



POLICY

Title:	STANDARDS OF ACADEMIC SUCCESS AND FINANCIAL AID ELIGIBILITY	Code:	F0900
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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 graduation 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% time frame.

Remedial Courses

A student admitted to an 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.

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 Academic/Financial Aid Warning for one semester. This period allows the student an opportunity to return to good standing, while still maintaining their financial aid. During this warning semester, the student must meet the standards at the end of the term or they will be placed on financial aid suspension.

Financial Aid Suspension

If the student does not meet the minimum standards, they are placed on Academic/Financial Aid Suspension. Students who are suspended may submit an "Appeal."

Appeal Process

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 may be required. Students who believe their circumstances merit reconsideration may appeal their suspension by submitting an Academic/Financial Aid Appeal Form (available online on the Financial Aid Office web page). The appeal requires students to explain why they failed to meet the standards and what has changed that will allow them to meet these standards during the next term. Appeals are reviewed by the Financial Aid Advisory Committee (FAAC) on a regular basis. Students are notified by email of the appeal decision, and the conditions required regardless of the success of their appeal.

Financial Aid Probation

First time suspended students whose appeal is approved are placed on “Probation with Financial Aid.” They 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 courses. At the end of one probationary period, the student must be in good standing and meet the conditions of the SAP appeal to be eligible for further aid. The student must have a 2.0 term GPA.

Students that are on probation and are unable to meet SAP standards at the end of the term, but meet the conditions of their appeal, will be required to re-appeal and work with an academic advisor to update their program plan. This plan must ensure the student will return to good SAP standing within a specific time frame. Students that granted an Academic/Financial Aid Appeal for one or more suspensions, are placed on “Monitored Academic Plan with Financial Aid.”

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 they return to good SAP standing or receive a successful appeal decision. It is the student’s responsibility to meet the Cumulative and GPA established eligibility.

Treatment of Grades

Attempted-Not Earned Credits: Incomplete (I), Withdrawn (W), Unsatisfactory (U) are counted as credits attempted but not successfully completed.

Attempted-Earned Credits: Letter grades of A, B, C, and D count as completed credits.

Grade Point Average: Grade Point Average (GPA) is calculated using a grade point value for grades A, B, C, D, U, and W. Grades of Incomplete 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 incomplete grade(s) are 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. Withdrawal 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 grade of Withdrawal impacts the completion rate, GPA 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 student or complete one degree and pursue another degree.

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.