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Title: STANDARDS OF ACADEMIC SUCCESS AND  
FINANCIAL AID ELIGIBILITY

Code: FF0900

Policy Reference: D0800, Graduation Requirements, F0900, Standards of Academic  
Success, F0500

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Milwaukee Area Technical College (MATC) is required to maintain a policy that ensures students are progressing toward completion of their program of study while receiving federal, state or institutional financial assistance. To measure a student's successful progression towards program completion, MATC will apply both qualitative and quantitative measurements to academic work. MATC has developed a policy describing Satisfactory Academic Progress (SAP) for both applicants and recipients of federal student assistance to determine student eligibility for all Title IV financial assistance.

The MATC Standards of Academic Success policy defines the quantitative and qualitative requirements required for a student to maintain eligible for federal, state and institutional financial assistance.

### **Financial Aid (SAP) ACADEMIC STANDARDS**

#### **Qualitative Measurement**

A cumulative grade point average (CGPA) of 2.0 on a 4.00 scale or higher must be attained by the end of the student's first period of enrollment at MATC. This average must be maintained at the end of each subsequent period of enrollment for a student to continue to receive financial aid. Students who do not meet the minimum CGPA requirement will be placed on Financial Aid Warning for one period of enrollment. If a CGPA of 2.00 on a 4.00 scale or higher is not reached by the end of the warning period, the student will be placed on Financial Aid Suspension. Cumulative Grade Point Average (GPA) based on previous courses and courses completed at MATC during the semester being evaluated.

#### **Quantitative Measurement**

To avoid exceeding the maximum time frame required to complete a program of study using financial aid, students are expected to maintain a specific completion rate that is known as the "pace of progress." At the end of each period of enrollment, students must have a cumulative passing rate of at least 67% of all credits attempted. Grades of "U", "I" and "W" will be counted as hours attempted but will not be counted as hours successfully passed. Repeating a course will be counted in the completion rate and against the overall maximum time frame required to complete the current program of study.

Transfer hours accepted toward the student's current program of study will be counted as both attempted and completed when calculating the pace of progress. With the exception of those students who exceed the maximum time frame, students who do not maintain the minimum 67% pace of progress will be placed on Financial Aid Warning for one period of enrollment. If a 67%



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cumulative pace of progress is not reached by the end of the warning period, the student will be placed on Financial Aid Suspension. Cumulative course completion rate based on all previous attempted credits and credits attempted at MATC during the semester being evaluated.

### **Difference in SAP and Student Academic Standing**

The result of calculating the financial aid cumulative grade point average and cumulative completion rate, at times, may result in a different outcome than a student's academic standing cumulative grade point average and cumulative completion rate. Financial Aid includes repeats and does not in academic forgiveness.

### **Maximum 150% Credits Attempted Timeframe**

A student may apply for and, if eligible, receive financial aid for attempted credit hours that do not exceed 150% of the minimum number of hours required to complete the student's current program of study. **All hours attempted toward the completion of a program of study will be counted regardless of whether financial aid was received or not.**

For example, the registered nursing program requires 60 credits to graduate. Total credits to graduate (60) times 150% is 90 credits. This means that the student must complete the program within the 90 credits to be eligible to receive financial aid. The 90 credits include all transferred, attempted, and completed credits.

### **Transfer Credits**

Credit hours transferred to MATC are counted when calculating the 150% maximum time frame. Once SAP is calculated, students who have attempted 150% of the minimum number of credit hours needed to complete their current program of study will have their financial aid eligibility status changed to "Ineligible". Students whose financial aid eligibility status is Ineligible exhausted their financial aid eligibility to complete the program and may not receive financial aid benefits to complete their current program of study.

### **Treatment of Developmental and Remedial Course Work**

An eligible student may receive financial aid for a maximum of 30 attempted credit hours of developmental/remedial course work. Once the 30 credits hour maximum is reached, additional developmental credits hours will not be used to calculate the award amount. Students taking ESL classes, counted as developmental edits, may submit a written request to the Financial Aid Office to exclude the ESL classes from the 30-hour maximum. All developmental/remedial and ESL course attempts and grades are used in the measurement of this pace of progress as well as the cumulative GPA.



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### Financial Aid Evaluation Periods

A student's financial aid SAP status will be calculated after the end of the fall, spring, and summer semesters. Grade changes and completion of incomplete grades will be calculated the following semester. After the calculation, a student's eligibility status will be "Eligible", "Warning" or "Ineligible".

To remain eligible for financial aid assistance, a student must maintain:

1. Minimum 2.0 Cumulative Grade Point Average
2. Minimum 67% Semester Course Completion Rate (U, W, and I grades are considered as credits attempted but not successfully completed.)
3. Has not exceeded the 150% maximum attempted credits for their current program

If a student does not meet these standards, the following will occur:

#### Financial Aid Warning:

- As a consequence of failing to meet the Financial Aid SAP, students will have their status changed to "Warning" at the end of the semester being evaluated and will receive written notification from the Financial Aid Office.
- Students whose Financial Aid SAP status is Warning will not be restricted in the number of credits that they can take.
- Students who achieve a semester and cumulative grade point average of at least a 2.0 and a semester and cumulative completion rate of 67% will return to Financial Aid status changed to "Eligible".
- Students who do not achieve a semester and cumulative grade point average of at least 2.0 and a semester and cumulative completion rate of 67% will have their financial aid status changed to "Ineligible".
- Students cannot be on Academic Warning consecutively (two semesters in a row).
- Students may not appeal their Academic Warning status.

### Procedures

MATC's Financial Aid Office will review the student's academic record at the end of each period of enrollment and determine the student's Financial Aid eligibility status. A student who fails to



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meet the Financial Aid SAP minimum standards for cumulative pace of progress or cumulative GPA but has not exceeded the maximum time frame will be placed on Financial Aid Warning for one period of enrollment. If the student fails to attain the minimum standards for cumulative pace of progress or cumulative GPA by the end of the warning period, his or her Financial Aid eligibility status will be changed to “ineligible”. As described in the policy above, a student who exceeds the maximum time frame and fails to maintain the minimum cumulative standards for pace of progress, cumulative GPA or both, his or her Financial Aid eligibility status will be changed to “Ineligible” without a warning period.

To regain financial aid eligibility, a student whose financial aid eligibility status is “Ineligible” must pay enrollment-related expenses from personal resources until the minimum Financial Aid SAP standards are met. The student’s progress will continue to be reviewed at the end of each period of enrollment. Eligibility will automatically be reinstated for the next period of enrollment upon successful completion of a period of enrollment in which the student meets the required SAP standards described in this policy.

### Appeals

MATC recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Students with a status of “ineligible” for the Satisfactory Academic Progress (SAP) may submit an appeal request. The student will be notified by the MATC Financial Aid Office of an explanation regarding why his or her financial aid eligibility status was changed to “Ineligible” and steps to submit an appeal. The notification will instruct the student to:

1. **Meet with an Academic Pathway advisor** (<https://sites.google.com/matc.edu/pathwaylocator/home> ) to establish a Monitored Academic Plan or MAP for only the courses in your academic program and to learn more about the financial aid appeal process
2. **Read their MATC email after meeting with advisor:** They will receive an email with the link to the Financial Aid Appeal form
3. **Complete the Financial Aid Appeal form** which requires attached documentation for conditions impacting course completion. The appeal form is the basis for the financial aid department to make a determination according to federal regulations.
  - **Examples of required documentation** include medical bills, death certificates, letters from a counselor, therapist, doctor, member of the clergy, social worker, etc. on letterhead. An explanation of circumstances prepared by the student in a document must be attached if there is no other supporting documentation available. If you do not attach any documents, your appeal may be denied. Submitting an appeal does not ensure that federal financial aid eligibility will be reinstated. If the appeal is



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**denied**, the student must pay for any course enrollment costs through personal or private funds until SAP is met.

4. **Watch for an appeal decision sent through your MATC email.**
5. **Set up an appointment to meet with a Retention Coach** during the semester. Reach out directly and respond to emails from the assigned coach.

### Pathway Advisors

A Pathway Advisor meets with a student to complete an academic plan of the student's current program of study. This academic plan must indicate the courses approved for the upcoming term and the total amount of credits remaining for successful program completion. The Pathway Advisor also explains the Financial Aid SAP, the financial aid appeal process, and has a PDF version of the appeal form to help the student prepare.

- The Advisor issues an alert in Navigate: *FinAid Appeal Process Complete*. The alert creates a case which informs a Retention Coach that the advisor meeting is complete and includes a MAP.
- The student receives a [link to the appeal form](#) in their MATC email, which is sent automatically from Navigate after the alert is issued.

Financial Aid reviews the submitted appeal:

- Financial Aid either approves or denies the appeal.
- Financial Aid will use ADD A NOTE to enter notes in Navigate and the Satisfactory Academic Progress screen in Colleague.
- Financial Aid Notes in Navigate inform the Retention Coach and Pathway Advisor that a decision is made with the context.

The Student will get a reply through their school email from Financial Aid.

- If approved, the Student sets up an appointment with the Retention Coach for Connect to Complete Coaching (C2C) and the Retention Coach follows up with the student during the semester
- If denied, the student receives an email with alternative ways to pay for school, apply for loans, scholarships, etc.

The Retention Coaching department

- Receives the submitted appeal information in an email
- Student responses are copied to the comments area of the case created by the Advisor alert issued previously
- Meets with the student to support the student in being accountable to follow the actions noted in the appeal and help them address academic or life concerns throughout the semester.



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## **DEFINITIONS**

**Credits Attempted** means the number of credits in which a student is enrolled on or after the first day of class-(es). This does not include any credits dropped before the start of the semester.

**Credits Accumulated** means the credits for all courses in which the student received a final grade of "U" or above.

**Grade Point Average (GPA)** is computed by dividing the cumulative grade points by cumulative credits attempted.

Overall success is affected by the grades received in coursework. Grades other than "A" through "D" will have an adverse effect on your academic progress.

**Incompletes:** Students may be given an incomplete ("I") if they have satisfactorily carried a course until near the end of the semester and if they have made arrangements to complete the course requirements prior to the end of the following semester. An "I" which is not removed within one semester will be considered a U for scholarship purposes and it will be counted as non-completion when calculating a student's academic standing.

**Repeated Courses:** Students may repeat courses which they previously completed and for which they received a grade. The initial grade and all subsequent grades will remain a part of the students' permanent record. The cumulative grade point average of a student will reflect the total number of credits attempted and the total number of grade points earned. (This will only reflect the highest grades earned for each repeated course and a single credit value for that course.) A student's final grade point average will reflect the highest grade earned in the course.

**Student-Initiated Withdrawals:** The last day students may voluntarily withdraw from a course is two weeks before the last day of the semester. For summer sessions and quarter sessions, the cutoff date for withdrawal is one week before the end of the session. In extenuating circumstances, the withdrawal cutoff date may be overridden with the approval of both the instructor and the associate dean. Students who do not report for the final examination and who do not formally withdraw nor arrange for an incomplete grade should be given a "U" grade for the course.

**Official Grade:** If the withdrawal occurs after the refund period as mandated by the WTCS Board, a final grade of "W" appears on the student's official transcript and grade report and is included in the calculating a student's academic standing.



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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**Financial Aid Note:** To be included in the percent of load computation for financial aid purposes, developmental courses must have a credit value and have been designated as financial-aid-eligible for the specific program major in which the student is enrolled.

Office of Responsibility: Enrollment Management  
Last Reviewed: June 16, 2022