



— GREAT LAKES —
BOAT BUILDING SCHOOL
CEDARVILLE, MI

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP) must be maintained while receiving federal, state and institutional aid at Great Lakes Boat Building School. There are three measurements for Satisfactory Academic Progress:

- GLBBS cumulative grade point average (GPA)
- Percentage of attempted credits or clock hours completed, and
- Maximum credits or clock hours needed in which to complete the program

Students must meet all three measurements. Students are reviewed at the end of EACH payment period (also called a semester). Students who fail to meet satisfactory academic standards after one period will receive one subsequent payment period of aid while on Financial Aid WARNING status. Students who are on a financial aid warning semester can receive federal, state and institutional aid as long as they meet all eligibility requirements. At the end of the warning period, a student who still has not met the standards will lose their eligibility for all aid, including federal, state and institutional aid. This is referred to as Financial Aid SUSPENSION status.)

+Student Requirements (must meet all requirements)

GPA Requirements (Qualitative Measure)

This rule applies to 2019-20 AND 2020-21:

- Maintain a minimum **2.00 cumulative grade point average**.
- Students who fail to meet this requirement will be placed on financial aid WARNING for one payment period (semester). Failure to meet this requirement after a WARNING is given will result in a loss of federal, state and institutional aid after the warning period.

Completion Rate (Pace or Quantitative Measure)

2019-20 Pace Requirement under Clock Hours:

Complete a minimum of **90% of hours attempted for the program each payment period**.

*The Pace Calculation is the total (of all scheduled hours) **completed hours** divided by the total (of all scheduled hours) **attempted hours**. The numbers that result from the quantitative pace calculation for SAP are not rounded, they are truncated. For example,*

for the first period of attendance, if 350 hours were attempted and a student completed only 314, the calculation is $314/350 = 89.7\%$ (less than the requirement of 90%) and the student would not meet SAP requirements.

2020-21 Pace Requirement under Credit Hours:

Complete 90% of the total credits attempted for the program.

The Pace Calculation is the total of all credits completed (grades above an F grade) divided by the total of all credits attempted. For example, if a student has attempted 28 credits and completed only 24, the calculation is $24/28 = 85.7$ (less than the requirement of 90%) and the student would not meet SAP requirements.

- Students who fail to meet the 90% Pace requirement will be placed on financial aid WARNING for one payment period or semester. Failure to meet this requirement after a WARNING is given will result in a loss of federal, state and institutional aid after the warning period or semester.

Program Completion (150% Rule - Maximum Time Frame)

- Students must complete their degree program within the maximum time frame required, which is 150% of the length of the program. This includes repeated courses or prior hours if the student is retaking a module that was taken in prior enrollment. For a three-semester certificate program, the maximum time frame with financial aid is four semesters ($3 \times 150\% = 4.5$, truncated to 4 semesters).

For a clock hours example: 2019-20 Comprehensive Career Boat Building = 1413 hours required with (a maximum time frame to receive financial aid = 2119. The calculation is $1413 \times 150\% = 2119$.

- The program completion requirements are mandatory and have no warning period. If a student is unable to complete the program within the 150% timeframe calculation, the student is ineligible for further financial aid.

Additional Certificates: A student who completes one certificate and then seeks an additional certificate that does not include courses required for the first certificate, will re-start with “zero attempted hours” for the second certificate. However, if the prior coursework applies to the second certificate, the total hours attempted will be included in the calculation and cannot exceed 150% of the longer program.

+Financial Aid GOOD Standing Status

Student has met all of the requirements of satisfactory academic progress and will continue to be eligible for federal, state and institutional financial aid, as long as all other financial aid requirements are met.

+Financial Aid WARNING Status

Student did not meet all of the requirements of satisfactory academic progress and is placed on WARNING status for the next payment period or semester. Students may receive financial aid if they are on WARNING status, as long as all other financial aid requirements are met. WARNING status students have one period to meet all of the conditions of satisfactory academic progress. Failure to do so will result in financial aid suspension.

+Financial Aid SUSPENSION Status

A student will not be eligible for financial aid if any of the following has occurred:

- If the student does not meet the SAP requirements at the end of their WARNING period.
- If a student has met the maximum number of attempted hours or credits for program completion.

Students who have not successfully appealed (or failed to meet conditions of an approved appeal) will remain on suspended status and may not receive federal student aid. Students who choose not to appeal, or whose appeal is not approved, may be able to re-establish eligibility for Title IV aid. Such students may (if they are permitted) continue to enroll for courses at their own expense until they have met all of the SAP standards and have returned to good standing. Retroactive payments will not be made for periods in which a student was not eligible for financial aid.

+Right to Appeal

A student whose aid is suspended may request reinstatement by following the appeal process. Students will be notified of their financial aid status (GOOD, WARNING, SUSPENSION) at the end of each payment period or semester and must submit an appeal by the due date to be considered for aid for a suspended period.

+Appeal Process

Students may appeal the decision to suspend financial aid for unusual or extenuating circumstances, such as:

1. The student became very ill or severely injured.
2. A death of a relative.
3. Deployment to active duty or reserves.
4. Natural disaster affecting student, student's spouse or parents.
5. Other special circumstances.

Students must submit a written explanation of the circumstances that caused their suspension and provide supportive documentation. **Student must explain their failure to meet SAP and what has changed to allow them now to regain their aid.** Students must meet with their academic advisor and develop a written Academic Plan that clearly demonstrates how the student will regain eligibility. The completed Appeal and Academic Plan must be submitted to the Executive Director by the deadline of the Late Registration and Add/Drop period for the term. Decisions are made within 3 business days after receipt. Students will be notified in writing. If the appeal is denied, the student will lose eligibility for federal, state, and institutional aid until the student meets the GPA and completion rate requirements above.

If the student files a successful appeal, the status will be changed to Financial Aid Probation and the student will have one payment period or semester to meet SAP requirements. If the approved Academic Plan requires two periods or semesters to meet the minimum SAP standards, the student will be monitored at the end of the first period and must meet the full terms of the Academic Plan without deviation to continue on Financial Aid Probation with aid for the second period.

The student will be monitored at the end of each payment period or semester. If the student meets SAP requirements after their probation period(s), then the student will return to good standing and regain eligibility for aid for the next period of attendance. Students who are on an approved Academic Plan (financial aid probation) can receive federal, state, and institutional aid as long as they meet all eligibility requirements. If the student does not meet the SAP requirements after their probation period(s), the student will lose eligibility for federal, state, and institutional aid until the student meets the GPA and completion rate requirements above.

NOTE: Student's who fail to meet SAP or file a successful SAP appeal, are subject to academic dismissal. If the student has incurred costs for the next semester before the end of the unsuccessful payment period or semester, the student will be responsible for all costs for the semester without the benefit of federal, state or institutional financial aid.

+Reinstatement of Scholarship & Financial Aid Eligibility

Once financial aid is suspended, both the cumulative GPA and completion rate (Pace) standards must be met in subsequent periods to reinstate aid eligibility. If completion of "I" grades or other record changes warrant a reinstatement, the student must request a review in writing to the Executive Director.

Students who have questions concerning the Satisfactory Academic Progress Policy are advised to contact the GLBBS Operations Office at (906)484-1081 or E-mail: nikki.storey@glbbs.org or deb.faust@glbbs.org.

COURSE POLICIES

+Academic Program Changes

Students who change their academic program may appeal to have previous program requirements excluded from their program completion requirements.

+ Prior Courses

All coursework taken at GLBBS is used to determine a student's Satisfactory Academic Progress status, even if a student did not receive financial aid in the past.

+Incomplete Courses

Courses for which an Incomplete grade has been assigned will not be counted as courses completed, but will count as an attempted course toward a student's completion rate. A student's GPA is not affected by an incomplete grade.

+Repeat Courses

Students must successfully complete each course with a minimum grade of C (2.0) to move to the next semester. If a student fails to successfully complete a course, the student must retake the course in the next available period, for an additional expense. Federal aid may be used for repeating the course one time, provided that all other SAP conditions are met.

Repeating a course may raise the student's cumulative GPA, but it will impact the student's quantitative (pace) rate and 150% maximum time frame. All courses repeated and passed will count toward both the total hours or credits attempted and completed rate. Courses repeated and failed will count as attempted but not completed, and will negatively affect a student's GPA, quantitative (pace) rate and will count toward the 150% maximum time frame.

+Non-credit Courses & Non-degree Courses

Non-credit courses or non-degree courses are not eligible for federal financial aid and do not count toward the attempted/completed rates.

+Summer Semester

The courses are taught as part of a 12-month program consisting of three continuous payment periods or semesters. Students may start the program in the fall and will continue for two additional semesters, (i.e. spring and summer), to complete it.

+Transfer Credit

Credits from other institutions are not typically transferred into GLBBS, as the required coursework is specific to the unique programs at the school. However, if transfer credit is approved, it will be counted toward the program completion rate.

+Course Withdrawals

All course(s) withdrawn from after the refund period will be counted as attempted courses but not completed, and will count toward the pace completion rate (90%) and maximum time frame (150%).