

Satisfactory Academic Progress (SAP) Policy

Financial Aid Department
800 Main Street, Room C-019
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This policy is subject to change at any time should federal regulations require.

The Federal Student Aid program requires that schools maintain a Satisfactory Academic Progress (SAP) policy in order to ensure that students are progressing successfully through their program(s) as a condition of receiving financial aid. A student's complete Waukesha County Technical College academic record is used to determine if he or she meets the Satisfactory Academic Progress (SAP) Criteria as outlined in this document. All credits attempted at or transferred to Waukesha County Technical College, including those attempted without the use of financial aid, are included in these calculations.

Each student's Financial Aid SAP status is calculated upon receipt of his or her Free Application for Federal Student Aid (FAFSA), as well as at the end of each semester if a student has submitted a FAFSA and attempted coursework. Students that have not met the Satisfactory Academic Progress requirements as outlined in this document are notified via their WCTC student email account.

Satisfactory Academic Progress (SAP) Criteria

To maintain financial aid eligibility, students must meet all four Satisfactory Academic Progress criteria as outlined below:

Semester Criteria

- Minimum 2.0 semester Grade Point Average (GPA)
- Minimum 67% semester completion rate (also known as Pace)
 - » Completion Rate = credits completed divided by credits attempted

Cumulative Criteria

- Minimum 2.0 cumulative Grade Point Average (GPA)
 - » Cumulative GPA is calculated on all credits attempted at WCTC
- Minimum 67% cumulative completion rate (also known as Pace)
 - » All credits completed at WCTC and transferred to WCTC divided by total credits attempted

***Note:** All Repeated coursework is included as the final grade or status that was earned for each attempt. Incompletes (I) are excluded from Satisfactory Academic Progress calculations until such a time that a final grade is issued. Once a final grade is issued, the results will be included in the cumulative results of any and all subsequent Satisfactory Academic Progress calculations. Unlike the number of attempted credits as calculated for academic purposes, ALL attempted coursework is used in calculations involving Satisfactory Academic Progress. This means that courses with a final grade of F, U, W, WF, or WP as well as a dropped courses with a 60% refund (D6) and Instructor Drops (ID) are included in these calculations as attempted courses. ALL repeat (R) attempts are also included as attempted courses. The academic GPA and/or completion rate shown transcripts may not match your GPA and/or completion rate as calculated for Satisfactory Academic Progress purposes due to these differences. This is because the number of attempted credits shown on a transcript are the number attempted under academic policies, not financial aid policies.

Satisfactory Academic Progress (SAP) Statuses

Financial Aid Warning

Students failing to meet the Satisfactory Academic Progress criteria listed above will automatically be placed on Financial Aid Warning status. Students on Financial Aid Warning remain eligible to receive financial aid. Students on Financial Aid Warning are not restricted in the number of credits they may take, but must meet all four Satisfactory Academic Progress criteria as outlined above in all future terms to avoid being placed on Suspension - Need Appeal status.



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Satisfactory Academic Progress (SAP) Statuses (Continued)

Suspension - Need Appeal

Students in Financial Aid Warning status who fail to meet all Satisfactory Academic Progress criteria will be placed in Suspension - Need Appeal status.

Students in Suspension - Need Appeal status may file a one time SAP Appeal Plan form and appeal to have their aid eligibility reinstated. Students choosing not to file a SAP Appeal Plan form must meet all satisfactory academic progress criteria listed in this document in order to have their aid reinstated and be eligible to receive any further financial aid.

Approved Appeal

Students who submit the SAP Appeal form and are approved must follow the terms of their approved SAP Appeal. This includes the following requirements:

- Minimum 2.0 semester Grade Point Average (GPA)
- Minimum 67% semester completion rate (also known as Pace)
 - » Completion Rate = credits completed divided by credits attempted
- Taking only courses required to complete the current active program listed on the SAP Appeal
- Any and all other criteria as outlined on the SAP Appeal form
- Complete the Back on Track (BOT) program before the end of the term in which their appeal was approved

Students with an Approved Appeal are strongly encouraged to meet with their program advisor to ensure that they are only taking required coursework. Students on Approved Appeal that do not meet all of the criteria outlined above will be placed on Financial Aid Suspension.

Financial Aid Suspension

Students are placed into Financial Aid Suspension status if they have:

- Completed a SAP Appeal and it has been denied
- Had a SAP Appeal approved, but did not meet a future term's SAP criteria specified by the approved SAP Appeal
- Have exceeded the maximum duration limit of financial aid eligibility (150% Rule) as outlined below

Students in the Financial Aid Suspension status are NOT eligible to receive financial aid and are NOT eligible to appeal the suspension.

Students on Financial Aid Suspension may regain financial aid eligibility if they complete financial aid eligible coursework with alternate funding sources and meet all Satisfactory Academic Progress criteria. Students that meet this criteria will be sent the SAP Reinstatement form via student email and will be eligible to receive aid once the form is approved and processed by the Financial Aid Office. Students that have had their financial eligibility reinstated as a result of the SAP Reinstatement form being processed and do not meet all Satisfactory Academic Progress criteria in any subsequent term will immediately be placed back on Financial Aid Suspension.

Students exceeding the maximum duration of financial aid eligibility (150% Rule) as outlined below cannot regain financial aid eligibility regardless of academic performance.



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Financial Aid Suspension (Continued)

150% Duration Limit Rule

Students that have not graduated by the time they have attempted 150% of the published credits for their current active program, as listed on their program curriculum requirement sheet, will immediately become ineligible for financial aid and will be placed on Financial Aid Suspension.

All credits that a student has transferred to Waukesha County Technical College, as well all credits attempted at Waukesha County Technical College count toward the 150% limit. All attempted credits are included in this calculation regardless of:

- Program status
- Program(s) being pursued
- Financial Aid received/not received
- Length of time since the credits were attempted

The maximum duration of financial aid eligibility is calculated by taking the number of credits required to complete your current active program requiring the most credits and multiplying by 150% (1.5). For example, a program requiring 60 credits to complete would have a maximum duration of eligibility of 90 credits. This is because $60 \text{ Credits} \times 150\% (1.5) = \text{a maximum of } 90 \text{ credits}$.

Note: The maximum duration of eligibility for students active in more than one program is calculated using the active program requiring the most credits to complete. It is not calculated on the basis of multiple programs.

Students who meet or exceed the 150% limit for a certificate or technical program, who are subsequently accepted into a larger associate program, must notify the Financial Aid Office to have financial aid eligibility reassessed under the SAP policy.

