



POLICY

Title: STANDARDS OF ACADEMIC SUCCESS AND FINANCIAL AID ELIGIBILITY	Code: F0900
Authority: Board Minutes, 6/17/86; 6/28/88; 7/25/89; 3/26/90; 2/18/91; 5/26/09; 12/20/11; 10/23/12; 5/22/18; 1/12/21	Original Adoption: 6/17/86 Revised/Reviewed: 1/12/21 Effective: 1/12/21

Students receiving financial aid must make Satisfactory Academic Progress (SAP) towards the completion of course requirements for an associate degree, technical diploma or eligible certificate. Students can only receive financial aid for classes that are required or prepare them for success (remedial courses) in their program area. All periods of enrollment and applicable credits are included even if the student did not receive financial aid for them. To be considered in good standing at Milwaukee Area Technical College (MATC), a student must meet all of the following requirements:

Grade Point Average (GPA) Requirement:

- A student must maintain a cumulative GPA of 2.0 or better. Remedial credits will be considered in GPA. For repeat coursework, the highest grade received will be considered.

Completion Rate Percentage Requirement:

- A student must successfully complete 67% of all credits attempted. This is a cumulative percentage. Credits attempted is defined as the total credits you are enrolled in (including remedial, repeated courses, withdrawals, incompletes and transfer credits) even if you did not receive aid for them.

Maximum Time Frame Requirement:

- Students must complete an associate degree, technical diploma or eligible certificate before 150% of credits required for program completion are attempted. (Example: If an associate degree (2-year published length) requires 60 credits, a student must complete the degree before 90 credits have been attempted.) Students may be deemed ineligible for aid at the point when they cannot mathematically complete their program within the 150% maximum time-frame.



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Remedial Courses

A student admitted to an Title IV eligible program may take up to one academic year's (not to exceed 30 credits) worth of remedial non-program credits to be included in the evaluation of a student's SAP.

A student enrolled solely in a remedial program is not considered to be enrolled in an eligible program and, therefore, is not a regular student. If acceptance into an eligible program is contingent on completing remedial work, a student cannot be considered enrolled in that program until the student completes the remedial work.

English as a Second Language (ESL)

A student admitted to a Title IV eligible program may take up to one academic year's (not to exceed 30 credits) work of English as a second language non-program credits to be included in the evaluation of a student's SAP. Similar to other remedial coursework, a student may receive Federal student aid for ESL courses that are part of an eligible program. As discussed above for remedial courses, the new SAP regulations do not require an institution to count remedial courses in determining pace

Repeated Coursework

Once a student has received a passing grade in a course, they can only receive financial aid for one additional attempt at attaining a better grade. All repeats will be included in credits attempted, but only the highest grade is included in GPA. All passing grades are included in completed credits. A grade does not have to meet requirements for the program to be considered passing for repeat coursework. All courses will remain on the student's transcript.

Evaluation

Financial aid and non-financial aid recipient's satisfactory progress is evaluated after the completion of each semester or payment period, including the summer semester.

Financial Aid Warning

If the student does not meet the above standards, they are placed on Financial Aid Warning for one semester. This period allows the student an opportunity to return to good standing, while still maintaining their financial aid eligibility. During this warning semester, the student will not be required to submit a Financial Aid appeal form and



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must meet the minimum satisfactory academic progress standards for financial aid at the end of the payment period or they will be placed on financial aid “ineligible status”. Also during the period, the student is on financial aid warning status, maybe requested to complete an advisor approved academic plan and participate in any recommended support service activities.

Ineligible Financial Aid

If the student does not meet the minimum SAP standards, the student will be given an “ineligible financial aid” status at the end of the payment period. A student, who has an “ineligible financial aid” status must submit a Financial Aid “appeal for a reevaluation of their financial aid eligibility.”

Appeal Process

Financial Aid appeals cannot be based on a need for aid or lack of knowledge of the warning status. An appeal must be based on mitigating circumstances or conditions which prevented the student from being successful (i.e. illness, injury, etc.). Documentation is required. EXCEPTION: Circumstances related to the COVID-19 pandemic. A student, who believes his/her circumstances merit reconsideration, may appeal their ineligible financial aid status by submitting a Financial Aid Appeal Form (available online on the Financial Aid Office web page). The appeal requires the student to explain why he/she failed to meet SAP standards and what has changed that will allow him/her to meet these standards during the time needed for program completion. Appeals are reviewed by the Financial Aid Leadership team or their designee, on a regular basis. Students are notified by email of the appeal decision, and the conditions by which the appeal was granted. A student and his/her advisor must develop an academic plan that ensures the student is able to meet MATC’s SAP standards by a specific time. Also participate, in a minimum of at least one (1) support service intervention, offered at the institution.

Ineligible Financial Aid

If a student’s financial aid status is “ineligible”, submits an appeal, which is approved, their status will be “eligible financial aid probation”. The student may receive financial aid for one payment period. The College may require them to fulfill specific terms and conditions such as taking reduced course loads or enrolling in specific course(s). At the end of one “eligible financial aid probation” period, the student’s status must be “eligible financial aid” and meet the conditions of the SAP appeal to be eligible for further aid. The student must have a 2.0 term GPA and 100% term completion rate.



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Students that are on “eligible financial aid” probation and are unable to meet SAP standards at the end of the term, however, meet the conditions of their appeal, will not be required to re-appeal if the term GPA and completion rate met the conditions of the probation and an academic advisor must update their academic plan. This academic plan must ensure the student will return to SAP eligible financial aid status within a specific time frame.

Students who appealed but have not met SAP and the conditions of their appeal; who had their appeal denied; or who chose not to appeal may continue self-pay to continue enrollment until their financial aid status returns to “eligible” or receive a successful appeal decision. It is the student’s responsibility to meet the cumulative completion rate and cumulative GPA, to re-established his/her financial aid eligibility.

Treatment of Grades

Attempted-Not Earned Credits: Incomplete (I), Withdrawn (W), No Pass, (NP), Unsatisfactory (U) are counted as credits attempted but not successfully completed.

Attempted-Earned Credits: Letter grades of A, B, C, D and Low Pass (LP) are counted as attempted and completed credits.

Grade Point Average: Grade Point Average (GPA) is calculated using a grade point value for grades A, B, C, D, and U. Grades of Incomplete (I), Withdrawal (W), Low Pass (LP and No Pass (NP) are excluded from the GPA calculation.

Incomplete Grade: A grade of Incomplete “I” may be assigned if the instructor and student both sign an Incomplete Agreement. A grade of “I” is a temporary grade and will automatically become a “U” at the end of the next semester, if required course work is not completed. The GPA and completion rate will be recalculated after the grade of “I” is converted to a letter grade.

Grade Changes: Grades that are changed through the grade appeal process or correction of a grade by an instructor, will result in the recalculation of the cumulative GPA and completion rate.

Withdrawals: A grade of “Drop” is assigned when a student withdraws from a course before the financial aid census date. Grades of “Drop” are not included in the GPA calculation, completion rate, or maximum time frame calculations. A “W” grade is assigned when an instructor withdraws the student from a class after the class has started and when the student withdraws from the course after the financial aid census date. MATC bases withdrawal calculations on credit hours, driven by credits attempted. These grades are considered attempted but not successfully completed credits. A



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grade of “W” impacts the completion rate and the maximum time frame calculations. An associate degree published program length is two years. Diploma program published lengths range from six months to two years.

Transfer credits: Transfer credits are credits that were earned at another college and are accepted by MATC. These credits count toward the student’s maximum time frame and completion rate, but are excluded from the GPA calculation.

Program Changes: Students who are in compliance with MATC’s Satisfactory Academic Progress policy, may remain eligible for financial aid if they change their program of study or complete one degree and pursue another degree. Students who change their program of study or has to submit a financial aid appeal to be reinstated to “eligible” financial aid must be able to complete their program within the 150% maximum timeframe.

Change in Program/Additional Program of Study: The maximum time frame for financial aid will include all credits for both past and current program. Graduating from one program or switching to a second program does not restart the count of attempted credits. For those enrolled in multiple programs, the time frame for the longest program determines the maximum number of credits. If the Financial Aid Office becomes aware that a student has change their program of study and the student does not have the capacity to complete the new program within the 150% maximum timeframe, their financial aid status will be changed to “Ineligible”: