



# BETHEL COLLEGE

*"Equipping the Body for Ministry" Eph. 4:11, 12*

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

### APPEAL FORM

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Semester for which you are appealing ineligible status:

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

#### STUDENT:

Attach to this form the following:

***An explanation and documentation of the circumstances that resulted in your not being able to maintain satisfactory academic progress.*** Indicate how these circumstances have changed and the steps included in your plan to comply with the minimum standards in the future. Please attach any documentation (letters from physicians, employers, etc.) that supports your explanation of mitigating circumstances.

***SUBMIT FORM AND ATTACHMENT(S) TO THE SCHOOL OF ENROLLMENT LISTED ABOVE.***

#### Items to Remember:

- Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
- Being declared ineligible for financial aid does not mean you have been academically dismissed from the university.
- Any appeal approval is good for only one term. SAP must be reviewed each term.
- Approval of an appeal will place the student on financial aid probation for the next term of enrollment.
- No loan or grant funds may pay to your account for a subsequent term until AFTER grades for your probationary term are reviewed.
- Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status again.
- The SAP Policy is outlined on the back of this form and on the Bethel College website

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

#### --- SCHOOL USE ONLY --- SCHOOL USE ONLY --- SCHOOL USE ONLY --- SCHOOL USE ONLY ---

\_\_\_\_\_ "After review of the student's appeal, an exception to the standards of satisfactory academic progress for financial aid should be made for the specified term. We believe the student has provided adequate documentation and explanation for failing to meet minimum standards and will proceed at a pace leading toward successful and timely graduation."

\_\_\_\_\_ "An exception is not warranted at this time."

\_\_\_\_\_ Authorized Signature (Bethel College)

\_\_\_\_\_ Date

## POLICIES & PROCEDURES FOR SATISFACTORY ACADEMIC PROGRESS

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in financial aid programs (federal and/or private) administered through the College Financial Aid Office. Making satisfactory academic progress, for these purposes means that a student must maintain a minimum prescribed cumulative grade point average (GPA) defined by the college catalogue, as well as proceed through the program at a pace leading to completion in a specified time frame. Satisfactory progress is measured at the end of each academic semester.

### Minimum Requirements

A student achieving at least the minimum specified below will be considered to be making satisfactory academic progress.

- Minimum Cumulative GPA of 2.00 in the student's current academic program as documented on student's school transcript.
  
- Successful completion of a minimum of 67% \*of all credits attempted in your course of study. \* "Successful completion" is defined as credits finished with grades other than an "F," "I," "IP," "W," "WF," "WX," "FX," "NP," "NG," or "AU" at the time grades are posted for the term being reviewed and/or when the satisfactory academic progress review for the prior term is made.
  
- The undergraduate degree program timeframe cannot exceed 150% of the published length of the program, which is measured in attempted credit hours, based upon the number of credits offered at Bethel College for the program. Therefore, the maximum duration of financial aid eligibility for the program should not exceed 150% of the attempted credit hours at Bethel counted from the term/period the student originally begins the program.
  
- Student must be in otherwise good academic standing with the college (as defined by the college's academic policies). A student placed on academic probation is automatically on financial aid probation.

In the event that a student fails to meet any of the above criteria at the end of an academic semester/term, the student will be placed on "financial aid probation" for the immediately following period of enrollment. That is, a student in this category may receive financial aid for the next term of enrollment, but must meet the above stated minimums by the end of that time period. The second time that a student fails to meet one or more of the requirements, the student will no longer be making satisfactory progress for financial aid purposes. As a result, he or she will be ineligible for financial aid offered through the College Financial Aid Office, including federal and private loans, scholarships, etc., for the following academic term in which the student may enroll.

### **Appeal Procedures**

If a student is found to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Dean of the Students through the school's financial aid representative. Reasons for appeal may include such extenuating circumstances as prolonged illness, hospitalization, death of an immediate family member, etc. The appeal must be in writing and also a completed Appeal Form located on the college website under student forms and the written response should indicate the reasons why the minimum requirements were not met and why aid should not be terminated.

The Dean of Students (or designee) will review the appeal and determine whether suspending aid is justified. The student and College Financial Aid Office will be advised, in writing, of the decision.

### **Reinstatement**

To reestablish satisfactory progress after being terminated from aid eligibility, a student must improve his/her academic standing to meet the designated standards.

### **Repeated Courses**

Students may repeat courses in an attempt to improve their **GPA**. Students wishing to repeat a course must re-register and pay the standard tuition per credit in effect during the semester in which the course is retaken. Students must identify on the registration form that the course is being **retaken** as a repeat course. When a course is repeated, the last grade points and semester credit hours earned **replace** the previous grade points and semester credit hours in computing the **GPA**. However, all grade entries on the transcript remain a part of students' permanent academic record. Courses that have been repeated are designated as a repeated course on transcripts.

### **Policy for Re-Admission**

A student who has withdrawn from the college or has not enrolled for classes in a full year must apply for readmission. Such students must submit the application fee, an application, both references, a letter explaining why he/she wishes to re-enroll, and official transcripts for any transfer credits earned in the interim. The student will be **re-admitted** with the same academic standing held when withdrawing from the college. All admissions requirements in effect at the time of re-enrollment must be met.

### **Disclaimer Policy**

The college reserves the right to make necessary changes without further notice. The regulations, courses, personnel and costs listed herein are subject to change after date of publication of this catalog through established procedures. In such cases, the college will attempt to communicate such changes to all students, faculty, and staff through written means. It is important that students familiarize themselves with the regulations set forth in the college catalog and assume their proper responsibilities concerning the regulations.

### **Registration**

Prior to registration for a class, all requirements for admission or re-admission must be completed. Pre-registration is available for returning students the final week of each semester. Official registration is held for all students three weeks prior to the start of each semester, and will end before classes begin. Late registration is available two weeks after classes begin, but a late fee will be charged to all students registering during this time. All registration dates are posted on the official calendar.

### **Academic Advising**

Students will be assigned an academic advisor in their concentration. Students who have not declared a concentration will be assigned an advisor from one of the departments. The academic advisor will assist the student in course selection and planning, as well as be available for advice at any time throughout the year. The student must assume responsibility for fulfilling all degree requirements. It is recommended that all students meet with their academic advisor prior to registration each semester.

### **Course Load**

The full-time academic load is **12 credit hours per semester**. Students should be aware that 12 credits per semester will require approximately **five years** for completion of a bachelor's degree. For a completion time of four years, students will need to take at least **16 credits** per semester and/or attend summer sessions.

A student on academic probation may only enroll for a maximum of **12 hours**. Students are expected to work with their academic advisors to avoid scheduling problems and deficiencies.

### **Class Attendance**

Students are expected and encouraged to attend class regularly. Student may not be allowed to pass a subject if the total absences including excused and unexcused, exceeds three (3) classes per semester unless special waiver has been approved. Students should be aware that a failing grade may result upon missing the fourth class.

### **Course Add/Drop and Withdraw**

A student may add or drop a class until Friday of the 2nd week of each semester without financial penalties. Class withdrawal forms are available from the Chief Academic Officer. No student is allowed to change a class without completing the add/drop procedures.

Withdrawal from a class within the first two (2) weeks of the semester will not appear on the student's transcript. Withdrawal after this date will result in a withdrawal (W) on the student's transcript. Failure to follow proper procedures when withdrawing from a class may result in automatic failure for that course.

### **Withdrawal from College**

A student must file written notice with the Chief Academic Officer to officially withdraw from college. Failure to attend classes is not considered an official notice and could result in a grade of "F" for all courses in progress at the time the student ceases attendance. Withdrawal forms are available from the Chief Academic Officer. An official "W" is recorded after the student completes all exit interviews and surrenders the student ID.

### **Transfer Students**

Courses that transfer students have taken at previous institutions prior to attending Bethel are counted only in the number of hours successfully completed, i.e., they do not show up as hours attempted or in the GPA calculation, per the college's academic policy.

### **Periods of Non-enrollment**

Periods of non-enrollment in a degree seeking program have no effect on a student's satisfactory academic progress upon reentering for these purposes, except that the maximum five year time limit still applies. Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of Students through the school's financial aid representative. See "Appeal Procedures" above.

### **NOTE**

The SAP policies are for financial aid purposes. They are required to ensure that recipients of federal student aid and other aid administered by the College Financial Aid Office are meeting qualitative and quantitative progress toward their degree as required by program regulations and policies. Particular scholarship, grant, etc., offered might have different individual award eligibility requirements unique to that particular award.