

## Section 16: Satisfactory Academic Progress (SAP)

### 16.1 Introduction:

Satisfactory Academic Progress (SAP) is essential to maintaining eligibility for Title IV financial aid disbursements. Academic progress will be checked at the scheduled hours and weeks within the payment period. Progress will be checked at the scheduled half-way point for programs less than one academic year. SAP is not required prior to the first disbursement. Disbursements will be made after student successfully completes hours and weeks in payment period.

*WTC's SAP policy is as follows:*

- Maintaining a **MINIMUM OVERALL GRADE EVALUATION OF 70 PERCENT** average as determined by the student's individual program on all theory, clinical, or shop performance each evaluation period. *Some programs* may require a higher numerical value for minimum satisfactory progress rating (Qualitative)
- Completing the **REQUIRED NUMBER OF COMPETENCIES** within the time frame as defined by individual program guidelines for the evaluation period. The 85% rule refers to the quantity of work completed for on-time program completion. Therefore, if a student's work is satisfactory, but he or she is behind schedule in completing the program's competencies, he/she cannot be reported as satisfactory for SAP reporting (Quantitative).
- Students are allowed up to 150% of the scheduled clock hours to complete their program (Minimum 67% Pace of Progression); however, they will **only be provided financial aid for 100% of the program hours.**

### 16.2 Student Awareness of School Policy regarding Satisfactory Academic Progress:

The SAP policy is located in the School Catalog, Student Handbook, and on the website. It is also available in the financial aid office.

### 16.3 When a Student fails to meet Satisfactory Academic Progress:

At WTC there is no academic probation or warning upon the determination of unsatisfactory academic progress. Students acknowledge notice of unsatisfactory academic progress and the forfeiture of scheduled financial aid payment by signing the Student Progress Report form. Failure to achieve satisfactory academic progress at the end of a payment period will result in the forfeiture of federal Title IV funding for the following payment period.

When an instructor's report shows unsatisfactory progress either quantitatively, qualitatively, or both, the Financial Aid Administrator will first meet with the instructor to review the student's situation. The student will then be counseled by

the Financial Aid Administrator as to the consequences of the lack of satisfactory academic progress.

Reinstatement of financial aid will be granted when a student achieves a satisfactory academic progress report for the subsequent term of enrollment for which no grant aid was awarded.

#### **16.4 Returning students who failed to meet SAP:**

If returning to the same program, the student will be unsatisfactory until SAP status is achieved and no aid will be awarded.

If the student returns to a different program, the student will be unsatisfactory until SAP status is achieved and no aid will be awarded.

The SAP status of a student at a different Post-Secondary school will not affect the awarding of aid.

**Proof of the above guidelines will be collected from instructors confirming the student's name, program and progress toward academic achievement.**