

# BISMARCK STATE COLLEGE

## Policy and Procedures

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### Student Policy      Standards of Satisfactory Academic Progress for Financial Aid Eligibility

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#### **Policy:**

Bismarck State College, in compliance with federal regulations, established these policies and procedures to ensure that students who receive financial aid are making satisfactory academic progress toward a degree, diploma, or certificate. Students who fail to meet these standards of satisfactory progress will not be eligible to receive federal financial assistance until eligibility has been re-established.

#### **Measures of Satisfactory Progress:**

- Two measures of satisfactory progress are used:
- a) qualitative academic standard and
  - b) quantitative rate of progress.

#### **Qualitative Academic Standard:**

Students who receive Federal financial aid (i.e. Pell Grant, SEOG, Perkins Loan, Work Study, ND State Grant and Stafford Loan) are required to maintain a grade point average of 2.00.

At the conclusion of each semester the cumulative grade point average will be evaluated for all students at Bismarck State College. All students must have earned a minimum of a 2.00 grade point average for the semester. Students not meeting the 2.00 minimum GPA standard will be placed on Financial Aid Probation for the next semester the student enrolls in. Students on Financial Aid Probation have access to all financial aid programs for which they are eligible for during that semester. If the student does not earn a 2.00 GPA for the probationary semester, the student will then be placed on Financial Aid Suspension, which terminates financial aid eligibility.

#### **Quantitative Rate of Progress:**

1. Students enrolled at Bismarck State College are eligible to receive federal financial aid for the maximum number of earned and attempted credits as specified below:
  - a. 90 total credits
2. In order to maintain satisfactory academic progress for federal financial aid, students must complete a minimum of sixty-seven percent of credits attempted in any given semester. Students not meeting the 67% completion of attempted credits will be placed on Financial Aid Probation for the next semester the student enrolls in.
3. Students will be allowed one program change without appeal. Additional program changes will require an appeal to the Financial Aid Director

4. Students who withdraw from all classes during any given semester will be placed on a Financial Aid Probation for the next semester the student enrolls in.

### **Exception for Immediate Financial Aid Suspension:**

Students who fail all of the classes they are enrolled in during any given semester will not be given a probationary period. Those students will be placed on Financial Aid Suspension.

### **Review Procedures:**

1. Credit hours attempted per term will be measured on the last day to add a class (normally nine to ten days after the first day of class) for quantitative rate of progress.
2. Following each semester, financial aid staff will review the grade point average and earned credits of each financial aid recipient. Grades of F (failure), U (unsatisfactory), W (withdrawn), I (incomplete), and NR (not reported) count as attempted, but not completed credits and will apply toward the maximum number of credits attempted. Students who are not meeting the satisfactory guidelines as outlined above will be placed either on Financial Aid Probation or Suspension.

### **Definitions:**

**Financial Aid Probation** – means a student can receive financial aid while in this status. The student must complete all of the classes attempted and earn a 2.0 grade point average to maintain eligibility for financial aid.

Students placed on financial aid probation must improve their academic performance during the next semester of enrollment. Students who are on Financial Aid Probation must earn a 2.00 GPA for the semester and complete 67% of the credits attempted. If the student does not meet those parameters he/she will be placed on Financial Aid Suspension.

**Financial Aid Suspension** – means a student cannot receive financial aid while in this status. Financial aid refers to grants, scholarships, and loans.

Students will be placed on Financial Aid Suspension at the end of any semester if they were placed on Financial Aid Probation during the previous regular semester and their cumulative grade point average is still below the required minimum of a 2.00 GPA.

### **Financial Aid Suspension Appeal Process:**

1. Students can complete one semester successfully without financial aid. Students must complete all attempted credits with a 2.0 grade point average.
2. If “I” (incomplete) credits are a factor in failure to maintain satisfactory progress, subsequent completion of these credits may be used to re-establish eligibility for aid.
3. Provide documentation of extenuating circumstances.

All appeals of extenuating circumstances will be dealt with on a case-by-case basis. If an appeal is approved, the student eligibility for financial aid will be re-instated.

- Students who are placed on Financial Aid Suspension may complete an appeal form and submit all requested documents to the Financial Aid Director within 30 days of the date of

the letter of notification of Financial Aid Suspension.

- Students will be notified in writing of the decision of the Financial Aid Director within fifteen working days.
- If the Financial Aid Director denies the appeal, the student may request a review by the Financial Aid Committee. The student must submit a written request for a review to the Financial Aid Office by August 15 for the first semester and by January 15 for the second semester. The Financial Aid Committee does not meet during the summer; therefore, there will be no reviews during the summer session.
- The decision of the Financial Aid Committee will be final.

### **History of This Policy:**

First policy draft January 1, 1988.

Revisions - August 18, 1994; December 22, 2000; March 3, 2003; June 16, 2003.