



Administrative Policy

Policy Title:	Satisfactory Academic Progress		
Policy Category:	Student Policies		
Related Procedure(s)/ Guideline(s):			
Policy Owner:	Chief Student Services Officer		
Date Approved:	6/4/24		
Review Dates:		Revision Dates:	
Policy Scope:	Students		
Policy Statement:	<p>Southwest Wisconsin Technical College (Southwest Tech) recognizes and celebrates the academic achievement of students. The College embraces student success as a priority.</p> <p>This policy outlines the academic standards program (degree-seeking) students must follow. Two programs have been exempted from this policy; they are Nursing Assistant and Emergency Medical Technician.</p> <p>ACADEMIC STANDARDS FOR PROGRAM STUDENTS</p> <p>To make progress toward finishing courses and earning their certificate or degree, degree-seeking students must meet the following requirements:</p> <ol style="list-style-type: none"> 1. Grade Point Average Requirement: Students must maintain a cumulative 2.0 grade point average (GPA). All courses a student takes at Southwest Tech are factored into the GPA. See the Student Handbook for more information. 2. Completion Rate Requirement: Students should successfully complete 67% of program credits attempted. This is calculated by dividing total credits completed by total credits attempted. Credits attempted means all the total credit(s) you are enrolled in after the 10% period for the course (courses a student remains enrolled in after the drop/add period). This includes all applicable program classes you take at Southwest Tech, 		

transfer into your program at Southwest Tech, repeat, fail, withdraw from, or receive incompletes in.

- Example: Term 1 – start with 12 credits, withdraw from 3 credits and complete 9 credits; pace is 75% (9/12). Term 2 – start with 12 credits, withdraw from 6 credits and complete 6 credits; pace is 63% (15/24).
3. **Maximum Time Frame Requirement:** Students are expected to complete their certificate or degree program within a maximum timeframe. Federal regulations stipulate the maximum timeframe for financial aid eligibility is 150% of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all applicable program classes you take at Southwest Tech, transfer into your program at Southwest Tech, repeat, fail, withdraw from, or receive incompletes in.
- Example: A program that requires 64 credits for graduation. $64 \times 150\% = 96$. The maximum number of credits a student is eligible to receive aid for this degree program is 96.
 - Example: A program that requires 32 credits for graduation. $32 \times 150\% = 48$. The maximum number of credits a student is eligible to receive aid for to complete this diploma program is 48.

Students are immediately suspended from financial aid eligibility when it becomes mathematically impossible to complete the program within 150% of the published program length in credit hours.

All applicable credits will be reviewed. Withdrawals (W grade), incompletes (I grade), repeats of classes and transfer credits accepted for their program are considered attempted credits. Withdrawals, audits, and incompletes are figured as zero (0) grade points when calculating GPA. Once the incomplete work is completed, a grade, passing or failing, is assigned, and that grade will be incorporated into the next SAP review. These grades may result in not making Satisfactory Academic Progress.

NOT MEETING ACADEMIC STANDARDS

Southwest Tech believes in the student's ability to overcome challenges and achieve their goals. Students' progress is

monitored at the end of each term of attendance, including summer. Due to the cumulative concept of Satisfactory Academic Progress requirements, it is extremely important students carefully consider adding and dropping classes. Students should consult with their advisor before adding or dropping classes.

Satisfactory Academic Progress (SAP) Warning:

Students not meeting any part of the Satisfactory Academic Progress policy, will be placed on Satisfactory Academic Progress (SAP) Warning for the next term of enrollment. Students on a SAP Warning must meet with their advisor to create or update their Student Success Plan before the start of the next semester. Students will be able to receive financial aid, if applicable, for the semester they are placed on SAP Warning.

At the end of the semester the student is on the SAP Warning, progress is again evaluated, and the student is either removed from SAP Warning or SAP Warning continues.

Financial Aid Suspension:

Students who do not meet the Financial Aid Warning conditions will be placed on Financial Aid Suspension. The student will not be eligible to receive any financial aid when on Financial Aid Suspension.

Notifications:

Students are notified via their student e-mail of their SAP status at the end of each term for which they enroll during the academic year corresponding to the FAFSA submission if they are on SAP Warning, Financial Aid Suspension, or an SAP Reinstatement status.

Reestablishing Financial Aid Eligibility:

A student is considered suspended from further receipt of financial aid until their eligibility is regained by meeting the minimum SAP standards (Minimum Cumulative GPA of 2.0, Completion Ratio of at least 67%, and within 150% of published program length).

Financial Aid Suspension Appeal:

If a student is on Financial Aid Suspension, they can appeal for reconsideration.

The Financial Aid Suspension Appeal Form can be obtained from the Financial Aid Office. Acceptable reasons for appeal include personal difficulties like the death of a relative, injury, or illness, or other special or unusual circumstances. Students may be required to provide additional documentation from outside sources if the situation warrants it. A student's appeal should outline the reasons for not meeting SAP and what changes will be made to meet Satisfactory Academic Progress going forward. Students cannot appeal based on the need for aid or lack of knowledge of the warning status.

Appeals will be reviewed by the Student Financial Assistance Manager or their designee. Appeals must be submitted via email to financial-aid@swtc.edu for review at least five (5) business days before the beginning of the term your suspension begins.

If a student's Financial Aid Suspension appeal is granted, they will be placed on Financial Aid Reinstatement. The student's Student Success Plan must be adjusted to meet SAP by a specific point in the future, and it must be approved by the Financial Assistance Manager and Chief Student Services Officer or designee. The student will remain on Financial Aid Reinstatement until they meet Satisfactory Academic Progress standards. If a student does not meet or is not on track to meet SAP after their first semester on Financial Aid Reinstatement, the student will be placed on Financial Aid Suspension.

Reinstatement Attempt:

If an appeal is not approved, a student can seek financial aid reinstatement by:

- 1) Meeting with their student success team to update their student success plan.
- 2) Taking at least 6 credits (all in the same semester), passing those credits with at least a "C," and paying for those credits without financial aid. If a student chooses to take more than 6 credits during a reinstatement semester, they must pass all classes attempted with at least a grade of "C".
- 3) Meeting with the Student Financial Aid Manager following their successful reinstatement attempt to determine if a SAP Reinstatement Status is needed in order to meet Satisfactory Academic Progress by a specific point in the future.