Fox Valley Technical College

Financial Aid Satisfactory Academic Progress (FA SAP) Policy

Overview

A student must maintain satisfactory academic progress in order to receive any federal student aid. Each term, Fox Valley Technical College must evaluate the qualitative (grade) and quantitative (percent of classes completed) progress for purposes of the receipt of financial aid (grants, loans and work study).

A student's entire academic history is evaluated at the end of each term to determine whether or not satisfactory academic progress has been maintained for financial aid purposes. Also, this evaluation is not affected by whether or not aid was received or whether a student has changed programs. The Federal Student Aid program regulations make no provision for the concept of academic amnesty or academic renewal.

Satisfactory academic progress requirements for financial aid are defined as the successful completion of two basic measures: quantitative (time-based) and qualitative (GPA requirement).

Requirements for Financial Aid Satisfactory Academic Progress

Quantitative Progress Requirement

- Students must progress through their program to ensure that they will graduate within the maximum timeframe. Therefore, students should only be taking classes that will apply to the eligible program. Fox Valley Technical College calculates the pace at which a student is progressing by dividing the total number of credits the student has successfully completed (including transfer credits) by the total number that were attempted. A student is ineligible for financial aid when it becomes mathematically impossible to complete the program within 150% of its published length.
    - This equates to a completion rate of 66.67% each term.
- The maximum timeframe for which an undergraduate student may receive financial assistance may not exceed 150% of the published length of the student's academic program measured in credit hours, whether or not federal aid was received by the student during this time.
    - For instance, if the published length of an academic program is 60 credits, the maximum time frame during which the student will be eligible to receive financial aid must not exceed 90* credits, note this will include any accepted transfer hours and prior learning credits that apply toward the degree.
    - **60 credit hours X 150% = 90 credit hours.*

Qualitative Progress Requirement

- Students' cumulative Fox Valley Technical College grade point average (GPA) will be evaluated each semester. A cumulative 2.0 financial aid GPA is considered making FA SAP.
    - A term financial aid grade point average (GPA) of 2.0 or higher* AND
    - A cumulative financial aid grade point average (GPA) of 2.0 or higher*

*While grades of W (student withdraw), WI (Withdrawal by Instructor), W (Withdrawal/failure), EX (extension) or IP (In Progress) have no impact in the academic GPA calculations, these grades are included in the financial aid GPA calculation and are included as attempted credits, as required by Federal regulations. Also, classes that were dropped at or after the 60% refund period are considered attempted credits.

Extensions

If a student is unable to complete all requirements due to extenuating circumstances, as approved by the instructor, an extension grade (EX) may be issued. The extension will be calculated into the grade point average. Extension course work must be completed within 90 days from the end of the class or the grade will be changed to an F. The student will receive the letter grade when all work has been successfully completed. This grade will be reflected on the current term's grade report. Extension grades will be monitored by the Financial Aid Office, as the final grade can affect both GPA and Progress requirements.

Repeat Coursework

Changes in federal regulations impact how financial aid can be used for classes taken more than once.

You **CAN** receive financial aid:

- Only one additional time to repeat a course that has already been passed (D- or higher). Any repeated attempts after that will *not* be eligible for financial aid. Note that this applies even if you earn a failing grade (F) during the second attempt.
- As many times as necessary to repeat a course in which the only previous grade earned has been a failing grade (F).

All classes previously taken, even if financial aid was not used, are compared against the current term to determine if it is a repeated class and whether it can be paid for using financial aid. Your financial aid may be recalculated if you take a class that is not eligible for financial aid. This policy does not provide exceptions if the repeat courses are taken in order to meet plan of study grade requirements, i.e. a grade of C or higher must be earned to count towards your program.

A repeated class (along with the original attempt) must be counted towards maximum time frame & completion rate.

The following action will occur near the Census Date (See www.fvtc.edu/dates for specific term dates)**:**

- If a student retakes a class that is not aid eligible, a recalculation of aid will be done to exclude the credits for the repeated course.
    - Not all aid will require adjustment. Students are able to view the adjustment on their aid offers by viewing awards in MyFVTC.
- Students will receive notification if they are aid applicants and attempt to repeat coursework beyond the limits. Adjustments to financial aid and notification of such will occur near the Census Date. This may result in the student being responsible for payment of the class tuition.

Withdrawal from a Class

Classes that a student withdraws from at or after the 60% refund period are considered in the "credits attempted" toward the 150% credit limit, completion rate, and the financial aid GPA.

Transfer Credit

Transfer credit classes that have been accepted by Fox Valley Technical College toward your current degree are subject to the Satisfactory Academic Progress measurements. We calculate the pace at which a student is progressing by dividing the total number of credits the student has successfully completed (including transfer credits) by the total number attempted.

Changes to Program or Degree

Students are eligible to receive aid for no more than 150% of the credits required to complete a single program. The 150% limit is applied to all credits earned by the student while enrolled at Fox Valley Technical College, and includes transferred credits accepted from previously attended institutions.

Pursuit of a Second Degree

All credits taken at FVTC and accepted transferred credits are evaluated in the 150% credit rule. Students who have reached the 150% credit limit prior to completing their 2nd degree will be suspended from receiving aid.

Financial aid is not necessarily intended to cover multiple degrees**;** however, a student may be eligible for additional aid to complete a second degree if their 150% credit limit has been reached. A student may appeal to request aid for the completion of a second degree due to an extenuating circumstance. If approved, only the program-required courses will be considered. The 150% Rule Academic Appeal form is available at www.fvtc.edu/finaidforms.

Consequences of Failure to Meet Satisfactory Academic Progress Requirements

Financial Aid Warning

Financial Aid applicants will be placed on Financial Aid Warning for the next term of enrollment at Fox Valley Technical College if their term or cumulative financial aid GPA is below 2.0, or their cumulative class completion is below 66.67% of cumulative classes completed. While on Financial Aid Warning, a student may receive financial aid, but must be able to meet satisfactory progress for cumulative standards at the end of the warning term. Students who meet satisfactory academic progress standards at the end of the term while on Financial Aid Warning will have their status updated to reflect their good standing.

Financial Aid Suspension

If a student is on Financial Aid Warning and does not meet satisfactory academic progress at the end of the Financial Aid Warning term, the student will be suspended from further receipt of financial aid. A student who has been suspended must pay for future classes on their own until they meet Satisfactory Academic Progress requirements or successfully appeal. A change of program will not eliminate this suspension.

A student who received all F and/or W grades in a term will be immediately placed on Financial Aid Suspension and will **not** receive a warning term.

Appeal of Financial Aid Suspension

A student who believes their Financial Aid Suspension is due to extenuating circumstances beyond their control can:

- Submit a Financial Aid Satisfactory Academic Progress Appeal form (found at www.fvtc.edu/finaidforms)
    - File the appeal as early as possible
    - Allow up to 15 business days to process your appeal once received by the Financial Aid Office
    - The appeal must meet one of the following criteria
        - Death of an immediate relative of the student
        - Injury or illness of the student
        - Other circumstances that result in undue hardship to the student
- Provide a written statement detailing the circumstances for the appeal
- Include third-party documentation to substantiate the basis of the appeal
    - Documentation must be provided to substantiate one of the above criteria. Appeals without documentation and/or not meeting one of the criteria will be denied.

An Academic Success Plan may be required to be developed with an Academic Counselor and then reviewed with the Financial Aid staff.

If the appeal is denied, the student will be notified in writing by email that the financial aid suspension will remain in place.

Student's responsibilities if appeal is granted

If an appeal is granted, the student will be notified in writing by email. The student will also be placed on Financial Aid Probation/Plan and will be subject to any additional criteria specified in the appeal approval. The plan must be maintained until the completion of the student's program in order to continue to receive financial aid for any further terms. If, at the end of the Financial Aid Probation term, the student is not meeting the conditions of the Academic Success Plan, the student will be placed on Financial Aid Suspension and will be ineligible to receive further financial aid at Fox Valley Technical College until the Satisfactory Academic Progress standards are satisfied.

In addition, for students who are on Warning/Probation due to the 150% rule (maximum timeframe rule), they must also:

- Complete their degree within the date listed on their appeal
- Follow the academic plan that was submitted with the appeal

Additional requirements may be listed on the appeal approval notice.
Students will be notified by US Mail and/or on their MyFVTC Account each term regarding their financial aid status (meets standard, warning, suspension). Students will also be notified via email as of the result of a financial aid appeal.