Satisfactory Academic Progress (SAP) (668.34)

Definition

Satisfactory Academic Progress (SAP) means the student is progressing in a positive manner towards fulfilling certificate requirements in the expected length of time, and be in good standing. Good standing is initially defined as the student being eligible for admission to an educational program, as demonstrated by his/her high school diploma or GED or assessment, which is used to determine the ability to benefit. Students who do not make the required SAP standards may become ineligible for financial aid. Continued eligibility is based on meeting the minimum standards in terms of conduct, grades, attendance and satisfactory progress policy to continue enrollment.

For Metro Technology Centers, an academic year is 900 hours/26 weeks (with a payment period of 450 hours and 13 weeks) for Career Majors/Programs that are 900 hours or greater. For Career Majors less than 900 hours, the payment period is one half of the total hours of the Career Major.

Requirements for Satisfactory Academic Progress

Maintain a cumulative grade of "C"; or 70% (2.0) grade point average or greater (Qualitative Requirement), if a program requires higher cumulative grade then it must be met.

Maintain 90% attendance during each pay period.

Students must successfully complete their hours at a rate of 67% which means the student will finish their program (career major) within 150% of the career major's published timeframe. (Quantitative Standard)

> Example: A 900-hour program/career major would have two pay periods of 450 hours each, the student must complete 301.5 hours of course work in the pay period in order to be progressing in a positive manner (450x67%=301.5). At any time, a student is not progressing at 67% pace his/her financial aid will be terminated.

If a student fails to meet any of the three SAP requirements listed above they will be placed on Warning.

Schedule for Checking Satisfactory Academic Progress

(New Students) Student's enrollment status will be checked and documented in the student's file to ensure the student is enrolled in and attending an approved program on at least a half-time basis.

If the student has met the initial entrance and eligibility standards, the student will receive the first payment as scheduled. Students receiving loans for the first time at Metro Tech are required to be in class for 30 class days before loans are certified.

An official review will be checked at the point when the student's scheduled clock hours for the payment period have elapsed, to determine eligibility for the next pay period. The student's cumulative period of enrollment will be evaluated, including periods of enrollment for which the student did not receive funds due to not meeting the requirements of Satisfactory Academic Progress.

At the end of each assessment period, the student must demonstrate that s/he meets the qualitative and quantitative standards outlined above. If the student does not meet these standard, the Financial Aid Office will place the student in a Warning Status for the following pay period. If the student fails to meet the standards for two consecutive pay periods, the Financial Aid Office will terminate the students financial aid and will email the student explaining why the student has lost eligibility.

> Example of scheduled hours: full time students must attend a minimum of 24 hours a week and part time must attend minimum of 15 hours per week. Both full and part time students must successfully complete ALL of the scheduled hours in the pay period. If the program is 900 hours the pay period is 450 hours. In a 600 hour program the pay period is 300 hours.

A student must successfully complete all hours in the pay period before any additional aid can be paid. Example: Student has completed 400 hours out of 450, has a C grade and 90% attendance, although they have met the 67% hours, attendance and grades until they have completed the 450 hours they cannot be paid.

Financial Aid Ineligibility (Termination Status)

A student who is terminated from Financial Aid for not meeting the SAP requirements for two consecutive pay periods will lose eligibility for federal student aid, state grants and loans.

If the student feels there was an error in the calculation of his/her SAP it is the student's responsibility to have his or her instructor notify the Financial Aid Office.

Re-establishing Eligibility

A student whose Financial Aid has been terminated cannot appeal. In order to regain eligibility for financial aid they must complete a pay period at their own expense or complete the program/career major or enter a new program/career major.

Transfer Students

A transfer student is a student who was previously enrolled at another school or in another program/career major at Metro Tech. Any hours that transfer to a new program will count as advanced credit. The student will not be paid for any advance credit.

Many programs at Metro Tech have related curriculum. If a student transfers to a program that is related to the student's previous program, then the SAP status from the previous program will carry forward to the new program.

> Example: If a student is in the Legal Office Assistant program and is on Warning, then transfers to a Legal Receptionist program with 200 hours of transfer credit, the student will begin the new program on Warning Status.

If a student transfers to a new program and it is determined that the student had no previously attempted or completed hours from the previous program, then the student will begin the new program in Good Standing.

Students who Withdraw

Students in good standing who withdraw and return to the same program within 180 days will automatically be placed back in the pay period they withdrew from. The pay period will be recalculated based on the last day of the students attendance and the first day they return to class.

If the student was on Warning Status for the payment period when s/he withdrew, s/he will not be eligible for financial aid if s/he returns after the 180 days.

VA Attendance

Satisfactory Progress, for students receiving Veterans' Educational Benefits, will be reviewed at the end of each month. Students will need to have 90% attendance, at least a grade of "C" or higher and be progressing in a positive manner in order to complete the scheduled program in the required time frame. VA does not recognize make up work when figuring attendance.