

Baptist Health College Little Rock
Financial Aid Satisfactory Academic Progress (SAP) Policy

Satisfactory academic progress (SAP) is the process a school uses to determine if a student is meeting all of their educational requirements and is on target to graduate on time with a degree or certificate. Federal regulations require that a student receiving financial aid must meet and maintain SAP. SAP has a qualitative measure (GPA) and a quantitative measure (hours). At BHCLR, both are checked at the end of each fall and spring semester. All students pursuing a degree or certificate at BHCLR must meet BHCLR's SAP requirements.

Students enrolled in a degree or eligible certificate program offered at BHCLR must: (1) Meet the 150% maximum allowable time frame (quantitative measure); (2) Meet the completion percentage requirement (quantitative measure) and (3) Meet the grade point average requirement (qualitative measure).

| Division | (1) Maximum allowable time frame | (2) Completion % | (3) GPA |
|---|---|--|--|
| Undergraduate | 150% of published program length | 67% of overall attempted hours | 2.0 Cumulative Institutional GPA |
| Example | Undergraduate 72 credit hour program Student attempted 90 hours | Student attempted 90 hours Student earned 80 hours | Student institutional Cumulative GPA of 2.75 |
| Policy and Result Applied to Example | Policy $72 \times 150\% = 108$ Result $90 < 108 = \text{Good}$ | Policy $67\% \text{ of } 90 = 60.3$ Result $80 > 60.3 = \text{Good}$ | Policy 2.0 required Result $2.75 > 2.0 = \text{Good}$ |
| Example | Undergraduate 72 credit hour program Student attempted 96 hours | Student attempted 90 hours Student earned 50 hours | Student institutional Cumulative GPA of 2.75 |
| Policy and Result Applied to Example | Policy $72 \times 150\% = 108$ Result $96 < 108 = \text{Warning}$ | Policy $67\% \text{ of } 90 = 60.3$ Result $50 < 60.3 = \text{Warning}$ | Policy 2.0 required Result $2.75 > 2.0 = \text{Good}$ |

Maximum Time Frame to Complete a Program (excludes all reentry programs)

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 time frame. 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:

| Program | Degree Credit Hour Requirements | 150% Maximum |
|---------------------------------|---------------------------------|--------------|
| Medical Laboratory Science | 39 | 58.5 |
| Nuclear Medicine Technology | 58 | 87 |
| Nursing Accelerated – AAS | 72 | 108 |
| Nursing Traditional – AAS | 72 | 108 |
| Occupational Therapy Assistant* | 70 | N/A |
| Patient Care Technician** | 6.5 | N/A |
| Practical Nursing | 51 | 76.5 |
| Radiography | 76 | 114 |
| Sleep Technology | 37 | 55.5 |
| Surgical Technology – AAS | 61 | 91.5 |

*SAP not calculated due to this being an affiliate program.

**SAP not calculated due to program not being eligible for Title IV funds.

Attempted and Completed Hours

- Attempted hours include repeat hours, incomplete hours, academic clemency hours, transfer hours, and concurrent (high school) enrollment, regardless of whether a student received financial aid.
- The federal government does not exempt hours included in Academic Clemency from the SAP policy. This means that terms included in the Clemency remain in the maximum allowable time frame and completion percentage calculation of your SAP status.
- Courses attempted where grades of "A, B, C, D, F, I (Incomplete), W, WX, CR or NC are received will be used in computing all hours attempted.
- Courses with final grades of F, I (Incomplete), W, WX, and NC will not be counted in earned hours.
- Courses taken for audit are not eligible for federal financial aid and are not factored into the calculation for SAP purposes.
- Once a student has completed a degree, the coursework applicable to the completed degree will not be considered in the attempted hours calculation.

Recalculations

- The SAP calculation is a snapshot of the student's academic progress. As an example, per federal guidelines, SAP may not be recalculated for incomplete grades (I) changed to a letter grade. The updated grade will be a part of the next regular term evaluation.
- Students may request a recalculation of their eligibility for the current term due to grade changes due to corrections.
- At the end of the term the Office of the Registrar will update transcripts to reflect grade forgiveness completed for that specific term. When requested by the student, SAP will be recalculated if the change is made prior to the start of the next academic term of the year.

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.

Financial Aid Warning

A student who fails to meet the minimum SAP requirements at the end of a semester will be placed on financial aid warning during the following semester of BHCLR enrollment. The student may continue to receive Title IV assistance during the next term only, and is expected to come into compliance with the standard Federal Financial Aid Satisfactory Academic Progress Policy as explained above. If at the end of the term, the student has

- Met the minimum SAP requirements, the student may be removed from financial aid warning
- Not met the minimum SAP requirements, the student will then be placed on an ineligible SAP status and placed on Financial Aid Suspension. The student will remain at that status until they have completed the required coursework and/or GPA to put them into compliance with BHCLR's SAP policy or has an approved SAP appeal.

Financial Aid Suspension

A student may be placed on financial aid suspension because they

- failed to meet the requirements of BHCLR's Satisfactory Academic Progress policy
- failed to complete the academic program within 150% of the published program length

Appeal to the SAP Policy

Students on financial aid suspension may appeal in writing based on the mitigating circumstance(s) that affected the ability of the student to comply with the SAP policy. The appeal form can be found on the [BHCLR Financial Aid website](#). Students must demonstrate and provide documentation showing 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.

- Appeal approval results in the student being placed on Financial Aid Probation
- Appeal denial results in the student being suspended from federal aid eligibility until they come into compliance with the SAP policy.

Financial Aid Probation

Students whose appeals are approved will be placed on Financial Aid Probation for one semester. A student may continue to receive federal financial aid during the one semester probation. The student is expected to come into compliance with the SAP policy during this time. If the student does meet the SAP policy at the end of the probationary period, the student will be placed on financial aid suspension and will not be eligible for federal financial aid until they come into compliance with BHCLR's SAP policy.