and term grade point average (GPA) of 2.0 or greater consistent with the institution's academic standing policy

***Completion of Courses***

If a student does not pass the minimum required hours, they will not meet SAP. A student is considered to be meeting SAP when they pass all courses within a semester. The following grades will not be considered as hours earned "WX", "W", "NC", "I", "F", "D". However, they will count as attempted hours.

<b>Semester Hours Attempted</b>	<b>Required Minimum Hours Earned</b>
12 or more	9
9-11	6
6-8	3
1-5	Must complete all hours attempted

***Maximum Time Frame to Complete a Program***

The maximum time frame allowed for a student at BHCLR to complete a program of study shall be limited to 150% of the program's required timeframe. Courses previously taken by reentry students are included in these requirements. Students who do not meet this compliance requirement will not be eligible to receive federal financial aid.

The following chart explains the timeframes allowed in the BHCLR educational programs:

<b>Program</b>	<b>Semester or Payment Period Requirements</b>	<b>Allowable Semester or Payment Periods</b>
Medical Laboratory Science	2	3
Nuclear Medicine Technology	2	3
Nursing – Accelerated AAS	2	3
Nursing – Traditional AAS	4	6
Patient Care Technician	1	2
Practical Nursing	2	3
Radiography	4	6
Sleep Technology	2	3
Surgical Technology AAS	2	3

### ***Financial Aid Warning***

Satisfactory Academic Progress will be reviewed at the end of each semester. Those students not meeting the requirements will be placed on Financial Aid Warning during the following semester of BHCLR enrollment and will receive a letter of SAP warning. No appeal of warning is necessary. The student may continue to receive federal financial assistance during the warning period.

### ***Satisfactory Academic Progress (SAP) Status***

Students not meeting the minimum SAP requirements after the financial aid warning period will be placed on an ineligible SAP status and will receive a SAP letter stating they have lost their eligibility to receive federal and state financial aid. A student will stay on an ineligible SAP status until the student has completed the required coursework and/or GPA to put them into compliance with BHCLR's SAP policy or have an approved SAP appeal.

### ***Appeals to the Satisfactory Academic Progress Policy***

Students may appeal BHCLR's ineligible SAP status by completing a Financial Aid Appeal Form, which can be printed from the BHCLR Financial Aid website. All appeals and documentation must be submitted to the BHCLR Financial Aid Office. A student can appeal if they can demonstrate and document unusual or extenuating circumstances as to why they did not meet the minimum requirements of the SAP Policy. The appeal must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal will be reviewed and a decision made by the Financial Aid Satisfactory Academic Progress Appeal Committee. The committee may request additional documentation before reaching a decision. Students will be notified in writing of the results of the appeal. **The committee's decision is final.**

### ***Financial Aid Probation***

A student who appeals this ineligible SAP status can be placed on Financial Aid Probation for one semester if the student's appeal is approved. A student may continue to receive financial assistance during the probation period. If the student does not meet the standards of the policy in one semester, there is no appeal option. The student will not be eligible to receive federal financial aid until the policy standards are met.