



## **SATISFACTORY ACADEMIC PROGRESS**

FINANCIAL AID | 800.806

### **Last Reviewed:**

01/03/2024

### **Executive Staff Approval**

1/08/2024

### **Board Approval**

1/17/2024

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### **1. Policy Purpose**

The intent of this policy is to ensure that students who are receiving financial aid are making measurable progress toward completion of an approved certificate program, in a reasonable period of time, and within a reasonable number of credit hours attempted in their program of study.

### **2. Policy Statement**

Federal regulations mandate that all students are required to conform to SAP standards as they work towards a certificate in order for them to qualify to receive financial assistance in eligible Title IV federal financial aid programs. Satisfactory Academic Progress ("SAP") ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards.

### **3. Definitions**

**Competency Hours** - Also referred to as "Standard Hours" or "Progress Hours". All refer to work completed by the student that counts towards student progress.

**Enrolled Hours** - Hours a student is scheduled to be in class.

**Attended Hours** - Hours a student actually attends class.

**Payment Period** - A payment period is defined as the number of scheduled credit hours a student must attend and the number of credit hours of work that a student must complete. At the time of evaluation of financial aid eligibility, a student must have successfully completed both the credit hours and weeks of instructional time required for the payment period.

**Non Term Programs** - College programs that run on a defined start date, but have a variable end date based on individual student progress.

**Term Programs**) - College programs that run on defined start and end dates.

**Progress Hours** - The progress hours awarded to students for work completed.

**Financial Aid Suspension** - Students who do not meet the minimum SFA standards by the end of a payment period will be suspended. Students may appeal for reinstatement of financial aid eligibility.

**SAP Appeal** - A student may request reconsideration of eligibility for financial aid by submitting a written request, accompanied by supporting documentation to the Financial Aid Office.

**Financial Aid Probation** - If eligibility is reinstated as a result of a student appeal, a status of probation is assigned during the reinstated payment period.

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#### 4. POLICY

- 4.1 A student's cumulative progress must be maintained at a minimum of 70% in order to meet the standards of academic progress. MTECH does not offer remedial coursework and therefore this measurement does not enter the qualitative measure in the SAP Policy.

Non term programs: MTECH requires a student to complete a course by each end date. If a student is not successful in completing a course, they are allowed to repeat the course two (2) additional times. If a student is unable to complete a course in three (3) attempts they are withdrawn from the program.

Term programs: MTECH requires a student to complete each course by the end date. If a student is not successful in completing a course, they are withdrawn and must wait until the course is offered again to re-enroll.

- 4.2 Satisfactory Academic Progress Non-Term Programs:

- 4.2.1 Eligibility Evaluation Frequency: Student progress is evaluated when a student attempts to activate their Federal Aid and at the end of each payment period for all students in all programs.
- 4.2.2 Prior Enrollment: Students with demonstrated poor progress and/or attendance in prior enrollment periods will be required to self-pay until the student meets academic standards.
- 4.2.3 Qualitative Measure: Is determined through a student's ability to demonstrate competency in the course or subject matter. Each course syllabus will provide the student with information regarding the predefined measure for determining successful completion of the course.
- 4.2.4 Quantitative Measure: Non Term Programs: Students are given three attempts to complete a course Term Programs: Students are able to retake a course the next time it is offered and space is available...

Qualitative Measure: Term Programs):

- 4.2.5 Qualitative Measure: Students must maintain a cumulative progress rate of 70% (C grade) or better in order to be eligible to receive continued benefits.
  - 4.2.6 Quantitative Measure: Students are expected to complete all courses within the timeframe of their program..
5. Loss of Eligibility: Students are eligible for their first payment of aid after the first three days of attendance. No subsequent Disbursement of aid will be paid until the student completes the work and attends the hours in the payment period for which they have been paid.
- 5.1 Reinstatement after loss of eligibility Non-Term Programs: In the event that a student loses eligibility, aid may be reinstated once the cumulative academic progress reaches 70% or higher. A student will regain eligibility during the current payment period and not for a prior payment period. Title IV eligibility may be regained by meeting the academic standard for any payment period following the one in which the student was suspended (and not reinstated) from eligibility. Academic progress standards for prior enrollment periods in the same program apply towards federal aid eligibility for up to three years from the date of the most recent

withdrawal date. The student will be required to reach satisfactory academic progress standards before financial aid will be activated.

Reinstatement after loss of eligibility Term Programs: A student can be reinstated when the student has completed all courses in the payment period with a cumulative progress rate of 70% (C grade) or better. If a student does not complete the requirements to be making satisfactory academic progress by the end of the payment period, the disbursement allocated to the next payment period will become suspended. MTECH provides an option for requests due to extenuating circumstances (examples: extended injury or illness, the death of a relative, or other special circumstances), if a student loses aid due to poor progress. However, all hours that have been paid for must be completed prior to subsequent disbursements.

- 5.2 SAP Appeals: Students who have been determined not to be making satisfactory progress may appeal their status by requesting within 45 days, in writing, a review of their particular situation. A review will be conducted by a committee with members from the financial aid department.. The student will be notified electronically of the resulting decision within 15 calendar days via our CampusLogic SAP notification process. The SAP Appeal form is available in both the Student Services and Financial Aid Offices.
- 5.2.1 SAP Evaluation Process: When a student is no longer making satisfactory academic progress, they are ineligible for Title IV aid. The evaluation process is initiated either by a Student Success Plan provided by the instructor or at the beginning of an evaluation for financial aid eligibility for a subsequent payment period. In some cases, a student's failure to be in compliance with SAP is due to events beyond the student's control. If such mitigating circumstances can be well documented for the specific payment period(s) in which the deficiency occurred, the student may complete the appeal process. Note: Completion of this process does not guarantee that financial aid eligibility will be reinstated. The student is responsible for payment of tuition regardless of financial aid status. It is also the student's responsibility to meet the 45-day appeal submission timeframe. The following Out of SAP Notification process is applied:

- 5.2.1.1 A Financial Aid Suspension notification and SAP Appeal are sent through the MTECH Electronic Notification and processing system
  - 5.2.1.2 An e-mail is also sent to the address that is located within the student data file
  - 5.2.1.3 The student is marked on the in-house 45-day tracking spreadsheet
  - 5.2.1.4 Appeals received within the allowable 45 days are evaluated by the SAP Committee, and additional documentation requested if necessary
  - 5.2.1.5 An approval or denial is entered and sent through the electronic notification system
  - 5.2.1.6 Student's eligibility is reinstated under financial aid probation during the current payment period\*
  - 5.2.1.7 Only one SAP Appeal approval is granted per 600-900 clock hour academic programs. A second SAP appeal may be granted in programs longer than 900 clock hours and an academic year, if the student has shown continuous improvement.
- 5.2.2 Financial Aid Probation: If a status of Financial Aid Suspension is appealed and approved, a student is required to maintain both a minimum of 70% progress and an 85% attendance during the probationary payment period. Or, the student has to meet the requirements specified by MTECH in the academic plan, AND the student will still be covered by the terms of the academic plan. If either minimum is not achieved by the end of the probationary payment period subsequent aid is suspended until the minimums are achieved. All periods of enrollment (in the same program) are used for SAP evaluation of whether financial aid is received.
- 5.3 Transfer Students: Any accepted transfer credit reduces the credits required for student completion of the program, are noted on a student progress record as attempted and completed competencies, and are accounted for when determining whether the student has completed the program within the maximum time frame. Hours earned solely through

prior learning assessment— Without any instruction at the school—are not included in determining Title IV eligibility.

- 5.4 Taking Two Programs Simultaneously: Students eligible for federal student aid may only receive aid for one of the programs and not for two separate programs taken simultaneously.
- 5.5 Repeat Courses: Students in non-term programs are given three attempts to complete a course. Students are not assigned a grade or competency assessment before successful completion of a course. Students in a term program who are unable to complete the program courses by the end date must retake and repay for all the program courses.
- 5.6 Summer Session: Hours attempted and earned during summer session are included in the calculation of Satisfactory Academic Progress (SAP). For purposes of financial aid, part-time enrollment in summer is at a minimum of 12 hours per week. In programs with scheduled summer breaks, summer session has no impact on SAP if the student is not attending.
- 5.7 Change in Grade (Competency Assessment): As a result of an appeal, an adjustment made to a prior grade or competency assessment will result in a change to a student record and will have an impact on their rate of progress percentage. Refer to Student Support Policies—Section 600 (611-1.7)
- 5.8 Program Changes: Within the same program, are permitted if a student is in good academic standing and does not affect the rate of academic progress.

References: College Policies; STUDENT SUPPORT POLICIES—Section 600, Number 611 (Grading and Progress Policy); and Number 611.2 (Grading and Progress Procedure); 605 (Registration and Transfer of Coursework)

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## 6. Revision History

Last Reviewed	Executive Committee Approval	Board Approval
11/7/2017		06/15/2008

