

## Satisfactory Academic Progress Policy

Students receiving Federal financial assistance are required to meet satisfactory academic progress (SAP) standards, while State financial assistance programs have standards of progress which may vary with each program. In addition, Federal and State requirements restrict the time frame that students receiving assistance have to complete their program and require completion of a minimum number of credit hours each term and require a certain cumulative grade point average along with a prescribed number of credit hours it takes to complete each academic program. Failure to do so may result in termination of eligibility. Detailed information on the SAP standards is issued to all students receiving financial aid. All recipients of financial aid are required to meet SAP guidelines established by York Technical College to comply with federal regulations. The intent of the policy is to ensure that students who receive federal and state financial assistance are making measurable progress toward completion of a program of study. The policy is separate from the institution's standards of progress and is monitored by the Enrollment Services Office. Satisfactory academic progress must include both qualitative (GPA) and pace of progression (maximum time frame). These three criteria are applied to determine progress at York Technical College:

1. The maximum length of time for which the student may receive financial assistance (150%).
2. The percentage of attempted credit hours the student must earn (67-100%).
3. The minimum cumulative grade point average (GPA) the student must maintain (2.0).

Satisfactory Academic Progress will be reviewed at the end of each semester for all students with a FA record and enrollment. Results of that review will be used to determine the subsequent semester's eligibility for financial assistance. Students are responsible to ensure that they maintain the minimum cumulative GPA and to ensure that they complete the required minimum number of credits each semester.

**Satisfactory academic progress must be maintained even during semesters in which assistance is not received.**

### Grades/Coursework reviewed in Cumulative GPA

**Grades** of F, I, W and WF indicate unsatisfactory completion of courses for financial aid purposes. Failure of a student to satisfactorily complete the required number of credits during the semester may result in a warning or suspension of financial assistance.

**Incomplete Grades:** Incomplete courses will not be considered complete until official confirmation has been received in the Financial Aid Office showing satisfactory completion of the incomplete course.

**Repeat Courses:** Repeated courses count as attempted credit hours. Financial Aid funds can only be used to pay for a passed course twice; the third attempt of any previously passed course is the responsibility of the student.

**Remedial Courses:** Students who enroll in remedial coursework may receive financial assistance for a maximum of 30 hours. These courses do NOT count in the GPA.

**Telecourses and Distance Delivered Courses:** These courses count toward the credit hour load and may be used to fulfill credit hour requirement for financial assistance if the courses are required for a student's degree program.

**Initial Eligibility:** First-time freshmen with no prior academic history at YTC are considered to be making satisfactory academic progress for the first semester of enrollment.

To establish initial eligibility for financial aid as a current student, procedures require a review of the past academic record even if the student paid for the courses. Transfer credits will be counted in cumulative hours attempted and the student must have a minimum cumulative 2.0 GPA.

### **Academic Fresh Start:**

Academic Fresh Start Program is an institutional program for students returning to YTC after a two-year absence. This program does not apply to the calculation for determining satisfactory academic progress for financial assistance.

### **Warning:**

Students who receive financial assistance but fail to maintain satisfactory academic progress as stated in the Financial Aid Information for Students brochure will be placed on a warning but are eligible to receive financial assistance for one term. The following stipulations must be met: 1) complete 100% of attempted credit hours, and 2) have a 2.0 cumulative GPA.

Note: Students will be suspended if they are not meeting the cumulative completion rate of 67%.

### **Suspension:**

Financial aid suspension will result from failure to:

1. Meet the stipulations of the warning term.
2. Graduate prior to exceeding the maximum number of credits allowed for the student's published program length.
3. Meet the requirements of probation appeal.

A student whose financial aid is suspended after failing to meet these requirements **MUST attend on his/her own without financial assistance and meet SAP requirements in order to regain eligibility.** Subsequent appeals may be considered if a student has experienced unusual, extenuating circumstances that can be documented.

Students who are deemed on financial aid suspension will not be awarded financial assistance. If a student is deemed ineligible within an award year any financial aid awards for the next term(s) will be canceled. Continuation of course work will be at the student's expense.

### **Reinstatement:**

**Appeals:** A student whose financial assistance has been suspended may appeal that decision. Appeal forms are available under Student Forms in WebAdvisor. Written documentation is required for appeals for financial aid reinstatement. The student's typed statement **MUST** include the reason why he/she failed to meet the SAP standards and include what has changed and how he/she will improve. **For unusual, extenuating circumstances, the student must submit documentation, such as medical records, hospitalization record, death certificate or obituary, etc.** Appeal deadlines are 5 days prior to each semester and a student may not appeal for a prior semester after that semester has ended. A committee reviews each appeal on a case-by-case basis to determine whether reinstatement of assistance will be granted and all decisions are final. **Submission of an appeal does not guarantee reinstatement of financial assistance.**

**Probation Appeal:** If the appeal is approved, the student will be placed on financial aid probation appeal for one semester and the student must meet the stipulations of her/his appeal. Students must be meeting the SAP standards or have an approved academic plan in order to qualify for further funding. Students on an approved

appeal must complete 100% of the attempted hours and have a 2.0 term GPA. Failure to regain good standing status within the probation semester will result in the suspension of future financial assistance.

**Criteria #1:** Federal regulations mandate a maximum time frame in which a student must complete their program as 150% of the published length of the educational program. The assessment of hours is cumulative and includes previous hours attempted (regardless of grade); transfer credits, repeat classes, incompletes and grades of withdrawal (W) and (WF). Previous credits will be included in the cumulative total whether or not financial assistance was received. The 150% time frame will be monitored each semester. Once the maximum 150% of the program has been attempted, the student is no longer eligible for financial assistance.

Students pursuing multiple programs of study through York Technical College will be limited to a maximum timeframe of 90 hours attempted (150 percent of what is required to earn an associate's degree at most two-year institutions). A first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the program originally enrolled. The Enrollment Services Office will complete a program assessment to determine a "new allowable timeframe" if the student pursues a new program and has reached the maximum allowable hours. The student must submit an appeal and have it approved before a new timeframe is set. The Enrollment Services Office will notify a student of the "new allowable timeframe". A student must be reviewed at the end of each semester before any financial aid funds are applied to the account.

**Change of Major(s):** A student who changes his or her major is still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student's current program of study. A student changing from an associate program to a diploma or certificate program of study, may lose federal and state eligibility immediately upon making the change based on the cumulative academic history review for the 150% maximum time frame requirement.

**Criteria #2:** In order to assure progress toward the completion of a program, students receiving financial assistance at YTC policy must complete 67% of all attempted hours. Attempted hours are all courses the student is enrolled in at the end of drop period for the term (census date). The census date is seven calendar days after the start of the session.

**Criteria #3:** The student must maintain a minimum cumulative 2.0 grade point average (GPA) to receive financial assistance. If the cumulative GPA falls below a 2.0 at the end of the evaluation period, the student will be placed on financial aid warning.