



## Financial Aid Satisfactory Progress Policy

The Federal Department of Education requires that all schools receiving federal financial aid for their students develop a Satisfactory Academic Progress policy. Capital Bible Seminary's policy is described below. Notice that there are two parts of the policy. You must meet the requirements of both parts in order to continue to receive financial aid.

### Standards for Satisfactory Progress:

**Part A:** A student must complete all credits on which his or her financial aid is based as indicated below:

Cumulative credits attempted:	Percent of credits that must be completed in a semester
1-29	75%
30 and above	100%

Total credits attempted include those credits that have been transferred into a CBS degree program as well as withdrawals, failures, noncredit remedial courses, repeated courses, and other incomplete grades. Students also must complete their program before attempting more than 150 percent of the published number of required credits. For example, students enrolled in a 60 credit program must complete all required courses without exceeding 90 attempted credits. If at any point it is determined that the student will not be able to complete the program within the maximum timeframe, they will become ineligible for aid. If a student changes into a different program, their transcript will be evaluated to determine an adjusted timeframe.

**Part B:** A student must maintain his or her cumulative grade point average at 2.00 or above. If at any point the cumulative GPA drops below 2.00, the student's status changes from *good standing* to *probationary*.

### Unsatisfactory Progress:

The Financial Aid Office will verify the satisfactory progress of each WBC student at the end of each semester, prior to final registration for the following semester. If the criteria in both Part A and Part B above are not met, the student will be notified by the Financial Aid Office that satisfactory progress has not been maintained and the student has been placed in Financial Aid Probation for the next semester in which they register.

For example, if a student has attempted 26 hours but has only completed 18 hours (no grade was received for the other 8 hours, meaning either an F, W, I, etc. was received), the student would not have the required 75% for Part A. Even if this same student had a 3.5 GPA average, the student would be placed in Financial Aid Probation due to the failure to meet Part A of the two part criteria.

Students are expected to make satisfactory progress as defined above during his or her probationary semester(s). If satisfactory progress is not achieved in the one semester, the student will be **denied all financial aid programs** (including all veteran's programs) for all succeeding semesters until satisfactory academic progress has been attained, as shown in Parts A and B above. If a student is placed on denial, they will automatically regain eligibility once they are in compliance with the above standards for satisfactory progress.

### Appeal Policy

A student may appeal the loss of his or her financial aid because of unsatisfactory progress by contacting the Chair of the Scholarship/Financial Aid Committee. Only under extreme circumstances will an appeal be accepted for review. Examples of these circumstances are: death of an immediate family member; medical emergency, such as surgery or hospitalization of student or immediate family member. Students must write a letter of appeal describing the circumstances that led to the situation. The student must also submit all supporting documentation that shows why an exception should be made. In the course of reviewing the student's appeal, additional documentation of the circumstances outlined may be requested. The SAP committee will review the student's appeal for reinstatement of aid and the student will be notified by mail. For more details and deadlines, the SAP Appeal Procedures can be requested from the Financial Aid Office.

**Note:** Financial Aid Probation is a different probation from Academic Probation, whose policy is managed by Academic Affairs.

### Further Information:

1. Students are eligible to receive financial aid for only one attempt to repeat a course due to the receipt of an unsatisfactory grade (i.e., F, W, WP, and WF).
2. Federal financial aid will not be awarded for audited courses.
3. If a student has a lapse in enrollment, their status upon return will be the same as when he or she left

If you have any questions about this Satisfactory Progress Policy, please feel free to contact the Financial Aid Office. Contact information: 240-387-1222 or ifinancialaid@bible.edu.