

Brown Mackie College Undergraduate Satisfactory Academic Progress (SAP) Policy (04-2015)

The Policy:

The Satisfactory Academic Progress Policy helps ensure that all students enrolled in certificate, diploma, and undergraduate degree programs are maintaining Satisfactory Academic Progress towards successful completion of their academic programs. The criteria and standards contained in this policy are intended to recognize exemplary academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. The Satisfactory Academic Progress Policy incorporates requirements of accrediting commission(s) along with federal regulatory guidelines.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates Satisfactory Academic Progress. Receiving *D+* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the dean of academic affairs.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum Cumulative Grade Point Average (CGPA);
- Achieve the minimum Incremental Completion Rate (ICR); and
- Complete the program within a Maximum Time Frame (MTF).

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the dean of academic affairs within four (4) business days of determination.

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at Brown Mackie College.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honors Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
Academic/Financial Aid Warning
- Procedure for Appealing Academic/Financial Aid Dismissal
- Procedure to Apply for Re-Entry after Academic/Financial Aid Dismissal
Academic/Financial Aid Probation and an Academic Plan
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in the loss of financial aid and dismissal. Any student who has attendance

concerns, feels he or she is failing a course or courses or is considering withdrawal from the College should meet with an academic advisor, department chair or dean of academic affairs to determine how that will impact Satisfactory Academic Progress at the student's next evaluation points. In order for a non-nursing student to graduate, the minimum requirements are a CGPA of 2.0, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in the program.

In order for a nursing student in a degree program to graduate, the minimum requirements are a CGPA of 2.5, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in the program. In order for a nursing student in a diploma or certificate program to graduate, the minimum requirements are a CGPA of 2.0, 66.6% ICR, and completion of the program without attempting more than 150% of the credits in a program.

The entire period of a quarter is included in determining a student's Satisfactory Academic Progress. If a student attempts any course within the quarter (three months), the entire quarter is included in determining a student's Satisfactory Academic Progress. While the terms Academic/Financial Aid Warning and Academic/Financial Aid Dismissal are used, the status applies to all students whether receiving financial aid or not.

Criteria for Honors Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a quarter basis and upon graduation.

Quarter Honors Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honors Designation
4.0	President's List
3.60-3.99	Dean's List
3.25-3.59	Honors

Honors Designation at Graduation

Students who achieve a CGPA of 3.25 or better are designated as Honor Graduates.

Note: Transitional studies courses are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with Standards of Academic Progress is reviewed every quarter for all Certificate and Diploma programs.

Certificate and Diploma Programs:

1. At the end of the first quarter, students must attain a minimum CGPA of 1.0 and an ICR of 33.3%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in transitional studies courses are considered to be maintaining Satisfactory Academic Progress.

Nursing students must achieve a minimum CGPA of 1.50 and have an ICR of 33.3%.

2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the student will result in **Academic/Financial Aid Dismissal**. Students who are only participating in transitional studies courses are considered to be maintaining Satisfactory Academic Progress.

Nursing students must achieve a minimum CGPA of 1.75 and an ICR of 66.6%.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the result will be an **Academic/Financial Aid Dismissal**.

Nursing students must achieve a minimum CGPA of 2.0 and an ICR of 66.6%.

4. Please note that if student's ICR and/or GPA is at the minimum or they are close to the minimum, the student may need to pass most or all of courses remaining during the next three quarters. While the student may be making SAP, the College recommends that the student meet with their academic advisor, department chair or dean of academic affairs.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the Maximum Time Frame (MTF) can happen at any time.
6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor, department chair or dean of academic affairs concerning their exact requirements.
7. Placement into transitional studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the Maximum Time Frame allowable to earn the certificate or diploma or in the Incremental Completion Rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional studies course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.
8. Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who unsuccessfully attempts the same transitional studies course three times is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

9. The result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing concentration courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.
10. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.
11. The grades, Cumulative Grade Point Average, cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, Academic/Financial Aid Probation, or on **Academic/Financial Aid Dismissal**.
12. Compliance with SAP is reviewed every quarter for certificate and diploma programs. A student who starts and attempts any course within a quarter and then withdraws within that quarter will have that entire quarter count for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones (CGPA and ICR)	Required Action
	End of First Quarter	<=1.0 and/or <=33.3% Nursing: <=1.5 and/or <=33.3%	Academic/Financial Aid Warning
	End of Second Quarter	<=1.5 and/or <=66.6% Nursing: <=1.75 and/or <=66.6%	Academic/Financial Aid Warning (if 1 st time) Academic /Financial Aid Dismissal (if on Academic/Financial Aid Warning)
	End of Third Quarter and every quarter thereafter	<=2.0 and/or <=66.6% Refers to all programs	Academic/Financial Aid Warning (if 1 st time) Academic /Financial Aid Dismissal (if on Academic/Financial Aid Warning)

	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Transitional Studies Courses	At Any Time	3x Unsuccessful Attempts	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any time	2x Unsuccessful Attempts in a single nursing concentration course or a total of 3 unsuccessful attempts in any combination of 3 nursing concentration courses	Academic/Financial Aid Dismissal

Please note that the result for a student who fails the same transitional studies course after three attempts, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts in a transitional course will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

Additionally please note that the result a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing concentration courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Procedure for Appealing Academic/Financial Aid Dismissals below.

Degree Programs:

Degree programs are evaluated after a student has attempted three quarters (including portions of a quarter). While grades, GPAs and Incremental Completion Rates are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their Satisfactory Academic Progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

Nursing students must achieve a minimum CGPA of 2.0 and an ICR of 66.6%.

2. At the end of the second academic year, students must attain a minimum CGPA of

2.0 and an ICR of 66.6%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

Nursing students must achieve a minimum CGPA of 2.5 and an ICR of 66.6%.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.6%.

Nursing students must achieve a minimum CGPA of 2.5 and an ICR of 66.6%.

Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, the student will result in **Academic/Financial Aid Dismissal**.

4. Please note that if student's ICR and/or GPA is at the minimum or they are close to the minimum, the student may need to pass most or all of the courses remaining during the next three quarters. While the student may be making SAP, the College recommends that the student meet with their academic advisor, department chair or dean of academic affairs.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the Maximum Time Frame (MTF) can happen at any time.
6. Placement into transitional studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the Maximum Time Frame allowable to earn the degree and the Incremental Completion Rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional study course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.
7. Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who unsuccessfully attempts the same transitional studies course three times is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.
8. The result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three concentration nursing courses will be denied. An unsuccessful attempt of a nursing course is indicated by a grade of F, W, WF, or UF.
9. The grades, Cumulative Grade Point Average, cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review.

There is also an indication if a student is on Academic/Financial Aid Warning or Academic/Financial Aid Probation or is on **Academic/Financial Aid Dismissal**.

13. For degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. Compliance with SAP is reviewed every quarter for certificate and diploma programs. A student who starts and attempts any course within a quarter and then withdraws within that quarter will have that entire quarter count for SAP purposes.

Degree Programs	Evaluation Point	Milestones (CGPA and ICR)	Required Action
	End of First Academic Year	<=1.25 and/or <=50.00% Nursing: <=2.0 and/or <=66.6%	Academic/Financial Aid Dismissal
	End of Second Academic Year	<=2.0 and/or <=66.6% Nursing: <=2.5 and/or <=66.6%	Academic/Financial Aid Dismissal
	End of Seventh Quarter and Thereafter	<=2.0 and/or <=66.6% Nursing: <=2.5 and/or <=66.6%	Academic/Financial Aid Warning (if 1 st time) Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning)
	At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal
Transitional Studies Courses	At Any Time	3x Unsuccessful Attempts	Academic/Financial Aid Dismissal
Nursing Concentration Courses	At Any time	2x Unsuccessful Attempts in a single nursing concentration course or a total of 3 unsuccessful attempts in any combination of 3 nursing concentration courses	Academic/Financial Aid Dismissal

Please note that the result for a student who fails the same transitional studies course after three attempts, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for three unsuccessful attempts in a transitional course will be denied. An unsuccessful attempt of a course is indicated by a grade of NPG, WR, or UFR.

Additionally, the result for a student who fails the same nursing concentration course two times or has a total of three course failures in any combination of nursing concentration courses, is **Academic/Financial Aid Dismissal**. Appeals for re-entry after dismissal for two unsuccessful attempts in one nursing concentration course or three unsuccessful attempts in any combination of three nursing courses will be denied. An unsuccessful attempt of a course is indicated by a grade of F, W, WF, or UF.

Unless otherwise noted, **Academic/Financial Aid Dismissals** can be appealed. Please see the Appeal Process below.

If the review of a student's Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible for the student to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next mandatory check point, the the result will be an Academic/Financial Aid Dismissal from the College.

To be removed from Academic/Financial Aid Warning or Academic/Financial Aid Probation, a student must meet the Satisfactory Academic Progress requirement at the applicable measuring point.

Construction of an Academic Quarter

Brown Mackie College operates on a quarter system. Generally, within that quarter a student is scheduled for three courses, each delivered consecutively for four (4) weeks each.

General Illustration of a Quarter:

Quarter (3 Months/12 weeks)		
Course One (4 weeks)	Course Two (4 weeks)	Course Three (4 weeks)

Procedure for Appealing Academic/Financial Aid Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the current mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet Satisfactory Academic Progress at the next evaluation or after the Academic Plan if re-admitted.

An Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the the Appeals

Committee. Upon the decision of the Appeals Committee, the student will be notified by the dean of academic affairs both verbally and in writing. The decision of the Appeals Committee will be final.

The following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the period
- Change in work schedule during the period
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment

An Appeals Committee is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timing and duration of the current mitigating circumstance, and the student's ability to avoid the circumstance. Any consideration of the conditions outside of the list provided should be discussed with the Brown Mackie College Vice President of Academic Operations.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

A student who is granted an appeal is able to apply for re-entry and if otherwise eligible, receive financial aid; however, the student will be placed on Academic/Financial Aid Probation at the start of the academic quarter. The student must meet the standards of Satisfactory Academic Progress by the end of his or her first quarter if in a diploma or

certificate program and by the end of the second quarter for degree programs.

Academic advisors, registrars, and/or academic department chairs/program directors must document and maintain as part of the appeals process a concrete plan for how a student will complete his or her remaining coursework by the next measurement point as well as how the student's progression will be monitored. The Academic Plan must be signed by the student as well as by the academic person monitoring the student's progress and detail specific time frames and student success measures. The Academic Plan cannot extend more than one (1) quarter for certificate or diploma programs and may be up to two (2) quarters for degree programs.

The signed, agreed upon Academic Plan must result in thresholds that exceed the last evaluation point's minimums and be sufficient for the student to realistically meet the next evaluation point.

The Academic Plan must be reviewed with the student at least on a monthly basis to ensure that the designated, agreed upon plan is in progress and the student is on track to achieve the success measures by the end of the probationary period. The student and the academic person monitoring the student's progress must sign a tracking form which documents the scheduled review meetings have been conducted.

Each time a plan is reviewed, the review activity will be added into the student information system to measure the checking of the plan review. There cannot be a change to the academic plan once approved by the student and the College. Failure to meet the established goals approved in the Academic Plan will result in **Academic/Financial Aid Dismissal**.

Registrars will ensure that academic advisor or department chair or the dean of academic affairs have notified students in writing that they are in Academic/Financial Aid Warning, Academic Probation/Financial Aid Probation, or Academic/Financial Aid Dismissal status with student-signed documentation that the status has been reviewed with the student and that the student understands the requirements of returning to good academic standing where possible.

A student denied an appeal must sit out one year before being eligible to apply for re-entry. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process if he or she later seeks to reenroll. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances and demonstrate that he or she will be able to meet Satisfactory Academic Progress if re-admitted. The student may be asked to retake courses previously failed in order to raise both the CGPA and ICR.

If a student was initially denied a re-entry appeal and sat out one year before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, no additional appeals may be allowed and the student is permanently academically dismissed.

Any student who is on **Academic/Financial Aid Dismissal** can no longer attend school or get Title IV at the College.

Academic/Financial Aid Dismissal Appeals not Allowed

A student who attempts but does not pass the same transitional studies course three times is **dismissed** and there is no right to appeal the dismissal.

A student who attempts but does not pass the same nursing concentration course twice or has a total of three failures in any combination of three nursing concentration courses is **dismissed** and there is no right to appeal the dismissal.

Additional Appeal Procedures:

While an appeal can be made for Maximum Time Frame (MTF), the College and Brown Mackie College's Vice President for Academic Operations must review the appeal.

If a student who has successfully appealed an **Academic/Financial Aid Dismissal** is later again dismissed, the student can file an appeal as long as all of the following hold true:

- The appeal is based on different mitigating circumstances from those that served as the basis for any previous appeal; and
- The new mitigating circumstance occurred after the previous successful appeal; and
- The student is mathematically capable of meeting the next SAP evaluation point's requirements.

In addition to the College's review of the appeal, it must also be reviewed by Brown Mackie College's Vice President for Academic Operations.

Explanations of Related Issues

Calculation of CGPA

A student's Cumulative Grade Point Average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned; b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total credit hours earned from all quarters at Brown Mackie College. Most Brown Mackie College schools use a 4.0 scale in assigning grade points.

Transitional Studies Courses

Many Brown Mackie College schools require academic assessments. Depending on assessment scores, students may be required to take transitional studies courses. Students must successfully complete such courses in order to progress in the program. Please note that the student will be dismissed immediately if the student does not successfully complete the same transitional study course upon a third attempt. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WR, or UFR.

Transitional studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While transitional studies courses are not included in the CGPA, the result for a student who attempts but does not pass or withdraws from the same transitional studies course three times is **Academic/Financial Aid Dismissed**. Appeals for re-entry after dismissal for three unsuccessful attempts will be denied. An unsuccessful attempt of a transitional course is indicated by a grade of NPG, WFR or UFR.

Student Withdrawal

A student who withdraws from a non-transitional course within the first two weeks of that course receives a Withdrawn, without penalty (W) for the course. After the first two weeks, withdrawal incurs a W or a Withdrawn, with penalty (WF) grade, depending upon the instructor's evaluation of the student's achievement to the point of the student's last date of attendance.

Withdrawal from a transitional course incurs a grade of WR regardless of the student's last date of attendance.

For all non-transitional courses, withdrawals and failed courses are considered attempted courses and can affect the student's Incremental Completion Rate and ability to succeed.

Repeated Courses and Grades

As courses are retaken, only the most recent attempt will count in the GPA/CGPA. All attempts are included in the credit hours attempted for the purposes of calculating the Incremental Completion Rate (ICR). Withdrawn and failing grades are included in the maximum allowable timeframe and incremental completion rate as credit hours attempted but not earned. The grade *Incomplete (I)* is calculated as if it is an *F* for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned. Students may retake successfully completed courses only one additional time if they are retaking the coursework to meet specific accreditation requirements, a specific CGPA for graduation, or if doing so is part of an Academic Plan. Credits from all repeated courses are included as credits attempted. If students desire the repeat of a course to be calculated as the replacement of the original grade, then the student must repeat the failed course at the Brown Mackie College location where the course was originally taken.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Postsecondary Institution

Credits from transfer courses are calculated in the Incremental Completion Rate requirements as credits attempted and credits earned and the Maximum Time Frame.

Grades for credits transferred from any postsecondary institution will be recorded as *Transfer Credit (TR)* and will not be calculated in the student's CGPA.

Transfers from another Brown Mackie College Campus within the Same Institution - all having the root OPEID number

A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another, or from one school or campus to another within the same Institution as defined by the Department of Education (i.e., each having the same root OPEID number). A student who is on **Academic/Financial Aid Dismissal** and wishes to transfer to another Brown Mackie College within the same Institution must appeal his/her **Academic/Financial Aid Dismissal** at the originating school and receive reinstatement prior to the transfer.

Grades from courses taken in a program within Brown Mackie Colleges, if applicable to a transfer program, will be recorded as earned credit and will be calculated in the student's CGPA.

In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded as earned and will affect the student's new program CGPA calculation and will be included in the Incremental Completion Rate as credits attempted and credits earned as well as the Maximum Time Frame for the program in which the student is enrolled.

Please note that course credits and applicability of those credits at each Brown Mackie College for a program can vary from location to location. Please carefully discuss any possible transfer with the appropriate Brown Mackie College personnel.

Transfer Students from Other Institutions

Transfer credits from other post-secondary institutions that apply to the current program of study are used to calculate attemptable credits remaining and remaining credits to graduate. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be $180 \times 1.5 = 270$ credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution other than a Brown Mackie College will be recorded as "TR" in the Student Information System and will not affect the student's CGPA. Grades transferred in from any Brown Mackie College will be recorded as the actual grades earned in the course.

Change of Program

In order to change a program, a student must be making satisfactory academic progress at the time a request is made to change programs. Changing from a day program to an evening program within the same program is not considered a change of program. Changing from an associate's program to a bachelor's program within the same program is not considered a change of major. Courses that apply to the second program will be recorded as earned credit and will affect the student's CGPA and will be included as attempted and completed hours.

Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new program. Under no circumstances can a request to change programs circumvent a dismissal of Satisfactory Academic Progress.

When a student has graduated from Brown Mackie College in one program, then subsequently begins work in another program, grades used in the CGPA of the previous program, if applicable to the new program, will be recorded as grades earned and will be applied to the student's new program CGPA calculation and Incremental Completion Rate.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the department chair and the dean of academic affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations

Brown Mackie College measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at Brown Mackie College. Transitional study courses do not count in this calculation.

Here is an example of how GPA and CGPA are computed: A student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

$$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$$

$$B+ = 3.3 \text{ grade points} \times 4 \text{ credit hours} = 13.2 \text{ grade points earned}$$

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

$$16 \text{ grade points} + 13.2 \text{ grade points} = 29.2 \text{ total grade points}$$

$$29.2 \text{ grade points earned} \div 8 \text{ total credit hours earned} = \text{student's GPA for the quarter, } 3.65.$$

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters at Brown Mackie College by the student's total credit hours earned from all quarters at Brown Mackie College. (The CGPA is calculated by rounding up to the nearest one-hundredth if the last digit is 5 or greater. It is rounded down to the nearest one-hundredth of the last digit if the last digit is less than 5. (Example: $3.235 = 3.24$; $3.233 = 3.23$.)

Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

$\frac{\text{(EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)}}{\text{(ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)}}$
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The **150% MTF**: Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.

The 150% MTF is determined as follows:

$\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED}$
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Additional Degree

When a student has graduated from Brown Mackie College in one program, then subsequently enrolls in a different program, grades used in the CGPA, ICR and MTF of the previous program that transfer into the new program will be applied to the student’s new program CGPA, ICR and MTF calculation.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, it may require a higher Cumulative Grade Point Average and/or a higher Incremental Completion Rate and/or Maximum Time Frame. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Services office for details.

STUDENT STATUS CHANGES AND SAP

Changes in Program

Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. For courses in first program that were repeated, only the last grade earned is transferred to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% (maximum time frame) purposes, only those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF PROGRAM” adjustment factor would be those credits from the previous program that will NOT count in the student’s current program.

Incremental completion rate is determined as follows (Transitional credits do not count in this calculation):

<p>(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF PROGRAM ADJUSTMENT FACTOR FOR EARNED CREDITS</p> <hr style="border: 0.5px solid black;"/> <p>(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF PROGRAM ADJUSTMENT FACTOR FOR EARNED CREDITS</p>
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The 150% MTF

Only the attempted and transferred courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. An MTF violation occurs when the credits remaining to graduate exceed the attemptable credits remaining.

The **150% MTF** is determined as follows:

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**TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = TOTAL
NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.**