

## **Policies and Procedures for Federal Aid**

A student must be in an admitted/enrolled status as a regular student in a degree program and making satisfactory academic progress toward a degree, in order to be considered for participation in financial aid programs (federal and/or private) administered through the College Financial Aid Office. Making satisfactory academic progress, for these purposes means that a student must maintain a minimum prescribed cumulative grade point average (GPA) defined by the college catalog, as well as proceed through the program at a pace leading to completion in a specified time frame. Satisfactory progress is measured at the end of each academic semester for the one-year degree program and at the end of each academic year for the two-year and four-year programs.

### **MINIMUM REQUIREMENTS**

A student achieving at least the minimum specified below will be considered to be making satisfactory academic progress.

- Minimum Cumulative GPA of 2.00 in the student's current academic program as documented on student's school transcript.
- Successful completion of a minimum of 67% \*of all credits attempted in your course of study. "Successful completion" is defined as credits finished with grades other than "F," "I," or "W," at the time grades are posted for the term being reviewed and/or when the satisfactory academic progress review is made.
- Courses where an "I" is received as the grade on the grade report may remain until the completion of the next consecutive semester. However, if the grade of "I" is not changed, an "F" will be recorded as the permanent grade.
- Credit hours from another institution which are accepted toward the student's educational program count as both attempted and completed hours.
- The undergraduate degree program time frame cannot exceed 150% of the published length of the program, which is measured in attempted credit hours, based upon the number of credits offered at Bethel College for the program. Therefore, the maximum duration of financial aid eligibility for the program should not exceed 150% of the attempted credit hours at Bethel counted from the term/period the student originally begins the program.
- Student must be in otherwise good academic standing with the college (as defined by the college's academic policies). A student placed on academic probation is automatically on financial aid probation.

In the event that a student fails to meet any of the above criteria during the measure for satisfactory progress, the student will be placed on "financial aid probation" for the immediately following semester of enrollment (excluding the summer). That is, a student in this category may receive financial aid for the next semester of enrollment, but must meet the above stated minimums by the end of that time period. At the end of this time period (one semester on

financial aid probation), the student must meet the satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution in order for the student to qualify for further financial aid.

## **APPEAL PROCEDURES**

If a student is found to be ineligible for financial aid because satisfactory progress requirements were not met, the student may appeal this decision to the Dean of the Students through the school's financial aid representative. Reasons for appeal may include such extenuating circumstances as prolonged illness, hospitalization, death of an immediate family member, etc. The appeal must be in writing submitted with a completed Appeal Form (located on this webpage with the link Appeal Form) and the written response should indicate the reasons why the minimum requirements were not met and why aid should not be terminated

The Dean of Students (or designee) will review the appeal and determine whether suspending aid is justified. The student and College Financial Aid Office will be advised, in writing, of the decision.

## **REINSTATEMENT**

To reestablish satisfactory progress after being terminated from aid eligibility, a student must improve his/her academic standing to meet the designated standards.

## **REPEATED COURSES**

Students may repeat courses in an attempt to improve their GPA however repeating a course counts toward total credit attempts and cannot be repeated more than one time. Students wishing to repeat a course must re-register and pay the standard tuition per credit in effect during the semester in which the course is retaken. When a course is repeated, the last grade points and semester credit hours earned replace the previous grade points and semester credit hours in computing the GPA. However, all grade entries on the transcript remain a part of students' permanent academic record. Courses that have been repeated are designated as a repeated course on transcripts.

## **POLICY FOR RE-ADMISSION**

A student who has withdrawn from the college or has not enrolled for classes in a full year must apply for readmission. Such students must submit the application fee, an application, both references, a letter explaining why he/she wishes to re-enroll, and official transcripts for any transfer credits earned in the interim.

The student will be re-admitted with the same academic standing held when withdrawing from the college. All admissions requirements in effect at the time of re-enrollment must be met. All admissions requirements in effect at the time of re-enrollment must be met.

## **DISCLAIMER POLICY**

The college reserves the right to make necessary changes without further notice. The regulations, courses, personnel and costs listed herein are subject to change after date of publication of this catalog through established procedures. In such cases, the college will attempt to communicate such changes to all students, faculty, and staff through written means. It is important that students familiarize themselves with the regulations set forth in the college catalog and assume their proper responsibilities concerning the regulations.

## **REGISTRATION**

Prior to registration for a class, all requirements for admission or re-admission must be completed. Pre-registration is available for returning students in the final weeks of each semester. Official registration is held for all students three weeks prior to the start of each semester and will end before classes begin. Late registration is available one week after classes begin, but a late fee will be charged to all students registering during this time. All registration dates are posted on the official calendar.

## **ACADEMIC ADVISING**

Students will be assigned an academic adviser in their concentration. Students who have not declared a concentration will be assigned an adviser from one of the departments. The academic adviser will assist the student in course selection and planning, as well as be available for advice at any time throughout the year. The student must assume responsibility for fulfilling all degree requirements. It is recommended that all students meet with their academic adviser prior to registration each semester.

## **COURSE LOAD**

The full-time academic load is **12 credit hours per semester**. For summer enrollment, please note that being a full-time student is determined by the total number of credit hours that you are enrolled in over the entire summer, regardless of whether you enroll in the 15-week session only, the 7.5-week session only, or both sessions. Students should be aware that 12 credits per semester will require approximately five years for completion of a bachelor's degree. For a completion time of four years, students will need to take at least 16 credits per semester and/or attend summer sessions

A student on academic probation may only enroll for a maximum of **12 hours**. Students are expected to work with their academic advisers to avoid scheduling problems and deficiencies.

## **CLASS ATTENDANCE**

Students are expected and encouraged to attend class regularly. Student may not be allowed to pass a subject if the total absences including excused and unexcused, exceeds three (3) classes

per semester unless special waiver has been approved. Students should be aware that a failing grade may result upon missing the fourth class

### **COURSE ADD/DROP AND WITHDRAW**

A student may add or drop a class until Friday of the 1st week of each semester without financial penalties. Class withdrawal forms are available from the Chief Academic Officer. No student is allowed to change a class without completing the add/drop procedures.

Withdrawal after the semester begins will result in a withdrawal (W) on the student's transcript. Failure to follow proper procedures when withdrawing from a class may result in automatic failure for that course

### **WITHDRAWAL FROM COLLEGE**

A student must file written notice with the Chief Academic Officer to officially withdraw from college. Failure to attend classes is not considered an official notice and could result in a grade of "F" for all courses in progress at the time the student ceases attendance. Withdrawal forms are available from the Chief Academic Officer. An official "W" is recorded after the student completes all exit interviews and surrenders the student ID.

### **LEAVE OF ABSENCE POLICY**

Students requesting a Leave of Absence must adhere to the policies and procedures established by the College. Please refer to the [Bethel College Leave of Absence Policy](#)

### **TRANSFER STUDENTS**

Courses that transfer students have taken at previous institutions prior to attending Bethel are counted as attempted and completed only in the number of hours successfully completed, i.e., they do not show up in the GPA calculation, per the college's academic policy.

### **PERIODS OF NON-ENROLLMENT**

Periods of non-enrollment in a degree seeking program have no effect on a student's satisfactory academic progress upon reentering for these purposes, except that the maximum five year time limit still applies. Any exceptions to the time limit due to periods of non-enrollment must be appealed to the Dean of Students through the school's financial aid representative. See "Appeal Procedures" above.

### **NOTE**

The SAP policies are for financial aid purposes. They are required to ensure that recipients of

federal student aid and other aid administered by the College Financial Aid Office are meeting qualitative and quantitative progress toward their degree as required by program regulations and policies. Particular scholarship, grant, etc., offered might have different individual award eligibility requirements unique to that particular award.

If you have been convicted for the possession or sale of illegal drugs: If the offense occurred while you were receiving federal student aid, you will be ineligible for a period of time based on the type and number of convictions. If you have been convicted of a drug-related offense, it is very important that you complete and submit the FAFSA to determine your eligibility.

If you are incarcerated: You have limited eligibility for federal student aid while you're incarcerated. Generally, you're eligible only for a Pell Grant and then only if you're NOT incarcerated in a federal or state penal institution. Check with the financial aid office for further details.

If you are a parent: In order to be eligible for Parent Plus Loans, you must be the biological or adoptive parent or the stepparent as long as the stepparent is married to the student's parent.

---