



Office of Financial Aid *Satisfactory Academic Progress (SAP)* *Policies & Procedures*

Federal regulations require institutions to monitor the academic progress of each student who is awarded Title IV funding and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. Federal regulations require institutions to establish Standards of Satisfactory Academic Progress (SAP) that include qualitative and quantitative measures of progress and a timeframe for completion of a program of study.

These standards are applied to students who receive financial aid from any Title IV funds, institutional grants, and scholarships. Students' academic performance is evaluated at the end of each payment period if the educational program is either one academic year in length or shorter than an academic year; or for all other educational programs, at the end of each payment period or at least annually to correspond with the end of a payment period.

Any student not meeting the minimum standards outlined below will be placed on academic progress and/or attendance probation. The student must meet the minimum requirements by the end of the academic progress and/or attendance period. Academic progress and/or attendance will last for one payment period, during which the student may continue to receive Title IV funds; if not, financial aid will be terminated until the student successfully completes a semester. Students will not be able to appeal their financial aid status.

Note: See LTC Student Handbook, "Standards of Progress" and "Attendance Policy" for student policies that applies to all students. Some classes may have more stringent policies, such as Aviation and Health Services.

Students who do not meet the Basic Skills requirements are required to register and attend the Applied Academics for Adult Education enrichment class a minimum of three (3) hours per week, until the Basic Skills requirements are met.

If a student does not meet the stated requirements, he/she is not meeting SAP and Pell will not be disbursed for the next payment period.

Qualitative: Cumulative Grade Point Average (GPA) Requirement

In accordance with federal regulations, a student's cumulative GPA must be reviewed at the end of each pay period.

1. Students must have earned a cumulative 2.0 GPA when grades are reviewed at the end of the payment period.
2. Students who do not earn the required cumulative 2.0 GPA will be placed on academic progress probation for their payment period.
3. While on academic progress probation, the student remains eligible for financial aid:

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- a) If the student earns a cumulative 2.0 GPA (or higher) by the end of the academic progress probation pay period, the probation will be lifted (provided the student meets all other SAP guidelines).
- b) If the student does **not** earn a cumulative 2.0 GPA by the end of the academic progress probation pay period, financial aid will be terminated. The student will not qualify for financial aid for the upcoming pay period until they have successfully completed a semester.
- c) A student placed on academic progress probation and agrees to an academic plan can regain eligibility only by achieving academic compliance.

Quantitative: Completion Rate Requirement

In accordance with federal regulations, students must successfully complete at least 67% of cumulative clock hours attempted in order to meet the requirements for financial aid. For example, if a student has attempted 450 clock hours during a pay period, he/she must successfully complete 301.5 or more of those hours. Student completion rates are reviewed at the end of each pay period.

1. Students must earn a cumulative 67% completion rate and complete their program within 150% of the program requirements. Transfer credits are included in this percentage.
2. Students who do not earn a cumulative 67% completion rate will be placed on academic probation for their next payment period.
3. While on academic progress probation, the student remains eligible for financial aid:
 - a) If the student completes sufficient credits to earn a 67% completion rate by the end of the academic probation payment period, the probation will be lifted (provided the student meets all other SAP guidelines).
 - b) If the student does **not** complete sufficient credits to earn a 67% completion rate by the end of the academic progress probation payment period, financial aid will be terminated. The student will not qualify for financial aid effective the next payment period until the student again meets all SAP guidelines.

Maximum Time Frame

The maximum time frame within which to complete a program of study is 150% of the published length of the program. For example, if the published length of a program of study is 1200 clock hours, a student may attempt up to $(1200 \times 150\% = 1800)$. (Note that a student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

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Changes in Program of Study for Clock-hour (PSAV) Programs

Students are permitted to make changes to their program of study in accordance with their academic goals. As long as students are meeting all other SAP standards, changes of program alone will not disqualify them for financial aid eligibility.

Course Incompletes, Withdrawals and Non-Credit Remedial for Clock-hour (PSAV) Programs

Successful completion of coursework is defined as earning a grade of A, B, or C at LTC. All other grades including I (Incomplete), D, F, NR (Not Reported) and W (Withdrawn) are defined as unsuccessful completion. Accordingly, all courses having grades of I, D, F, NR and W count as the applicable hours attempted and count as zero hours earned in the SAP calculation. The grade of "F" additionally counts as zero quality points when the qualitative SAP standard is assessed. Grades of I and W are not counted when the qualitative SAP standard is assessed. Grades of I and W do not carry any quality points.

Students who have grades of I or NR, that result in an unsatisfactory standing, may have their SAP status recalculated when those grades are later reported as an A, B, or C. Students who achieve satisfactory standing as the result of a grade recalculation will be evaluated for reinstatement of financial aid as long as the end of the same academic year has not occurred and all other eligibility criteria are met.

Transfer Credits for Clock-hour (PSAV) Programs

Higher Education Act (HEA) regulations require that at a minimum, transfer credits that count toward the student's current program must count as both attempted and completed hours. LTC complies with the aforementioned regulations. Transferring credit reduces total program hours and may alter payment periods.

Repeat Coursework and GPA

The grade earned in a repeated course will be substituted for the original grade, if higher. This will be calculated in the grade point average for clock-hour SAP. Pell does not pay for repeat hours or courses that were failed.

Consequences of Failing SAP

Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete at the proper (completion rate) are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

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Re-Establishing Financial Aid Eligibility

Students may regain financial aid eligibility with satisfactory academic progress reported after successfully completing a semester. Financial Aid will not fund this semester. There is not a student appeal process to reestablish aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student.

Emergency Leave of Absence

LTC may grant a student a leave of absence for a legitimate unforeseen circumstance during which the student is not considered withdrawn. Students receiving Veterans' benefits are not eligible for a leave of absence. The following conditions must be met:

- The student must make a written request in advance to Student Services with a Leave of Absence Request form. Approval is needed. Valid reasons may include: emergency health condition, family emergencies, death in immediate family (includes – parents, spouse, children, siblings and grandparents only) and **must include documentation**. In extreme time-sensitive cases when it is impossible to notify using proper request procedure, students must contact LTC Student Services within 24 hours of emergent situation.
- The leave of absence must not exceed 15 scheduled days except for mitigating circumstances that are well-documented.
- The leave of absence must be complete within the same school year. The leave may not be carried over to another school year.
- The school will grant only one leave of absence in any 12-month period.
- Additionally, subsequent leaves may be granted for jury duty, military reasons or circumstances covered by the Family Medical Leave Act of 1993.
- Student will not receive tuition reimbursements, credits or refunds for an approved leave of absence.
- Clock hours accrued during approved leave of absence will not apply to Pell Grant disbursement.
- Student's failure to return to school after approved leave of absence will result in withdrawal as of last date of attendance.

Treatment of Selected Grades

- a) **Withdrawals:** Clock hours in which a student receive a grade of "W" are included in the number of hours attempted but do not count toward successfully completed hours; consequently, students who withdraw may have difficulty meeting the satisfactory progress requirements.
- b) **Incompletes:** Students will not be affected by "incompletes" at the time of the review.
- c) **Transfer Credit:** Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid will be reduced by the number of transferred credit hours applied towards his/her program of study at Lively Technical Center.

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- d) **Successful completion:** A grade of A, B, or C is considered successful course completion. A grade of D or F is not considered a successful completion.

Eligibility Status

- a) **Satisfactory:** Students who have met the criteria explained above, cumulative GPA of 2.0 and cumulative completion rate of 67%, have satisfactory status.
- b) **Financial Aid Warning:** Students who have not earned the required GPA or completion rate will be placed on financial aid warning for the following semester. Satisfactory academic progress will be monitored at the end of each payment period if the student meets the standards of progress and is eligible to continue to receive financial aid.
- c) **Financial Aid Termination:** Students on financial aid warning status who have not successfully earned a cumulative GPA of 2.0 and cumulative completion rate of 67% at the conclusion of the warning period will have their financial aid terminated. Financial aid will also be terminated for students who have attempted the maximum allowable clock hours for their program of study.
- d) **Notification of Financial Aid Termination or Warning:** The Financial Aid Office will send an email to any student who is placed on financial aid warning or terminated; however, failure to receive correspondence does not negate a termination or warning status.
- e) **Regaining Eligibility:** Students who continue to attend school without federal financial aid may regain eligibility for financial aid by earning a cumulative GPA of 2.0 and a cumulative completion rate of 67%. A student may request reconsideration of eligibility for financial aid by submitting a written request to the Financial Aid Office once all requirements are met.
- f) **Returning students** are evaluated on a continuing basis from the last enrollment, unless an extenuating circumstance is considered. Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning.
- g) **Complete academic record:** To measure a student's satisfactory progress toward PSAV certificate requirements, the student's complete academic record at Lively Technical College must be evaluated, whether or not the student received aid for the entire time of enrollment. Any course grades of W that were forgiven by Lively Technical College must be included in a student's cumulative record when determining satisfactory academic progress standards. When students complete coursework for more than one major, academic progress standards for each major must be met to receive student aid.

Please note that satisfactory academic progress warning status or termination status can be changed only by successfully completing classes – it is not enough to sit out any payment periods. The status remains until you earn both a cumulative GPA of 2.0 and a cumulative completion rate of 67%. You must meet both criteria to be considered in good standing for financial aid.

The person designated by Lively Technical College to provide financial aid information to students is the Financial Aid Director or her designee. Office hours: 7:30 a.m.-4:30 p.m., Monday-Thursday, and 7:30 a.m.-2:00 p.m. on Friday.