

**Nazarene Bible College**  
**Satisfactory Academic Progress Policy**  
**For Financial Aid Eligibility**  
**Effective September 19, 2017**

Federal regulations require that all student financial aid recipients make satisfactory academic progress toward achieving a certificate or degree. Progress is measured by the student's cumulative grade point average and credits earned in relation to those attempted and the length of the academic program. In order to ensure that students make progress toward that degree both in terms of number of hours completed and cumulative GPA, Nazarene Bible College will utilize the following satisfactory progress policy.

### **I. Progress Standards**

**Qualitative progress:** Students must achieve and maintain a 2.0 grade point average ("C") in the courses they attempt. In addition, students must satisfactorily **complete** the courses attempted. Completion of a course is a grade of A, B, C, or D. The following grades: W (withdrawals), NC (no credit), I (incomplete), or F (failure) do not constitute completion of a course.

**Quantitative progress:** Based on the student's academic program, Associate or Bachelor, NBC will utilize the maximum allowable time frame with regard to hours attempted, when monitoring quantitative progress. By the end of the second academic year (measured by period of time, not by the student's grade level) the student must, in general, have a "C" average (2.0), or academic standing consistent with the requirement for graduation from the program.

Transfer credits: Credit hours from another institution that are accepted toward the student's program of study will count as both attempted and completed hours.

Dual Degree students: Students pursuing dual degrees will be subject to the maximum time frame allowable.

Nazarene Bible College will evaluate satisfactory progress at the end of each term.

### **II. Financial Aid Warning**

A. A student is placed on Financial Aid Warning and notified of their status in writing if:

- 1) The term GPA is **below** 2.0 ("C") **or**
- 2) The student **does not complete** (W, NC, I, F) the hours attempted.
- 3) The cumulative completion rate is below 67%

B. The student will continue to be eligible for aid for the next term of attendance.

### III. Financial Aid Suspension

- A. A student is placed on Financial Aid Suspension and notified of their status in writing if during the Financial Aid Warning period:
- 1) The term or cumulative GPA is **below** 2.0 (“C”) **or**
  - 2) The student **does not complete** (W, NC, I, F) the hours attempted during the term the student is on Financial Aid Warning **or**
  - 3) The cumulative completion rate is below 67%
- B. The student may appeal his/her ineligibility by submitting an acceptable **written appeal regarding circumstances which includes a plan of action to remedy the situation** to the Director of Financial Aid **prior** to registering for the next term of attendance.
- ☞ If the appeal is accepted, the student will be placed on Financial Aid Probation and will be eligible for Financial Aid for one additional term of attendance. If the student does not meet Satisfactory Academic Progress terms during the appeal term, he/she will be placed on Financial Aid Removal.

### IV. Financial Aid Automatic Suspension

- A. Students who receive all F’s in **courses attempted in any trimester will automatically be placed on Financial Aid Suspension**. Students on Financial Aid Suspension are not eligible to receive Federal Financial Aid.
- B. Students who receive all F’s in courses attempted within a one-term period will be considered to have “unofficially” withdrawn for federal aid purposes. The college will determine last date of attendance based on institutional attendance records. This may result in forfeiture of some, or all aid received for the period. In addition, the student may incur a balance due (owed) to Nazarene Bible College. The student is required to contact the Business Office regarding payment.

### V. Removal from Financial Aid

- A. A student whose term GPA is **below** 2.0 (“C”) for any trimester **or** does not complete (W, NC, I, F) the hours attempted while on Financial Aid Probation will be removed from financial aid eligibility.

### VI. Reinstatement

- A. A student may be reinstated for aid eligibility if the student’s cumulative GPA reaches 2.0 (“C”) **or** the student is able to meet the Satisfactory Academic Progress standards within a specific period of time and at his/her own expense.

### VII. Repeating Courses

- A. Courses taken a third time due to prior withdrawals, failures, or incompletes, will **not** be counted in the students’ enrollment status for aid purposes.