



**BELLEVUE
COLLEGE**

Become Exceptional

Maintaining Satisfactory Academic Progress (SAP) is an important part of getting and keeping your aid. Federal, state and college requirements make up the standards we review at the beginning of each year before we award you aid, and then again at the end of each quarter in which you receive financial aid.

A Student's Right to Know

Public Disclosure: Bellevue College provides extensive information about our graduation rates, policies, voter information, access for students with disabilities and other information; to learn more visit us at www.bellevuecollege.edu/publicdisclosure/.

Student Veterans: As a veteran you may be eligible for benefits, which include a tuition discount and early registration, in addition to your VA Educational Benefits. For information about the services and benefits the college provides to our student veterans, please call (425) 564-2220. Our benefits office is located in the Financial Aid Office B125M.

**The Satisfactory Academic Progress Policy is subject to change at any time due to federal regulations and/or requirements established by the Financial Aid Office.*

Financial Aid Satisfactory Academic Progress Policy (SAP)

<http://bellevuecollege.edu/fa>

*Effective July, 2018**

When determining if you are meeting the SAP requirements, we take into consideration your entire Bellevue College transcript even if you did not receive financial aid at the time you earned the credits. This is a federal requirement.

Classes not included in SAP

The following classes are not eligible for financial aid funds and are, therefore, not included in the monitoring of SAP:

- ABE, GED, ESL, ADFIT and ELI classes
- Continuing Education classes

Monitoring SAP

Satisfactory Academic Progress (SAP) includes three areas:

Grade Point Average (GPA): You must earn at least a 2.0 cumulative and college level GPA. This is a fixed standard that is reviewed at the end of each quarter and at the beginning of each year.

- Your cumulative GPA includes all courses taken, including developmental courses (below the 100 level).
- Your college level GPA includes all courses numbered 100 and above.
- Courses with grades reported as NC, F, HW, I, Y, and W are assigned a GPA of 0.0.
- Courses with a Pass/Fail option, are assigned a GPA of 1.0 for Pass (P).
- Courses with a Credit/No Credit option are assigned a GPA of 2.0 for Credit (CR).
- Courses with a Satisfactory/Unsatisfactory option are assigned a GPA of 2.0 for Satisfactory(S).
- Repeated coursework in which Academic Forgiveness has been applied is not calculated in the GPA but does count as attempted credits. (See Maximum Timeframe below).
- The GPA for courses transferred to BC from any prior institution is included in your overall GPA.

Pace of Progression/Completion Ratio: To remain eligible for aid, you must complete a minimum of 67% of your developmental and college level credits. We monitor this each quarter and at the beginning of each year. This completion rate ensures that you graduate within the Maximum Time Frame, which is the next standard we monitor.

Maximum Time Frame (MTF): Federal rules require you to complete your degree or certificate program within 150% of the credits needed to graduate.

- Degree and certificate programs have different credit graduation requirements. Check the catalog to determine how many credits your program requires.
- All college level attempted credits are counted, including those transferred in from another school, and those in which you did not earn a grade or credit. Grades of I, HW, W, N, NC, Y, F or R, and those included in Academic Forgiveness count as attempted credits.
- Developmental courses (below the 100 level) are not included in the MTF standard.
- This standard is monitored at the beginning of each year – before we award you aid.

State Aid Programs and MTF: Washington state aid programs, such as College Bound and the Washington State Need Grant, require you to complete your degree within 125% of the credits needed for graduation. All college level attempted credits, as indicated above, are included in the calculation.

What happens if you do not make SAP?

Federal, state and campus rules require us to enforce consequences when students do not maintain SAP. Below is a list of the possible consequences you may receive if you fail to make SAP in any given quarter, and/or in your overall cumulative time, here at Bellevue College.

Warning: When you fail to make SAP you are generally placed on Warning first. However, not all students are given a Warning, even when SAP problems occur for the first time. Use the chart below for exceptions to the assignment of Warning.

- Warning lasts for your next quarter of attendance only.
- Access to aid while on Warning is not affected.
- You are considered back in good academic standing if you successfully complete your Warning quarter.
- It is possible to be placed on Warning status more than once.

Enrollment/ Funded Status & GPA Requirements	Required Minimum Completion	Warning Status – complete:	Cancellation Status – complete:
Full-Time 12+ credits	12 credits	8-11 credits	7 or less credits
¾ Time 9-11 credits	9 credits	6-8 credits	5 or less credits
½ Time 6-8 credits	6 credits	4-5 credits	3 or less credits
< ½ Time 1-5 credits	All Funded Credits	N/A	Less than all credits
< C or 2.0 Quarterly GPA (cumulative & college level)	N/A	Warning	Cancellation if 2nd Consecutive Quarter
< C or 2.0 Overall GPA (cumulative & college level)	N/A	Warning if 1st Quarter of Enrollment	Cancellation for all Continuing Quarters of Enrollment

Cancellation: This means your aid is cancelled and you may not receive funds for the upcoming quarter. Cancellation happens if:

- You are on Warning or Probation and fail to make SAP;
- We determine you are not making quarterly or overall Pace;
- You have an overall or college level GPA below a 2.0;
- We determine that you cannot complete your degree within the Maximum Time Frame;

Probation: If you are on Cancellation and successfully appeal to have your aid reinstated, you are placed on Probation for your next quarter. You must meet the SAP standards at the end of your probationary quarter or your aid is once again cancelled and you are placed on Ineligible Status.

Academic Plan: If we determined that you cannot meet the SAP standards during one quarter of Probation, we may require you to develop an Academic Plan detailing the steps you must take to bring yourself back into good standing. Academic Plans are developed collaboratively between you and designated college officials using the form located on our website. Continued financial aid eligibility is contingent on successfully completing the plan's requirements each quarter you are in attendance, or until the requirements are met and you are once again making SAP.

Ineligible Status: This results when you are on cancellation, and your appeal is denied, or you fail to make SAP while on Probation. You may appeal for aid reinstatement when you can demonstrate that you are once again meeting the SAP standards.

Regaining your Eligibility

If you are placed on Cancellation or Ineligible Status there are steps you can take that may lead to a reinstatement your aid.

Cancellation: You may appeal your cancellation by completing the Appeal for Financial Aid Reinstatement form by the deadline posted on our website. We consider extreme or unusual circumstances that prevented you from successfully completing the quarter. We also take into consideration your overall progress and whether or not you are meeting the GPA, Pace and MTF requirements. See our website for examples on the types of situations we take into consideration. There are no limits on the number of times you can appeal.

During the appeal process we may ask you to submit official transcripts from other schools you've attended. We reserve the right to take into consideration your progress at other schools when determining your eligibility for continued aid.

Ineligible status: If you are on Ineligible Status, you must take steps to bring yourself back into good SAP standing using your own resources. Our website includes examples of possible steps that may bring you back into good academic standing. When you are once again making SAP you may submit an appeal asking for reinstatement of your financial aid eligibility.



Bellevue College Financial Aid Office • 3000 Landerholm Circle SE • Room B123 • Bellevue, WA 98007-6484
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Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.