



Satisfactory Academic Progress

Federal regulations require that all recipients of student financial aid make Satisfactory Academic Progress (SAP) towards an eligible certificate program. 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

Welding: Students must maintain a cumulative grade point average (GPA) of 2.0 or better on a 4.0 scale. 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. Incomplete classes are considered the same as an "F" when evaluating SAP.

Court Reporter: Students must maintain a cumulative grade point average (GPA) of 2.0 or better on a 4.0 scale in all academic classes. 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. Incomplete classes are considered the same as an "F" when evaluating SAP.

Students in the Court Reporter Program must also keep current on typing credit requirements. Typing credit requirements are listed on the calendar schedule in the lab.

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 - 2300 Clock Hours**

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

901-1250 Clock Hours 1251-1800 Clock Hours

1801-2051 Clock Hours 2052-2300 Clock Hours

Evaluation Points: 451 Clock Hours, 901 Clock Hours, 1251 Clock Hours, 1801 Clock Hours, 2053 Clock Hours

Failure to Meet Any Portion of SAP Policy

Students meeting all expectations and requirements at the designated evaluation point will be considered to have met SAP and be eligible to receive financial aid disbursements (if applicable). Students failing to meet any requirements, either qualitative or quantitative, will be notified in writing by the staff. Students will automatically be placed on **Warning** status in the subsequent term for failure to meet any of the requirements of SAP

Warning/Probation Status

Students failing to meet SAP at any evaluation point will be notified by the Financial Aid counselor. Students failing to meet SAP will be placed on a **Warning** status if it is reasonable to believe that the student is able to meet SAP at the next evaluation point. Students placed on Warning status are still eligible to receive Title IV financial aid for that term only. If a student who is on Warning status fails to meet SAP the following at the next evaluation point they will be placed on **Probationary** status and will not be

eligible for Title IV financial aid until the next evaluation point that they are able to meet SAP. The student does have the right to appeal this status. If the appeal is approved, the student's financial aid will be reinstated (they will be making satisfactory progress for the purposes of financial aid) and they will remain on **Probation** until the next scheduled evaluation period. During **Probation**, the student's academic advisor will develop and monitor an academic plan for the student. At the end of the **Probation** period, if the student is meeting the minimum requirements, or if they are successfully following a customized academic plan, they will be determined to be making satisfactory progress. If, at the end of the "Probation" period, the student is *not* meeting minimum requirements, the student will be determined as not making satisfactory academic progress and will be terminated from the school. During "Probation", the school may impose conditions for the student's continued eligibility to receive financial aid and to be considered to be maintaining satisfactory progress for the purpose of financial aid.

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.