



Student Financial Aid – Satisfactory Academic Progress

Purpose

As part of the federal administrative capability requirements, the College has developed the following standards to measure whether a student is making satisfactory progress toward his or her technical training certificate.

Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

Payment Period: A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 150% of the scheduled hours for that payment period. For instance, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours' worth of work by scheduled hour 450.

Satisfactory Progress Policy:

Frequency: Student progress is evaluated when a student attempts to activate their Federal Aid and at the end of each payment period for all students in all programs.

Prior Enrollment: Students with demonstrated poor progress and/or attendance in prior enrollment periods will be required to serve an unpaid probation period of no less than half the hours in the payment period. If the student can demonstrate progress by the end of the unpaid period, financial aid will be paid for the entire payment period.

Qualitative Measure: Is determined through a student's ability to demonstrate competency in the course or subject matter. Each course syllabi will provide the student with information regarding the predefined measure for determining successful completion of the course.

Quantitative Measure: Each competency is assigned progress hours based on the average time a student would expect to complete a course. Progress hours are then measured as a ratio against



enrolled hours to determine how many hours a student actually took to complete the course. Students must be on pace for completing the program in no more that 150% of the hours in the program. Progress is monitored at the end of each payment period.

Satisfactory Progress Defined (Practical Nursing Example):

Qualitative Measure: Students must maintain a 67% or 'B-' average in order to be eligible to receive continued benefits.

Quantitative Measure: Students are expected to complete the program in no less than 3 payment periods (150%).

Loss of Eligibility: Students are paid their first payment of aid upon enrollment (see Disbursement policy). No subsequent disbursement of aid will be paid until the student completes the work and attends the hours in the payment period for which they have been paid. If the student fails to complete the payment period (both attended and progress hours) before 150% of the hours in the payment period, he/she is considered to have lost financial aid eligibility.

Reinstatement after loss of eligibility: A student can have their Federal Financial Aid reinstated once their progress and attendance reaches 67%. It is possible for a student to increase their overall progress or attendance rate by increasing their incremental pace. A student is only eligible for a disbursement in the payment period they regained eligibility, not for any prior payment periods.

Program Change: Students will be allowed two program changes (three programs) within a three year period.

Repeat Courses: Financial Aid will only be allowed for repeat classes or programs if technology or other industry standards have changed course requirements substantially enough to warrant student retraining.

Procedures

Satisfactory Progress: If a student fails to attend adequately, and/or complete the hours in the payment period by the beginning of the following payment period, the student will lose the subsequent disbursement. Students can regain eligibility for that payment if their progress is at 67% or higher before the end of the subsequent payment period.

Delayed progress: In some instances a student will have completed an adequate amount of work but the work cannot be recorded into the Student Information System until the student reaches a completion point. In this event, the student may provide documented evidence of work completed from an instructor to prevent a lost disbursement. The Financial Aid Office will only accept this type of documentation to remedy a lost disbursement, not to accelerate a payment.

Satisfactory Progress Defined: The Financial Aid Office will monitor progress during the semester break. Students who fall below a 67% average will be placed on probation for the following semester. If his/her grades during the probation semester are not at least a 67% average they will be terminated from Federal Financial Aid.

Repeat Courses: The course instructor must provide documentation to the Financial Aid Office to substantiate any request for a student to repeat a course. As a general rule, a student's perceived need for review will not constitute a valid reason for repeating a course but special circumstances can be evaluated under the Professional Judgment policy.

Appeals Policy:

If a student believes that their rights that are outlined in the financial aid general policies have been violated they may request an appeal *in writing* to the financial aid office. The student must include in the letter the reasons that they believe that their rights were violated.

The financial aid appeals committee: Vice President of Finance, Vice President of Student Services & the Financial Aid Coordinator will review the appeal within 30 days and a determination will be made. The final decision will be relayed to the student in writing within ten business days of the final decision.