



Policy Name:	Satisfactory Academic Progress for Title IV Federal Financial Assistance
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SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE

SCOPE

The United States Department of Education (USDOE) requires an institution to have a policy in place to monitor the satisfactory academic progress of students receiving federal financial assistance. Satisfactory Academic Progress (SAP) shall be measured qualitatively (GPA) and quantitatively (completion rate).

South Central Louisiana Technical College (SCLTC) has a Financial Aid Appeal process available for students identified as having had an extenuating circumstance which caused them to not meet the institution's satisfactory academic progress guidelines.

FEDERAL AND INSTITUTIONAL GUIDELINES

Satisfactory Academic Progress (SAP), as defined by SCLTC, must be maintained in order to be eligible for any Title IV Federal Financial Assistance program. The Financial Aid Counselor at each SCLTC campus (i.e., Lafourche, Reserve, and Young Memorial) evaluates student academic progress at the beginning of each semester, including the summer session. Students are evaluated on the basis of (1) cumulative grade point average, (2) completion rate, and (3) maximum time frame limitations. The specific measurement criteria are provided below:

1. The student must have a minimum cumulative GPA of a 2.00.
2. The student must complete 67% of coursework attempted.
3. The student must not exceed the maximum time frame of 150% of his/her program length.

A student will be denied federal funding if any of the following criteria above are not met. New students (first semester at SCLTC), transfer (any other college or university) or freshman are awarded aid initially. SAP is checked following the student's first semester and every semester thereafter.

Cumulative GPA

The qualitative standard requires that a student achieve no less than a cumulative grade point average (GPA) of a 2.00. This includes all coursework attempted at Louisiana Community and Technical College System (LCTCS) and transfer courses from other institutions that are approved for technical college credit and included on the SCLTC transcript. A student's cumulative GPA will be calculated based upon all courses on the student's transcript: passed, failed, courses from which the student officially or unofficially withdrew, repeated, and non-credit remedial/developmental coursework. The cumulative GPA calculation will not be rounded.

Completion Rate

A student's completion rate, or also known as pace of progression, is the quantitative standard. Students must complete 67% (this number may be rounded up) of all course work attempted at SCLTC, regardless of the program or campus, to qualify for federal financial aid. All courses passed, all courses failed, courses from which the student officially or unofficially withdrew, all

courses repeated, courses from which the student received an incomplete, and non-credit remedial/development coursework will be considered in the calculation, even if the student did not receive federal financial aid.

Maximum Time Frame Limitation

Students may receive federal financial aid if they have not attempted more than 150% of the hours required to complete their program of study. For both native and transfer students, hours attempted include all hours pursued, received, withdrawn, and failed (even if they did not receive federal financial aid). All calculations will be based upon the cumulative academic record as transcribed by the college at the time of the SAP evaluation.

Other Factors Which May Impact a SAP Determination

- "I" Grades

"I" (incomplete) grades could have an adverse effect on the student's ability to maintain satisfactory academic progress. An "I" grade will be considered "attempted," but will not be considered to have been "completed." It is the student's responsibility to inform the Financial Aid Office if an "I" grade changes during a payment period. If the change of the grade will affect the student's financial aid eligibility, the Financial Aid Office will perform a recalculation of aid eligibility during the payment period. Otherwise, the change of grade will not be factored into the cumulative completion rate until the next SAP evaluation.

- Developmental/Remedial Courses

The maximum number of hours that a student may receive Title IV federal aid for developmental/remedial courses is 30 hours. For SAP purposes, development courses will count as attempted hours, completed hours, and grades received, even if federal financial aid is not received for these courses.

- Withdrawals

"W" (withdrawn) grades could have an adverse effect on the student's ability to maintain satisfactory academic progress. A "W" grade will be considered "attempted," but will not be considered to have been "completed."

- Academic Renewal

Academic renewal does not affect or alter the student's financial aid records for purposes of determining financial aid eligibility. All hours attempted and grades received will continue to be counted for purposes of federal financial aid and satisfactory academic progress.

- Transfer Students

Transfer students are considered to be satisfying the SAP requirements initially. However after the first semester at SCLTC, transfer students are required to meet the same standards as native students in order to receive federal financial aid. Note that transfer credits transcribed by the college at the time of SAP evaluation will be counted (as both attempted and completed hours) in the cumulative GPA, completion rate, and maximum allowable hours components of the SAP determination.

- First-time Freshmen

All first-time freshmen are considered to be meeting SAP upon enrollment. For SAP purposes, students with no prior post-secondary experience who are enrolling for the first time at the undergraduate level are first-time freshmen. Prior post-secondary experience does NOT include (1) credit received before earning a high school diploma (or equivalent), (2) credit received for completing tests or assessments, or (3) credit for life experience or military service. However, credit received prior to earning a high school diploma (or equivalent), credit received as the result of completing any tests or assessments, or credit for life experience or military service – that is transcribed by the

college will be considered starting with the SAP calculation performed at the conclusion of the first payment period following enrollment as a first-time freshman.

- Repeated Courses

A student who has received a failing grade in a required course at the college may repeat the course, pursuant to the college's policy on repeating courses. For the purposes of SAP, required courses that are failed and repeated multiple times will count toward a student's hours attempted, hours completed, and grades received. Also pursuant to federal regulations, a student may only receive federal financial aid for one repetition (repeat) of any previously passed course. All repeated courses will be included in the total attempted hours for SAP evaluation.

- Change of Major

Students who change major are still expected to complete the coursework for the new major within the maximum allowable hours. All attempted hours from a prior major will be included in the total attempted hours. If a change in major results in a student not meeting SAP, the student may submit a SAP appeal that, if granted, will allow the student to continue receiving aid while under an academic plan.

- Second Degree

A student who completes his/her degree then pursues a second degree at the same level (i.e., a student with an Associate's Degree who begins a new program to earn a second Associate's Degree) is still expected to complete the coursework for the second degree within the maximum allowable hours. All attempted hours from the previous degree at the same level will be included in the total attempted hours. If pursuing a second degree at the same level results in a student not meeting SAP, the student may submit a SAP appeal that, if granted, will allow the student to continue receiving aid while under an academic plan.

- Pass/Non-Pass Grades

Pass/Non-pass grades will not impact the cumulative GPA component of a SAP determination. However, they will be included in the completion rate and maximum allowable hours components.

- Re-Establishing Eligibility

A student not making satisfactory academic progress may choose not to submit a SAP appeal. In those instances, the student will not qualify for federal financial aid until he/she is in compliance with all components of the SAP policy. Sitting out for a term will not bring the student into compliance with SAP policy. The student will need to attend classes without federal financial aid at his/her own expense until he/she is once again in meeting the SAP criteria.

INSTITUTIONAL PROCEDURE

Satisfactory Academic Progress will be reviewed at the end of each payment period by the college's Financial Aid Office, and students will be notified of their updated status.

Status Codes

1. GOOD – student meets all three SAP criteria and qualifies for federal financial aid
2. NEW – student is attending SCLTC for the first-time
3. WARN – student failed to meet at least one of the standards at the end of the previous payment period and the student was in “good” or “new” standing during that previous payment

4. APLAN – student failed to meet SAP but was granted an appeal and is placed on an Academic Plan
5. MAX – student has exceeded the 150% maximum timeframe of his/her degree requirements
6. GPA – student has a cumulative GPA below the 2.00 minimum requirement
7. GPA67 – student has neither a 2.00 cumulative GPA nor completed 67% of the attempted hours
8. 67PCT – student has not completed 67% of coursework attempted
9. Denied – student’s SAP appeal was denied

Appeal Process

Any student denied federal financial aid is eligible to appeal. In addition if the student believes the academic record has been incorrectly evaluated or if extenuating circumstances (such as illness, death in the family, etc.) have affected the student’s academic performance, the student may complete a Financial Aid Appeal along with supporting documentation to the Financial Aid Office. The student’s appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him to make satisfactory progress at the next evaluation.

- Financial Aid Appeal Committee
The Financial Aid Appeal Committee will review the student’s SAP appeal. The committee has a right to deny an appeal based on a pattern of poor performance and/or withdrawals. They may also deny eligibility reinstatement after they determine a student has submitted forged or altered documents. The committee will notify the Financial Aid Counselor at the appropriate campus who will then communicate the decision of approval or denial to the student.
- Approval of SAP Appeal/Academic Plan
A student whose Financial Aid Appeal was approved will be granted aid for the semester in which he/she appealed. This student will be given an Academic Plan. The Academic Plan will require that the student earns a GPA of a 2.00 each payment period and complete 67% of all hours attempted each payment period. Additional requirements can include taking a specific amount of courses and/or meeting with an academic advisor.
The student will then be evaluated at the end of each payment period based on that plan. As long as the student continues to meet the guidelines of the Academic Plan, then he/she is eligible to receive Title IV aid. However if the student fails to satisfy the requirements of the Academic Plan, then he/she will be denied Title IV assistance until he/she has re-established eligibility.
- Denial of SAP Appeal
A student whose Financial Aid Appeal was denied will continue to be ineligible until the student re-establishes eligibility. Thus the student must attend at their own expense until (1) the student meets the academic standards outlined in the SAP policy or (2) the student successfully appeals in a future payment period.