Satisfactory Academic Progress (SAP)

Blackhawk Technical College (Blackhawk) students must maintain Satisfactory Academic Progress standards (SAP) toward the completion of their academic program to retain eligibility for Federal Student Aid (FSA), including Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Student Loans, and Federal Work Study. Students must also maintain SAP to retain eligibility for Wisconsin financial aid programs administered by the Wisconsin Higher Education Aids Board (HEAB).

Blackhawk's SAP policy for students receiving FSA is based on federal regulations and is at least as strict as Blackhawk's Academic Standards for all students, including students that do not receive FSA. Blackhawk's Academic Standards for all students are found at https://catalog.blackhawk.edu/policies/academic-standards/.

The SAP standards outlined in this policy apply to all students receiving FSA regardless of program of study or enrollment status. For example, a student in a technical diploma program is subject to the same SAP standards as a student pursuing an associate degree. Similarly, a half-time student is subject to the same SAP standards as a full-time student.

SAP consists of the three criteria listed below. All criteria must be met to meet SAP.

SATISFACTORY ACADEMIC PROGRESS CRITERIA

1. **Grade Point Average (GPA)**

   Students must maintain a cumulative GPA of at least 2.0. The GPA calculation does not include transfer, Pre-College (PC), or Basic Skills (BS) credits.

2. **Completion Rate**

   Students must successfully complete at least 67% of all credits attempted. Attempted credits are defined as the total credits in which a student is enrolled (including repeated courses, withdrawals, incompletes, and accepted transfer credits) even if the student did not receive aid for them. Only one passing completion of a course is included in the calculation as completed credits. Credits attempted do not include Pre-College (PC) or Basic Skills (BS) credits. Standard rounding principles apply.

3. **Maximum Timeframe**

   Students must earn their credential within 150% of the published length of their program. Students lose eligibility for FSA and HEAB at the point when it becomes mathematically impossible for them to complete their program within 150% of the program's published length, as determined by dividing the number of

attempted credits by the number of successfully completed credits. Timeframe calculations cannot be rounded down. For example, a student who is on pace to complete their program with a timeframe of 150.01% is not meeting SAP requirements.

Attempted credits are defined as the total credits in which a student is enrolled (including repeated courses, withdrawals, incompletes, and accepted transfer credits) even if the student did not receive aid for them. Only completed credits that apply to a student's current program are included as completed when calculating timeframe. Only one completion of a course is included in the calculation as completed credits. Pre-College (PC) and Basic Skills (BS) credits are not included in the calculation.

SAP EVALUATION POINTS

SAP is evaluated after the completion of each semester, including summer semesters. All semesters at Blackhawk and all applicable credits are included in SAP evaluations, even those for which a student does not receive FSA or HEAB. Students may review their SAP status by logging onto **MyBTC**, clicking on **Financial Aid Dashboard** in the **Financial Aid** card, and navigating to the **Satisfactory Academic Progress** tab.

CONSEQUENCES OF FAILURE TO MEET SAP

FINANCIAL AID WARNING

At any SAP evaluation point, if it is determined that a student failed to meet GPA and/or Completion Rate SAP requirements, the student will be placed on Financial Aid Warning. Students will be notified of Financial Aid Warning via their Blackhawk student email. Students on Financial Aid Warning are eligible for FSA and HEAB. A student may not be on Financial Aid Warning for consecutive semesters.

Financial Aid Warning is not available to students who fail to meet Maximum Timeframe requirements. Once a student violates the Maximum Timeframe requirement for their program, it is not mathematically possible for the student to become compliant in the future. Students who violate Maximum Timeframe requirements will be placed on Financial Aid Suspension and must appeal to have their FSA and HEAB eligibility reinstated (see below).

FINANCIAL AID SUSPENSION

Students who do not meet all SAP requirements by the end of their Financial Aid Warning semester will be placed on Financial Aid Suspension until they have met the requirements stated in this policy, or successfully appeal (as described below). Notification of Financial Aid Suspension will be sent via Blackhawk student email. Students on Financial Aid Suspension are not eligible for FSA or HEAB.

APPEALS

A student on Financial Aid Suspension may submit a Financial Aid SAP Appeal to the Financial Aid Office. The appeal form will be sent to the student at the time they are placed on Financial Aid Suspension. Appeal forms are also available on MyBTC, as well as in the Financial Aid Office.

An appeal must address and document unexpected mitigating circumstances that inhibited the student's capacity to meet SAP, as well as the steps the student has taken to address these circumstances so that they will be successful in subsequent semesters. Examples of mitigating circumstances include the death of a relative, the illness or injury of the student, or other special circumstances. Appeals will only be approved if the appeal clearly demonstrates how the mitigating circumstances have been addressed to ensure the student's future academic success. Appeals based on continued or repeated circumstances referenced in previous appeals may not be

approved. Students are expected to manage their academic responsibilities effectively while navigating chronic physical or mental health conditions. Multiple appeals based on the same chronic condition generally will not be approved.

The completed appeal form and supporting documentation must be to the Financial Aid Office for review by financial aid staff, in consultation with advising and student support staff, and faculty as needed. SAP appeals must be submitted by the deadline established for each semester. Late submissions may not be reviewed until the following semester. Deadline dates will be included in the Financial Aid Suspension notification email. Active students will be notified of the outcome of their appeal via their Blackhawk student email. Inactive students will be notified by mail. The **Satisfactory Academic Progress** tab in the student's **Financial Aid Dashboard** in **MyBTC** will be updated to reflect the student's SAP status.

Financial Aid Probation

If a Financial Aid SAP Appeal is approved, the student will be placed on Financial Aid Probation. Students on Financial Aid Probation are eligible for FSA and HEAB.

Academic Plans

If it is determined that a student will not be able to meet all SAP requirements at the conclusion of one semester, the student will be placed on an Academic Plan to ensure that the student will meet SAP by a specific point in time. Failure to adhere to all Academic Plan requirements will result in the student again being placed on Financial Aid Suspension, and the student will not be eligible for FSA or HEAB until such a time as they again meet SAP or successfully appeal. If a student meets SAP at a scheduled SAP evaluation point before the scheduled end of their Academic Plan, the student will not need to adhere to the Academic Plan in future semesters.

Academic plans are tailored to adequately address the needs of individual students. An Academic Plan may consist of a combination of requirements, including, but not limited to:
- Minimum per-semester GPA requirement higher than 2.0.
- Minimum per-semester Completion Rate higher than 67%.
- Maximum credit load permitted per semester.
- Prohibition against retaking previously passed courses.
- Prohibition against changing or adding programs.
- Mandatory tutoring, counseling, advising, and/or academic coaching sessions.
- Mandatory participation in academic and financial success workshops.

REINSTATEMENT OF ELIGIBILITY WITHOUT AN APPROVED APPEAL

SAP policy does not preclude a student from enrolling in subsequent self-funded semesters, unless the student is on Academic Dismissal per Blackhawk's Academic Standards, which are distinct from SAP requirements. FSA and HEAB eligibility will be reinstated if the student meets SAP at a subsequent SAP evaluation point.

ADDITIONAL CONSIDERATIONS

PROGRAM CHANGES

SAP evaluations take into account a student's cumulative academic performance at Blackhawk. In most cases, program changes do not have a positive impact on a student's SAP standing.

- Credits from all programs are included in GPA calculations.
- Attempted and completed credits from all programs are included in Completion Rate calculations.
- Attempted credits from all programs are included as attempted credits in Maximum Timeframe calculations, but only completed credits that apply to a student's current program are included as completed credits for Maximum Timeframe calculations.

REPEATED COURSEWORK

Repeated coursework is defined as courses that a student has previously completed and has retaken.

- Only the most recent earned grade is used in the GPA calculation, even if the most recent grade is lower than a previous grade.
- Only one completion of a course is included in the Completion Rate and Maximum Timeframe calculations as completed credits.
- All attempts of repeated courses are included in the Completion Rate and Maximum Timeframe calculations as attempted credits.

INCOMPLETE COURSEWORK

Courses with an incomplete grade (I) at the time of SAP evaluation are attempted but not completed for the purposes of calculating Completion Rate and Maximum Timeframe. They are not included in GPA calculations. When the incomplete grade is updated to a final grade, the final grade will be considered in all SAP criteria calculations at the next scheduled SAP evaluation point.

REMEDIAL COURSEWORK

A student admitted to an eligible program may take up to one academic year's worth of remedial non-program credits for which they may receive FSA funds.

SAP FOR SHARED PROGRAMS

Shared programs allow students to earn a diploma or degree by completing courses at two schools that combine to satisfy program requirements for graduation at one of the schools. The school issuing the diploma or degree is the home college. The other school is the visiting college. A consortium agreement is a written contract that enables students to pursue a shared program and to take courses at both schools simultaneously. Under such an agreement, a student may receive financial aid at the home college based on credits taken at both schools. Students must meet the home college's SAP standards to remain eligible for financial aid. All courses included in a student's consortium agreement are used by the home college to calculate the student's SAP, regardless of at which school the courses are taken.