



Satisfactory Academic Progress

The U.S. Department of Education requires all schools to establish and apply standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial aid under the programs authorized by Title IV of the Higher Education Act (HEA). As with any area of Title IV, it is critical to understand that students must meet all SAP requirements within the context of all existing federal and institutional regulations. Thus, students must meet all Title IV and institutional requirements and regulations in order to be eligible to receive federal financial aid.

Federal regulations require that all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible certificate program. The Federal Pell Grant Award is proportional to a student's attendance (full or part time) and required satisfactory progress under the institution's standards and practices.

SAP helps monitor whether students are moving toward successful completion of a certificate program in a timely manner. In order to be meeting SAP requirements, students must maintain a specified grade point average (GPA) (Qualitative) and attendance marks (Quantitative), and proceed through the program at a pace leading toward completion in a specified time frame. Tri-Community Adult Education measures progress in clock hours. Rules are applied uniformly to all students whether or not aid has been previously received. Students SAP will be monitored at the end of each payment period.

Qualitative Requirement

Students must maintain a cumulative grade point average (GPA) of 2.0 or better on a 4.0 scale. For any program more than two academic years in length, students must have a minimum of a 2.0 GPA at the end of the second academic year. For the purpose of this policy, grades of "A", "B", "C" and "D" are considered making satisfactory academic progress. Grades of "F", and "I" are considered *not* making academic progress. An incomplete grade is considered the same as an "F" when evaluating SAP.

Quantitative Requirement

Students need to maintain a cumulative attendance record of 67% or higher to finish the program in the maximum time frame.

Maximum Time Frame

Students may receive financial aid for up to 150% of the published clock hour length of their declared program. Students must, regardless of whether or not financial aid has been previously received, finish their program within the maximum time frame.

Evaluation Points/Payment Periods

Program Name: **Welding - 1200 Clock Hours**

Payment Periods: 1-450 Clock Hours 451-900 Clock Hours 901-1200 Clock Hours

Evaluation Points: 451 Clock Hours, 901 Clock Hours

Program Name: **Court Reporter - 4600 Clock Hours**

Payment Periods:

0 - 540

541 - 1080

1081 - 1620

1621 - 2160

2161 - 2700

2701 - 3240

3241 - 3780

3781 - 4320

4321 - 4600

Evaluation Points:

541 Clock Hours

1081 Clock Hours

1621 Clock Hours

2161 Clock Hours

2701 Clock Hours

3241 Clock Hours

3781 Clock Hours

4321 Clock Hours

Administrative Withdrawal:

A student on probation who fails to attain satisfactory academic progress (SAP) or earn a GPA of 2.0 or higher at the end of the payment period or period of enrollment for which they were placed on probation will be administratively withdrawn from Tri-Community Adult Education (TCAE).

A student may also be Administratively Withdrawn from TCAE for any of the following acts:

- Cheating on exams/test or assignments
- Disruptive behavior in class or on campus
- Behavior which jeopardizes the physical or emotional well-being of students, instructors or others.
- Plagiarism or claiming that another person's work or ideas were yours without giving them proper credit
- Knowingly providing false information, verbally or on paperwork
- Using, selling, and/or possessing illegal drugs or legal drugs without a valid prescription
- Carrying and/or using a gun, knife, or other weapons on campus
- Drinking alcohol on campus
- Other Criminal offenses both on- or off-campus, including but not limited to the following:
 - public indecency
 - sexual offenses/ sexual assault
 - Stealing
 - Destruction of school property or another student's property
 - Harassment, bullying, threats, intimidation or repeated disrespect toward students, instructors, or school staff.
 - Fighting (physical altercation)

Students receiving Title IV funds who are Administratively Withdrawn from TCAE will have all future financial aid payments canceled. R2T4 will be performed and a calculation of student earned Title IV funds will be determined. Any unearned Title IV funds must be returned to the Federal Student Aid programs. If Title IV funds have already been paid out to the student for the payment period, the student was Administratively Withdrawn, the student will need to return the funds received. An

Overpayment will also be reported to the National Student Loan Data System (NSLDS) until the student has returned the unearned portion of Title IV funds received.

It is important to note: the total Title IV funds earned may not be enough to cover the institutional charges for the period of enrollment. When this occurs, the student is responsible for any outstanding charges not paid to the school through the student's Title IV funds.

Financial Aid (FA) Warning:

A student who is receiving Title IV Funds who begins to have difficulty meeting either the Qualitative and/or Quantitative standards set forth by the school's SAP policy will receive the statement "Financial Aid Warning" (FA Warning) on their student enrollment record for the payment period or period of enrollment in which the FA Warning is issued.

The Financial Aid Counselor submits a form indicating the reason or reasons why a student has been given an FA Warning. The Counselor will notify both the financial aid office and program coordinator by providing each with a copy of the FA Warning. The school counselor or the financial aid office may initiate a meeting with the student or contact the class instructor to determine if the FA Warning has been resolved.

To resolve the FA Warning a student must do the following:

- Meet with their class instructor to review or resolve whatever concerns caused the student to be given an FA Warning.
- Complete the payment period or enrollment period successfully, which is defined as meeting Satisfactory Academic Progress (SAP).

4) Appeals:

Students who are found to be out of compliance with the standards for satisfactory academic progress (SAP) and placed on academic suspension may appeal such a decision. A written appeal must be submitted to the School Principal outlining the basis of the appeal along with supporting documentation for the appeal. The appeal must be submitted within 10 business days of the academic suspension. The Principal will rule on the student's appeal and inform the student in writing of the decision.

- Students reinstated upon appeal will be placed on Academic Probation until SAP is met or the student meets the minimum conditions and/or requirements set forth by their Student Academic Plan.

Course Repetition

If a student repeats a failed or previously passed class, it will replace the grade to recalculate into the new cumulative GPA. The units will still count toward the completion rate and maximum time frame. Students who passed a class and choose to repeat for a higher grade are not eligible to receive financial aid for the repeated class. Students may receive financial aid for a failed class that they repeat until they pass (as long as they are meeting all of the other SAP requirements).

Transfer Students

Prior to the awarding of financial aid for students who attended other colleges, submission by the student of all academic transcripts is required regardless if the student received financial aid at their previous college.

Credit hours from another institution that are accepted towards the student's education program must count as both attempted and completed hours. Students who have below a cumulative 2.0 grade point average at their last college are placed on probationary status for their first term of enrollment at Tri-Community Adult Education. Students in probationary status are not eligible to receive financial aid unless an SAP appeal is submitted and approved by Financial Aid Counselor. If at the conclusion of that first term of enrollment the transfer student is not meeting the requirements of SAP the student is deemed ineligible for Financial Aid for that term.