

If you are receiving financial aid through federal, state, or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the College. (For students with previous post-secondary credits, your previous performance at other colleges will impact your SAP status at Barton.)

Your SAP status will be evaluated based on two factors:

- 1) Qualitative measure—Your term and cumulative GPA must be at least 2.0; and,
- 2) Quantitative measure (PACE)-- You must complete at least 67% of your total overall and term hours.

Note: Your overall SAP status at Barton will include your GPA and PACE from any transfer hours and will figure into the term the hours are recorded at Barton!

Your progress will be evaluated at the end of each term and your SAP status will be determined. The following chart explains the different SAP statuses:

Classification→	“Y” -- Eligible	“W” -- Warning	“N” -- Suspension	“A”—Academic Plan	“150%” – Federal Limit
<b>Are you eligible to receive financial aid? →</b>	Yes	Yes  However, you are in danger of going on to financial aid suspension.	No  You will not be able to receive any federal, state, or institutional aid.  This includes Federal Student Loans, Federal Work Study, and Foundation Scholarships.	Yes  However, you will be required to follow an Academic Plan which is an agreement between you and Barton regarding your path to completing your degree or certificate. You must earn SAP for the term while on AP.	No  You have reached the Federal Financial Aid limit.
<b>Why is my status this? →</b>	Your term and cumulative GPA was 2.0 or higher; and,  You have successfully completed at least 67% of your attempted classes—both term and cumulative. This includes transfer hours.	Your term or cumulative GPA fell below 2.0, <u>OR</u>  You have not successfully completed at least 67% of your total attempted classes—term and cumulative. This includes transfer hours, failed classes, withdrawals, and classes with an incomplete.	You failed, withdrew from, or took an “incomplete” in 100% of your attempted classes.  OR  You had been on financial aid warning and you did not make SAP for a second time.	You appealed your financial aid suspension status. Your appeal was granted. You were placed on Academic Plan.	You have taken more hours than allowed by federal regulations for you to complete your program of study.
<b>How can you change or improve your status? →</b>	You have made Satisfactory Academic Progress.  Keep up the good work!	If you earn at least a cumulative and term 2.0 GPA and complete 67% or more of your attempted hours (term and cumulative), you will be taken off financial aid warning.	You make a request to appeal by contacting the Financial Aid Office at this link -- <a href="mailto:FinancialAid@bartonccc.edu">FinancialAid@bartonccc.edu</a> .	You must follow your academic plan exactly. If you fail to follow your academic plan, you may be placed on financial aid suspension. Any changes you want to make to your Academic Plan must be approved by the FA Director.	You may appeal the 150% federal limit by contacting your Financial Aid Officer or emailing a request for the form to <a href="mailto:FinancialAid@bartonccc.edu">FinancialAid@bartonccc.edu</a>

## FAQ's

### **How long may I receive federal financial aid?**

You are allowed to receive federal aid for 150% of your program length at the institution from which you are seeking the degree per federal regulations.

Examples:

- If you are seeking a degree of 60 hours, you may receive aid for 90 attempted hours since this is 150% of the 60 hours required to earn the degree.
- If you are seeking 16 hour certificate, you may receive aid for 24 attempted hours since this is 150% of the 16 hours required to earn the certificate.

All previously attempted credit hours applicable towards the student's current Program of Study are counted towards the 150% including repeated classes, remedial classes, pass/fail classes, withdrawals, incompletes, and transfer hours regardless of whether or not you received financial aid for the hours. If you have reached the number of hours required by your degree or certificate at the time your financial aid application is reviewed, you will be asked to do a 150% appeal.

### **What if I change my major or have other mitigating circumstances that prevented me from completing within the 150% timeframe?**

If you have special circumstances you feel should allow you to have the timeframe extended, you may appeal the 150% federal limitation by completing an appeal form which can be requested from the Financial Aid Office at: [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu). You will need to submit to the Financial Aid Office the appeal form and a copy of a program completion plan signed by your academic advisor.

Students seeking an additional or a second degree who have reached the 150% limitation and want additional aid must appeal for an extension. Students may appeal only once for an extension of their aid due to seeking a second degree. The Financial Aid Committee will review the appeal. Approval of the extension of aid will be judged on a case-by-case basis by review of unique circumstances of each case. The appeal of the Financial Aid Committee is final and cannot be appealed to the Department of Education. Make sure you have communicated to your Academic Advisor what Program of Study you want to pursue prior to submitting an appeal. Only one extension approval will be granted!

### **If I take an incomplete in a class, how long do I have to complete the coursework?**

You have until the end of the next term to complete the class.

**Give me an example of completing 67% of attempted hours.**

<b>If you attempt . . .</b>	<b>You must complete. . .</b>
50 credit hours	34 credit hours
40 credit hours	27 credit hours
18 credit hours	12 credit hours
15 credit hours	10 credit hours
12 credit hours	8 credit hours
9 credit hours	6 credit hours
6 credit hours	4 credit hours

**If I am placed on financial aid warning, can I receive my financial aid?**

Yes, when you are placed on financial aid warning, you can receive your financial aid. However, the status of financial aid warning is to let you know that you risk losing your financial aid if you have another poor semester. When you are placed on financial aid warning your Financial Aid Officer may intervene to find ways to help you succeed. Student Support Services and/or your academic advisor may work with you to strengthen your potential to succeed.

**If I am on financial aid suspension, can I still receive my Federal Student Loan?**

Like federal grants and scholarships, Federal Student Loans are considered financial aid. Therefore, you will not receive your Federal student loans if you are placed on financial aid suspension. You may receive private student loans while on financial aid suspension which are not subject to SAP. You may, however, receive a private educational loan.

**How will I know if I am placed on financial aid warning or suspension?**

You will be notified by email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means, and refer you to the SAP policy. If you are on suspension, the notice will provide instructions on how to appeal your suspension status. You may always view your SAP status by accessing your MyBarton portal on the Barton website.

**What can I do to get off of financial aid suspension?**

You may appeal your financial aid suspension status if you have extenuating circumstances beyond your control or have earned SAP during a term and cleared your account balance. The Financial Aid Committee will review your situation and decide whether to grant your appeal. Suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of suspension status by sitting out or by paying for classes and not making SAP and completing an appeal. Students may only have one suspension appeal granted regardless of the reason.

### Under what conditions may I appeal a suspension status?

You may want to appeal a suspension status for the following reasons:

- You experienced the death of your spouse, your child, your parent or one of your siblings. You will need to provide a copy of the death certificate.
- You experienced an injury or illness which prevented you from making SAP. You will need to provide a letter from your doctor or counselor stating your injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
- You have special circumstances beyond your control that you believe deserves consideration. Please provide any documentation to support your request for an appeal.
- You took classes at Barton, earned Satisfactory Academic Progress (2.0 GPA and 67% of attempted hours), and your student account has a zero balance. The hours can be taken in more than one term. While on suspension, you will not receive financial aid. Also, you must pay your account balance prior to appealing. You will need to take the following hours at Barton to be able to appeal:

<b>Number of hours you were taking when you went on financial aid suspension:</b>	<b>Number of hours you need to take to appeal your financial aid suspension status:</b>
6 – 12+ hours	6 hours
3 – 5 hours	3 hours
1 -2 hours	1 hour

**NOTE: If you have been on a Warning status prior to going to Suspension, your appeal may not be approved. Be sure to take a Warning status seriously!**

### How can I appeal my suspension status?

You may request an appeal of your suspension by emailing the Financial Aid Office at this link -- [FinancialAid@bartonccc.edu](mailto:FinancialAid@bartonccc.edu).

### When will I find out whether my suspension appeal has been granted?

You will be notified of the status of your suspension appeal by letter or email the day after your appeal has been reviewed. Please allow 2 – 3 weeks review time after your appeal has been submitted. If a suspension appeal is granted, you will be placed on Academic Plan.

### How often is SAP evaluated?

SAP is evaluated after each term – Fall, Spring, and Summer. If you received any type of financial aid – federal, state, or institutional – your performance during the term will be evaluated. SAP will be evaluated whether you were enrolled full-time or part-time. SAP is evaluated on your term and overall cumulative GPA and Pace (rate of completion).

### **What is included in an Academic Plan?**

The financial aid office in coordination with your academic advisor to gain clear picture of where you are academically and what you need to accomplish to complete your degree or certificate. Included in the academic plan will be the courses you need to earn your degree or certificate, the amount of time it will take to complete the classes, whether you should take night classes, online classes, or summer classes, an assessment of other factors supporting your academic performance. **It is essential that you complete the academic plan exactly as written and agreed upon in order to receive financial aid. Any changes to the Academic Plan must be approved by the Director of Financial Aid.**

### **Will an Academic Plan include emphasis hours for a concentration?**

An Academic Plan will include emphasis hours only if there are electives to meet. If all electives have been met, emphasis hours will not be included in the Academic Plan.

### **Will all Barton hours be included in the Academic Plan?**

All Barton hours needed to complete the degree or certificate will be included in the Academic Plan and will be eligible for federal aid if the applicant meets all other eligibility requirements. (See Barton's policies on graduation requirements at this link -- <https://bartonccc.edu/graduation/requirements>.)

### **What if I need to make a change to my academic plan?**

You will need to work with the financial aid office in conjunction with your academic advisor if any changes need to be made to your academic plan. The changes will need to be reported to the Financial Aid Office and must be approved by the Director of Financial Aid. **Unapproved changes to your academic plan will result in suspension of your financial aid.**

### **What if I change my degree/program before I complete my Academic Plan?**

If you and your advisor wish to change your degree/program before your Academic Plan is finished, you will need to appeal the change with the Financial Aid Office in order to change to a new academic program. You can appeal your Academic Plan by contacting your Financial Aid Officer. Any change will need to be approved by the Director of Financial Aid.

### **May I seek more than one degree or certificate at one time?**

You may only seek one degree at a time.

### **What aid is evaluated for SAP?**

All students receiving federal, state, and institutional aid are subject to SAP evaluation. This applies to all full-time and part-time students in all degree programs. Students receiving only scholarships from external entities and/or private educational loans are not subject to SAP evaluation. Staff scholarships, Boost Scholarships and Over 65 Scholarships may be received regardless of the student's SAP status.

### **What term does my SAP status begin?**

Your SAP status is determined for the term you begin receiving financial aid. The SAP status is based upon your overall GPA/PACE.