

BARTON

COMMUNITY COLLEGE



Satisfactory Academic Progress (SAP) Policy

If you are receiving financial aid through federal, state, or Barton Scholarship(s), you must meet Satisfactory Academic Progress (SAP) standards as determined by the Barton's SAP policy.

Your SAP status is determined based on the following:

1) **Qualitative Measure**

Your GPA (both term and overall) must be at least 2.0.

Note: When transfer hours are added to your account, they will be subject to SAP evaluation during the term they are transferred.

2) **Quantitative Measure**

You must meet two standards.

✓ **150% Maximum Timeframe**

You must be able to complete your degree or certificate within 150% of the program length.

✓ **PACE**

You must complete at least 67% of your term and overall attempted credit hours to meet PACE.

Barton's Financial Aid Office will evaluate your SAP status at the end of each term. If your SAP status should change, Barton's Financial Aid Office will notify you via your Barton email address. You can also view your SAP status in your Barton portal by clicking on My Financial Aid on the Financial Aid card.

Please note these standards are not the same as the required [academic and progress performance standards](#) of Barton Community College.

SAP Status Reference Chart

Classification	Good Standing	Warning	Suspension	Academic Plan	Reached Maximum Timeframe	Graduated
Are you eligible to receive financial aid?	Yes	Yes	No	Yes	No	No
Why is my status this?	You are meeting SAP standards.	You are not meeting the SAP standards.	You are not meeting SAP standards.	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.	You have completed your Program of Study.
How can you change or improve your status?	You have made Satisfactory Academic Progress. Keep up the good work!	Earn SAP the next term.	You may be able to appeal this status.	You will stay at this status until you complete your program requirements unless you fail or withdraw from a class.	You may be able to appeal this status.	If you are seeking a second Program of Study, you may need to appeal.

FAQ

1) How is PACE calculated?

PACE is determined by dividing your completed credit hours by your overall attempted hours. Your PACE is reviewed after each semester, looking at both that semester's PACE as well as your overall PACE at Barton.

Below are some examples of PACE calculations:

Number of <i>Completed</i> Credit Hours	÷	Number of <i>Attempted</i> Credit Hours	=	PACE
12	÷	12	=	100%
9	÷	12	=	75%
6	÷	9	=	67%
6	÷	12	=	50%
20	÷	24	=	83%
0	÷	12	=	0%

- While withdrawing from a course after the 100% refund date may not affect your GPA, it may affect your PACE. It is best to contact the Financial Aid Office prior to withdrawing from any courses.

2) How long do you have to finish an incomplete class?

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

3) May you seek more than one degree or certificate at one time?

You may only seek one degree at a time.

4) What type of aid is evaluated for SAP?

Federal, State, and/or Institutional (Barton Scholarships) aid are all subject to a SAP evaluation no matter what enrollment level you are or which degree you are pursuing.

There are a few financial aid funds that you can receive that are not subject to a SAP evaluation including: scholarships from external entities, private educational loans, staff scholarships, Barton Boost Scholarships, and Silver Promise Scholarships.

5) What term does your 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, including any previous Barton and/or transfer credit hours.

6) Are SAP requirements the same if you are receiving the Kansas Promise Scholarship?

If you are receiving the Kansas Promise Scholarship, there will be a separate SAP evaluation to determine if you are maintaining SAP for the Promise eligible courses you have taken. If you are not maintaining SAP for the Promise eligible courses you are ineligible for the scholarship.

7) If you are placed on financial aid warning, can you receive financial aid?

Yes. However, being placed on financial aid warning is to let you know that you risk losing your financial aid if you do not meet the SAP requirements during the next semester you attend. When you are placed on financial aid warning, it would be a good idea to contact Student Support Services and/or your academic advisor for information on available resources that could help you succeed during the next semester.

Note: If you have been on financial aid warning prior to being placed on financial aid suspension, your appeal may not be approved. Be sure to take financial aid warning seriously.

8) How will you know if you are placed on financial aid warning or suspension?

You will be notified via your Barton email if you are placed on financial aid warning or suspension. The email will explain what your SAP status means and refer you to our 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 clicking on My Financial Aid on the Financial Aid card in your Barton portal and finding the Satisfactory Academic Progress tab at the top of the page.

9) How long can you receive Federal Student Aid?

You may receive federal aid for 150% of the program length of your degree.

Examples:

If your degree is...	You may receive aid for up to...
16 credit hours in total	24 attempted credit hours
60 credit hours in total	90 attempted credit hours

The Financial Aid Office counts all attempted hours towards the 150% maximum timeframe.

This includes:

- repeated classes
- remedial classes
- pass/fail classes
- withdrawals
- incompletes
- transfer hours
- classes waived under academic clemency

Regardless of whether you received financial aid for them or not.

If you have reached or will go over the 150% maximum number of hours required for your degree or certificate at the time your financial aid is reviewed, you will be given an opportunity to appeal for an extension if you have extenuating circumstances.

10) What if changing your major or seeking a second degree causes you to reach the 150% limit for Federal Student Aid?

If you are seeking an additional or a second degree, have reached the 150% limitation and would like to receive additional aid, you must appeal for an extension.

You may appeal only once for an extension of your federal aid due to seeking a second degree. The Financial Aid Appeals 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 decision of the Financial Aid Appeals 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.

11) What if you have extenuating circumstances that kept you from completing within the 150% timeframe?

If you have special circumstances, you believe should allow you to have the 150% maximum timeframe extended, you may appeal the 150% federal limitation by completing an appeal form located in your Barton Portal and providing supporting documentation.

12) If you are on financial aid suspension, can you still receive a Federal Student Loan?

No. You may be eligible to receive private student loans while on financial aid suspension which are not subject to SAP.

13) What can you do to get off financial aid suspension?

You may appeal your financial aid suspension status if you have experienced extraordinary circumstances beyond your control or have earned SAP for a minimum of 6 credit hours during a term(s) following your suspension status and paid your account balance. The Financial Aid Appeals Committee will review your situation and determine the outcome of your appeal. A suspension status is indefinite unless you complete an appeal and your appeal is approved. You cannot get off of a suspension status by sitting out a semester or by paying for classes and not meeting SAP. The Financial Aid Office allows only one appeal approval per student. If, however, you do not earn SAP due to a faulty institutional process or action, or experience an extreme circumstance outside of your control, the Director of Financial Aid may request the Financial Aid Appeals Committee to review a second appeal. This may only occur on a case-by-case basis for extreme situations.

14) For what situations can you appeal a financial aid suspension?

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

Situation	Supporting Documentation to Submit
You experienced the death of a relative.	A copy of the death certificate.
You or a close family member experienced an injury or illness.	A letter from your doctor or counselor stating the injury or illness was severe enough to prevent you from successfully completing your coursework. No details of the injury or illness are necessary.
You experienced personal problems.	A letter from a third party who can attest to the problem.
You experienced family difficulties, such as divorce or trauma.	A divorce decree or a letter from a third party who can attest to the problem.
You experience financial difficulties that impacted your academic performance.	A letter from a third party who can attest to the problem.
You had difficulty balancing work and/or family responsibilities with school.	A letter from a third party who can attest to the problem.
You had other special circumstances beyond your control you believe deserves consideration.	Provide any documentation to support your request for an appeal.
You took at least 6 credit hours of classes at Barton, earned SAP for the classes and your student account has a zero balance. The hours can be taken in more than one term.	A Barton transcript with the term you took the classes and earned SAP.

15) Where do you find the form to appeal your suspension status?

You may access the SAP appeal from by logging into the Barton portal and clicking on the My Financial Aid link inside the Financial Aid card. You will find the link for the appeal on the Home tab.

16) Is there a deadline to submit an appeal?

You must complete and submit a SAP appeal plus all supporting documentation to the Financial Aid Office by the established deadlines:

Term	Deadline
Fall	November 1
Spring	April 1
Summer	June 1

17) When will you find out whether your suspension appeal has been granted?

You will be notified of the status of your suspension appeal by email and/or text. Please allow 15 business days for the review of your appeal after you submit your appeal along with all requested supporting documents. If a suspension appeal is granted, you will be placed on academic plan.

18) What is included in an academic plan?

The academic plan includes the courses you have left to take to earn your degree or certificate. The Financial Aid Compliance Officer along with your Academic Advisor will discuss with you the amount of time it will take you to complete your remaining courses, which type of classes would work best for you to be successful, and the terms and conditions of the academic plan.

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.

19) What if you need to make a change to your academic plan?

You will need to work with the Financial Aid Office along with your Academic Advisor if any changes need to be made to your academic plan. The changes must be approved by the Director of Financial Aid.

Changes to your academic plan without prior approval will result in suspension of your financial aid.

20) Will an academic plan include emphasis hours for a concentration?

Your 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 your academic plan.

21) Will all Barton hours be included in the academic plan?

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

22) Can you take courses at another institution while on academic plan?

Yes. To receive federal aid for the coursework completed at another school, you must complete a Barton Consortium Agreement. Please contact the Financial Aid Office for help with completing this form. After you complete your coursework at the other college, you will need to request a transcript from that college to be sent to Barton's Enrollment Services office for processing. If you do not request a transcript to be sent, Barton's Financial Aid Office will wait to evaluate your SAP status until the transcript arrives. During this time, you may not receive additional financial aid until the transcript is received and your SAP status is evaluated.

23) What if you change your degree/program before you complete your 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.

As always, please contact us if you have any questions.

Barton Financial Aid Office

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