

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) 2020-2021

The Marion Technical College (MTC) 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 the institution's standard required qualitative and quantitative measurements that a student enrolled in the program must meet to comply as disclosed in regulation 668.34. A full description of this regulation is available in the financial aid policy & procedure manual. The satisfactory academic progress policy listed below; is pursuant to regulation 668.34.

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 consists of both the attendance clock hours and weeks attended and completing the program of study on pace within the maximum timeframe for a student enrolled in the program. 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. Students absent hours within the 10% allowable timeframe; are not required to be made up per the Institution's attendance policy. Students are evaluated on hourly percentage of cumulative attended hours out of schedule hours. A chart that depicts each program's maximum timeframe as well as the checkpoints by disbursement payment periods is on the reverse side of this SAP policy. A student can monitor grades & attendance in their student account through FOCUS, MTC's student information system.

A student's transfer of credit; will be evaluated and certified by the instructor and/or administrator of program, using the MTC transfer of credit form and required transcripts or other acceptable form of documentation. The financial aid office (FAO) receives a copy of the transfer of credit form and any accepted transfer of credit, will be considered as completed hours in the maximum timeframe calculation.

The procedure for checking Title IV Financial Aid Student SAP by the financial aid office (FAO) will be as follows:

Student SAP evaluation on Programs one academic year or less, will be evaluated at the **point when the student successfully completes the scheduled hours and weeks for a disbursement payment period**. The FAO will distribute SAP forms to the instructor or administrator of program to complete & return to the FAO. They will indicate on the SAP form if the student successfully completed the qualitative measure, quantitative measure and is on pace to complete program in the maximum timeframe for SAP checkpoint. If any of the stated requirements are not successfully completed & fall below the minimum institution standards, the student is automatically placed on a "**financial aid warning status**" until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Student's failure to successfully complete; SAP 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.

Student SAP evaluation on Programs greater than one academic year, will be evaluated at the **point when the student successfully completes the scheduled hours and weeks for a disbursement payment period**. The FAO will distribute SAP forms to the instructor or administrator of program to complete & return to the FAO. They will indicate on the SAP form if the student successfully completed the qualitative measure, quantitative measure and is on pace to complete program in the maximum timeframe for SAP checkpoint. If any of the stated requirements are not successfully completed & fall below the minimum institution standards, the student is automatically placed on a "**financial aid warning status**" until the end of the next disbursement payment period; however, will continue to receive Title IV aid. Student's failure to successfully complete; SAP 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 for a student terminated for unsatisfactory academic progress. 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 disbursement 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.

**2020-2021 Pell Eligible Programs – Satisfactory Academic Progress Chart**

<b>Program</b>	<b>Code</b>	<b>Program Hours &amp; Weeks MTF Hours &amp; Weeks</b>	<b>Checkpoint at end of successful completion of Hours &amp; Weeks in Disbursement Payment Period</b>
Admin Ofc. Spec.	B070330	1050 Hours & 27 Weeks 1155 Hours & 29 Weeks	1 – 450 Hours & 11.5 Weeks 451 – 900 & 11.5 Weeks 901 – 1050 & 4 Weeks
Applied Cyber	Y100300	750 Hours & 20 Weeks 825 Hours & 22 Weeks	1 – 375 Hours & 10 Weeks 376 – 750 Hours & 10 Weeks
Barbering	I120402	1200 Hours & AM 40 or PM 60 Weeks 1320 Hours & AM 44 or PM 66 Weeks	1 – 450 Hours & AM 15 or PM 22.5 Weeks 451 – 900 Hours & AM 15 or PM 22.5 Weeks 901 – 1200 Hours & AM 10 or PM 15 Weeks
Bus. Mgmt. Alnys.	B060200	900 Hours & AM 23 or PM 36 Weeks 990 Hours & AM 25 or PM 40 Weeks	1 – 450 Hours & AM 11.5 or PM 18 Weeks 451-900 Hours & AM 11.5 or PM 18 Weeks
Cosmetology	D500100	1200 Hours & AM 40 or PM 60 Weeks 1320 Hours & AM 44 or PM 66 Weeks	1 – 450 Hours & AM 15 or PM 22.5 Weeks 451 – 900 Hours & AM 15 or PM 22.5 Weeks 901 – 1200 Hours & AM 10 or PM 15 Weeks
Culinary Arts	N100500	1200 Hours & 36 Weeks 1320 Hours & 40 Weeks	1 – 450 Hours & 13 Weeks 451 – 900 Hours & 13 Weeks 901 – 1200 Hours & 10 Weeks
FF/EMT Comb	P430216	698 Hours & 21 Weeks 768 Hours & 23 Weeks	1 – 349 Hours & 10.5 Weeks 350 - 698 Hours & 10.5 Weeks
F/EMT Comb	P430217	792 Hours & 22 Weeks 871 Hours & 24 Weeks	1 – 396 Hours & 11 Weeks 397 – 792 Hours & 11 Weeks
Mass. Ther.	H120406	750 Hours & 38 Weeks 825 Hours & 42 Weeks	1 – 375 Hours & 19 Weeks 376 – 750 Hours & 19 Weeks
Med. Asst.	H170515	1300 Hours & 43 Weeks 1430 Hours & 47 Weeks	1 – 450 Hours & 15 Weeks 451 – 900 Hours & 15 Weeks 901 – 1300 Hours & 13 Weeks
Med. Clin. Lab Tech.	H170600	1515 Hours & 51 Weeks 1667 Hours & 56 Weeks	1 – 450 Hours & 15 Weeks 451 – 900 Hours & 15 Weeks 901 - 1207.50 Hours & 10.5 Weeks 1207.60 – 1515 Hours & 10.5 Weeks
Prac. Nursing	H170607	1350 Hours & 43 Weeks 1485 Hours & 47 Weeks	1 – 450 Hours & 14.5 Weeks 451 – 900 Hours & 14.5 Weeks 901 – 1350 Hours & 14 Weeks
Rad. Tech.	W170210	2700 Hours & 80 Weeks 2970 Hours & 88 Weeks	1 – 45 Hours & 13.5 Weeks 451 – 900 Hours & 13.5 Weeks 901 – 1350 Hours & 13.5 Weeks 1351 – 1800 Hours & 13.5 Weeks 1801 – 2250 Hours & 13.5 Weeks 2251 – 2700 Hours & 12.5 Weeks
Tech Sup. Serv.	Y100100	600 Hours & AM 18 or PM 32 Weeks 660 Hours & AM 20 or PM 35 Weeks	1 – 300 Hours & AM 9 or PM 16 Weeks 301 – 600 Hours & AM 9 or PM 16 Weeks
Weld. Tech.	J400400	1050 Hours & AM 34 or PM 53 Weeks 1155 Hours & AM 37 or PM 58 Weeks	1 – 450 Hours & AM 14 or PM 22.5 Weeks 451 – 900 Hours & AM 14 or PM 22.5 Weeks 901 – 1050 Hours & AM 6 or PM 8 Weeks
Wed. Tech.- Adv.	J400410	750 Hours & 38 Weeks 825 Hours & 42 Weeks	1 – 375 Hours & 19 Weeks 376 – 750 Hours & 19 Weeks