

## **Erwin Technical Center**

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

A student is considered to be making satisfactory academic progress if they successfully complete course hours (clock hours), achieve a specific cumulative grade point average (GPA), and they do not exceed the maximum time limits to complete his or her course of study. Students Academic Progress will be checked prior to each disbursement. No SAP is required prior to first disbursement of a program.

- Students must maintain an overall GPA of 2.0.
- The student is allowed up to 150% of the scheduled clock hours to complete his/her program, but may **only be provided financial aid for 100% of the program hours.**
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

#### **GRADING POLICY**

**EACH TERM OF ENROLLMENT:** If a student meets above guidelines they are in compliance with Satisfactory Academic Progress Policy. Not meeting these guidelines will place a student on **FINANCIAL AID PROBATION.**

**PROBATION:** The student will be placed on **FINANCIAL AID PROBATION** for the Quin following his/her first "UNSATISFACTORY" ACADEMIC PROGRESS REPORT. The student will receive a federal financial aid payment only if they meet the SAP standards listed above prior to the next PELL payment period for that student.

**FORFEITURE OF PAYMENT:** Students will forfeit their financial aid on the disbursement date for their second successive "UNSATISFACTORY" ACADEMIC PROGRESS REPORT.

**REINSTATEMENT OF FINANCIAL AID ELIGIBILITY:** Students must achieve a "SATISFACTORY ACADEMIC PROGRESS" REPORT as defined above for a Quinmester following the forfeiture of aid.

Proof of the above guidelines will be collected from instructors, department heads or other authorized individual on a Satisfactory Academic Progress form, or by other official Erwin form of communication. This document will include student name, program and confirmation of progress meeting above guidelines.

## **Students Rights/Responsibilities with Satisfactory Academic Progress**

**All students are responsible for maintaining Satisfactory Progress (SAP) in their course of study. Students who fail to maintain SAP will need to abide by the following guidelines in order to regain their successful Federal Student Aid standing.**

### **Notification of Financial Aid - Academic Probation:**

Students who are not meeting the standards as listed above and have teachers submitting an unsatisfactory SAP are placed on academic probation. They will receive a letter from the Financial Aid Department which lists the student's options for appeal. The standards they need to meet to be removed from academic probation and how the academic probation will affect their financial aid package will be listed. Students placed on Academic Probation will be given to the end of the next grading period to improve their standing. If they improve to a satisfactory level, they will receive their disbursement; if they do not improve they will lose their financial aid eligibility.

**Academic Probation Appeals Process:** If a student is placed on Academic Probation, or withdrawn due to academics, they may appeal the Academic Affairs Committee. If a student has an unusual or extraordinary situation that affected the student's progression toward the successful completion of his or her program of study they must submit a written request for appeals, outlining the situation and providing documentation where possible. The committee will review the appeal request in a timely fashion and notify the student of the outcome. Possible situations that can be considered for an Academic Appeal include: medical problems, illness, learning disability, handicap, death in the family, relocation, or employment changes. If a student finds the decision unsatisfactory, the student may appeal to the School Administrator.

**Professional Judgment:** A financial aid administrator may decide that special circumstances differentiate an individual student from a class of students in regards to the established SAP policy. In this instance the financial aid administrator will deviate from the institution's established SAP policy based on unusual or extraordinary circumstances for a particular student. These situations will be documented in the student's file.

**Academic Probation Status & Reinstatement of Financial Aid:** Probation status will not prevent the student from receiving financial aid. The probationary period (1 grading period, 9 weeks) is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, denial status will be imposed. Denial status will prevent the student from receiving any Federal Title IV, state, or institutional financial assistance for future enrollment until such time as the student meets all satisfactory academic progress standards. A student's financial aid will be reinstated once they meet satisfactory academic progress standards.