



SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 2016-2017

The Marion Technical College Satisfactory Academic Progress policy (SAP) is used to ensure that students are moving toward successfully completing the program of study for which they are receiving Title IV aid in a timely manner. The SAP policy is comprised of qualitative and quantitative measurements that must both be met to comply as disclosed in regulation 668.34. A full description of this regulation is available in the financial aid policy & procedure manual. The following satisfactory academic progress policy below is pursuant to regulation 668.34 and will affect all students as of 07/01/2016.

The **qualitative** measure relates to the grade average that a student must maintain. A student must maintain a “C” (70%) average or higher as designated by the individual program grading scale in which they are enrolled. The **quantitative** measure applies to attendance and completing the program of study on pace within a maximum timeframe considering both scheduled hours and weeks. The student’s attendance and pace will be measured at the end of each disbursement payment period. The maximum time frame to complete a program will be within 110% of the designated program length. A student must attend and complete at least 90% of the program scheduled hours and weeks. Student absences within the 10% allowed timeframe per the Institutions attendance policy will not be required to be made up. The student’s cumulative clock hours over a calendar year will be evaluated. A chart that depicts each program’s maximum timeframe as well as the checkpoints by disbursement payment periods is printed on the reverse side of this SAP policy.

A student’s transfer credits will be evaluated and certified by the program manager/instructor, using the MTC transfer of credit form and required transcripts or other acceptable documentation. Any accepted transfer hours will be considered as completed hours in the maximum time frame calculation.

The procedure for checking SAP will be as follows:

For programs *less than one academic year*, SAP will be evaluated at the **point when the student successfully completes the scheduled clock hours for a disbursement payment period**. A SAP form will be completed by the financial aid office and signed by the instructor/program manager indicating the student’s grade, attendance and progression/pace in the program. If any of the stated requirements fall below the minimum standards, the student will automatically be placed on a “**warning status**” until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Failure to achieve satisfactory academic progress by the end of the warning payment period will result in **termination** of Title IV aid. At this point in time, the student will be classified as “self-pay” and no additional Title IV aid will be offered. A probation period is not allowed.

For programs *greater than one academic year*, a SAP form will be completed by the financial aid office and signed by the program manager/instructor at the **point where a student successfully completes the scheduled clock hours for a disbursement payment period**. A SAP form will be completed by the financial aid office and signed by the instructor/program manager indicating the student’s grade, attendance and progression/pace in the program. If any of the stated requirements fall below the minimum standards, the student will automatically be placed on a “warning status” until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Failure to achieve satisfactory academic progress by the end of the warning payment period will result in termination of Title IV aid. The student could remain in school as a self-pay student for the next payment period. Reinstatement of Title IV aid may occur after a successful SAP evaluation at the end of the self-pay payment period.

There is no appeal process to re-establish Title IV eligibility if a student that was terminated due to unsatisfactory academic progress wants to return to school at a later date. They would not be eligible for Title IV funding, and would return on a “self-pay” basis if re-admission to the program was granted. After a successful SAP evaluation of a payment period they can become Title IV eligible if applicable. There is no provision in this SAP policy to allow for repeats, remedial, withdrawals or incomplete coursework. If a student withdraws from the program after losing Title IV eligibility, the required R2T4 calculation will be performed to determine if any monies are owed to the federal government. The student may still owe a balance to the school.

2016-2017 Pell Eligible Programs – Satisfactory Academic Progress Chart

Program	Code	Schedule Hours/Weeks MTF Hours/Weeks	Checkpoint at end of successful completion of Hours & Weeks Disbursement Payment Period	
Applied Cybersecurity	Y100300	750 hours/45 weeks 825 hours/ 49 weeks	1-375 hours 376-750 hours	22.5 weeks 22.5 weeks
Cosmetology AM	D 500100	1200 hours/40 weeks 1320 hours/44 weeks	1-450 hours 451-900 hours 901-1200 hours	15 weeks 15 weeks 10 weeks
Cosmetology PM		1200 hours/60 weeks 1320 hours/66 weeks	1-450 hours 451-900 hours 901-1200 hours	22.5 weeks 22.5 weeks 15 weeks
Culinary	N 100500	1200 hours/43 weeks 1320 hours/47 weeks	1-450 hours 451 -900 hours 901-1200 hours	16 weeks 16 weeks 11 weeks
FF/EMT Combined	P430216	698 hours/21 weeks 768 hours/23 weeks	1-349 hours 350-698 hours	10.5 weeks 10.5 weeks
Massage Therapy	H 120405	750 hours/38 weeks 825 hours/42 weeks	1-375 hours 376-750 hours	19 weeks 19 weeks
Medical Assisting	H170515	1300 hours/43 weeks 1430 hours/47 weeks	1-450 hours 451-900 hours 901-1300 hours	15 weeks 15 weeks 13 weeks
Medical Clinical Lab Tech	H 170600	1515 hours/51 weeks 1667 hours/56 weeks	1-450 hours 451-900 hours 901-1207.50 hours 1207.60-1515 hours	15 weeks 15 weeks 10.5 weeks 10.5 weeks
Medical Coder/Biller	H170530	1110 hours/56 weeks 1221 hours/61 weeks	1-450 hours 451-900 hours 901-1110 hours	22.5 weeks 22.5 weeks 11 weeks
Practical Nursing	H170605	1350 hours/45 weeks 1485 hours/50 weeks	1-450 hours 451 -900 hours 901-1350 hours	15 weeks 15 weeks 15 weeks
Radiologic Tech	W170210	2700 hours/90 weeks 2970 hours/99 weeks	1-450 hours 451-900 hours 901-1350 hours 1351-1800 hours 1801-2250 hours 2251-2700 hours	15 weeks 15 weeks 15 weeks 15 weeks 15 weeks 15 weeks
Technology Support Services AM	Y100100	600 hours/26 weeks 660 hours/28 weeks	1-300 hours 301-600 hours	13 weeks 13 weeks
Technology Support Services PM	Y100100	600 hours/38weeks 660 hours/42 weeks	1-300 hours 301-600 hours	19 weeks 19 weeks
Vet Assisting	A 010512	750 hours/44 weeks 825 hours/48 weeks	1-375 hours 376-750 hours	22 weeks 22 weeks
Welding Technology AM	J400400	1050 hours/42 weeks 1155 hours/46 weeks	1-450 hours 451-900 hours 901-1050 hours	18 weeks 18 weeks 6 weeks
Welding Technology PM	J400400	1050 hours/53 weeks 1155 hours/58 weeks	1-450 hours 451-900 hours 901-1050 hours	22.5 weeks 22.5 weeks 8 weeks
Welding Technology - Advanced	J400410	750 hours/38 weeks 825 hours/42 weeks	1-375 hours 376-750 hours	19 weeks 19 weeks