### **Satifactory Academic Progress (SAP) for Title IV Students (Pell)**

Students will be evaluated at the end of each payment period as shown in the student’s Award Letter. A Satisfactory Academic Progress Report will be sent to the instructor who will be asked to complete the student’s academic status. At the end of each payment period students will be evaluated to determine if they are meeting the following SAP requirements:

1. Qualitative Requirement (Grades): Once a payment period has been completed the student must have maintained at least a cumulative GPA of 2.0 for all past coursework.
2. Quantitative Requirement (Pace of Progression): The maximum time frame for completing a program is no more than 150% of the program’s stated length in accordance with the student’s enrollment status (full-time or part-time). The increment for measuring a student’s progress will be each payment period. A student must be proceeding in a positive manner toward fulfilling certificate requirements in a normal length of time. At MDTC this means the student must have completed a minimum of at least 67% of the scheduled learning objectives/ course work for the payment period. The pace of progression is calculated by taking the number of cumulative clock hours completed and dividing it by the cumulative number of clock hours attempted/ scheduled to be completed. If a student is not progressing at a pace which will fall within the 150% time frame, the student is NOT considered to be making satisfactory progress and will be placed on Financial Aid warning status.

If a student meets the SAP requirements the next Pell disbursement is processed and issued to the student. This process will be repeated at the end of each payment period. If a student does not meet these requirements the student will be notified via a letter and will receive an official Financial Aid Warning informing the student that he/she did not meet one or more of the SAP requirements and his or her financial aid eligibility is in jeopardy.

### **How Progress is Measured if a Student Changes Local Programs/Career Majors**

Students should contact a Student Services advisor to discuss the changes that are being requested. The advisor will make sure that there is space available in the desired career major and if so, will grant approval accordingly. The advisor will then notify the student, instructor, and financial aid coordinator or other persons involved, of the start date of the new career major. For students receiving a Pell grant or VA, this will require a new calculation and could affect the amount of Pell or VA a student is eligible for.

Any courses duplicated in the new career major will result in the student receiving advance standing. Neither Pell nor VA will pay for coursework that has already been successfully completed. The remaining courses in the new career major will be used to prorate the new Pell disbursements for the new career major and a new Award letter will be given to the student outlining these changes. The GPA of the completed coursework in the original career program will be used to determine academic progress status.

### **Financial Aid Warning**

If a student receives an unfavorable progress report that is not in compliance with the SAP requirements above, the student will be issued a Financial Aid Warning and informed by letter. The student will still be eligible for Pell disbursement, but this will happen only once, i.e. there cannot be two consecutive Financial Aid Warning periods.

### **Appeals Process and Financial Aid Probation**

If the student is not in compliance with the SAP requirements at the end of the payment period following a period in which the student received a Financial Aid warning the student’s Pell eligibility is suspended. The student will need to contact the Director or Assistant Director of Instruction and request an Appeal Form, which the student must complete and return. The appeal form will be evaluated by the Appeals Committee comprised of, but not limited to, the Assistant Director of Instruction, the Financial Aid Coordinator, the Student Services Coordinator and/or a Career Advisor, and the student’s instructor.

On the Appeal Form the student will be required to explain what prevented him or her from complying with the SAP requirements AND what has changed that will allow him or her to meet the SAP requirements when evaluated at the end of the next payment period. If the Appeal Committee determines that the student will be able to meet the SAP requirements by the end of the next payment period based on the changes the student has made OR if the student is placed on an academic plan that will ensure the student is able to meet the SAP requirements, the Appeal will be approved and the student will be placed on Financial Aid Probation for the next payment period. The student will continue to receive financial aid.

**MAXIMUM TIME FRAME**

The maximum time frame for completion is 150% of the hours required to complete the certificate program, e.g. a 900 hour program with 37 weeks of instruction would have a maximum time frame of 1,350 hours and 55.5 weeks of instruction.

### **Requirement for Reinstatement of Financial Aid**

A student whose financial aid has been terminated may apply for aid to be reinstated once he or she has completed one semester of training in an approved program with a semester grade of a C or better. A student whose financial aid has been terminated is responsible for paying tuition in full no later than the first day of the semester unless other arrangements have been made with the Financial Secretary.

* Appeal Procedure

Students who wish to appeal the termination of financial aid may do so by submitting a written appeal to MDTC’s Financial Aid Coordinator detailing the reasons why he or she feels aid should not have been terminated. The written appeal should reach the Financial Aid office no later than three working days after the student receives notification that aid has been terminated. A committee consisting of at least three of the following will review the appeal: Director of Adult Career Development, LPN Director, Director of Instruction, Assistant Director of Instruction, Instructor, Chief Operations Officer. The student will be notified of the results of his or her appeal by mail within 10 working days of the date of the appeal. The committee will have the authority to uphold or override the aid termination and take into account any mitigating circumstances when making that decision.