

**Nazarene Bible College**  
**Satisfactory Academic Progress Policy**  
**For Financial Aid Eligibility**  
**Effective June 1, 2012**

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 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 their 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 (150%) with regard to hours attempted, when monitoring quantitative progress.

Students must maintain a minimum completion rate of 67% of all credit hours attempted. Completion rates are measured by dividing the cumulative number of credit hours earned by the total number of credit hours attempted. In addition, the student must have a "C" average (2.0), or academic standing consistent with the requirements for graduation from the program by the end of the second academic year (measured by period of time, not by the student's grade level).

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. Students who do not meet satisfactory academic progress standards at the end of a one-term period will be placed on Financial Aid Warning. The warning period will last one term and students will continue to be eligible for Federal Financial Aid during this time. Students on Financial Aid Warning will be notified of their status in writing.

B. A student is placed on Financial Aid Warning if he or she meets the following criteria:

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

### **III. Financial Aid Probation**

A. Students who do not meet satisfactory academic progress standards during the Financial Aid Warning period will be placed on Financial Aid Probation. Students on Probation are not eligible to receive Federal Financial Aid and will be notified in writing.

B. A student is placed on Financial Aid Probation if he or she meets the following criteria:

1. The student is currently within the Financial Aid Warning period, and
2. The term or cumulative GPA is below 2.0 (“C”) or
3. The student does not complete (W, NC, I, F) the hours attempted, or
4. The cumulative completion rate is below 67%

### **IV. Financial Aid Automatic Probation**

A. Students who fail all classes within a one-term period will be placed on Automatic Financial Aid Probation. Students on Probation are not eligible to receive Federal Financial Aid and will be notified in writing.

B. Students who receive all F’s in courses attempted in a one-term period will be considered to have “unofficially” withdrawn for federal aid purposes.

1. 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.
2. 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.
3. The student will receive a written notice explaining the changes to their aid and their student ledger once the institution has determined the amount of aid the student may keep.

### **V. Reinstatement**

A. A student on Probation Status is not eligible to receive Federal Financial Aid and will need to correct his/her GPA and/or completion rate by successfully completing courses at his/her own expense.

1. In the case of GPA, the student must complete at least one full term with an average term GPA of 2.0 and the student must complete all 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.
  2. In the case of completion rates, the student must successfully complete a minimum number of courses to bring their completion rate back to the required 67%.
- B. A student may appeal his/her ineligibility by submitting a completed Financial Aid Appeal form to the Director of Financial Aid prior to official enrollment in the next term of attendance.
1. Appeal forms are available on the Student Portal ([www.portal.nbc.edu](http://www.portal.nbc.edu)), under the Financial Aid Information link.
  2. The completed appeal must include an explanation of the circumstances leading to the probation status, a plan to achieve and a plan to maintain Satisfactory Academic Progress.
  3. If the student appeal is accepted, the student will be notified by email and will be eligible for Financial Aid for one additional term of attendance.
  4. If the student does not meet Satisfactory Academic Progress terms in the appeal term he/she will be placed on Financial Aid Removal.

## **VI. Removal from Financial Aid**

- A. A Student who is not able to meet the Satisfactory Academic Progress standards during his/her appeal term will be placed on Financial Aid Removal and is not eligible to receive Federal Financial Aid and will be notified in writing.
- B. The student may regain eligibility by meeting the Satisfactory Academic Progress standards at his/her own expense.
- C. A Student at Removal Status may not appeal his/her status.