

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

Effective Spring Semester 2017 (May 1, 2017)

Northwest Technical College (NTC) and MnSCU Board Policy 2.9, in compliance with Federal and State regulation, require that all students maintain satisfactory academic progress toward the completion of a program of study to receive financial aid. Programs covered by this policy include Federal and State work study, loans, grants and scholarships.

Satisfactory academic progress measures a student's progress toward the completion of a particular degree or licensure program at NTC. Federal regulations specify that the institutions must measure progress toward the completion of a student's academic program regardless of whether the student received financial aid for the terms and credits measured. In addition to the Satisfactory Academic Progress Policy for Financial Aid, all students must comply with NTC's academic standards as published by the Records Office in order to remain enrolled at NTC.

I. GRADE POINT AVERAGE REQUIREMENT (Qualitative Measure)

All students are required to maintain a minimum 2.0 (C) cumulative grade point average beginning with the first term of attendance. *(Note: A 2.0 GPA is required to graduate).* Grades of A, B, C, D, and F are included in the GPA calculation.

II. PERCENTAGE COMPLETION & MAXIMUM TIME FRAME REQUIREMENT (Quantitative Measure)

A. Percentage Completion Requirement: To remain eligible for financial aid, a student is required to progress toward the completion of an academic program by successfully completing 66.67% of all credits attempted at NTC. Courses for which a student receives a letter grade of A, B, C, D, P, and S are included in the calculation of cumulative credit completion percentage as courses successfully completed. Courses for which a student receives a letter grade of F, I, FN, FW, IP, N, NC, NP, NR, W and Z grades will be treated as credits attempted but not successfully completed. Any credits accepted in transfer by NTC are also counted as completed and attempted credits in the completion calculation.

B. Maximum Time Frame (MTF): The maximum allowable time frame for a student to complete an academic program is 150% of the published credit length of the program of record. Credits attempted toward the declared program(s) of study at NTC and applicable transfer credits from other institutions are counted for determining this standard. Maximum time frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may need to appeal to continue receiving financial aid (See IV, letter C, section b). Credits attempted at NTC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student's declared program/major of study will be excluded from the maximum time frame calculation. A student seeking an additional degree/diploma/certificate will be granted 150% allowable time frame for all required credits for that program. A student who reaches or exceeds the maximum number of credits will have aid terminated at the end of that semester.

III. EVALUATION PERIOD

Financial Aid Satisfactory Academic Progress will be evaluated three times each year after Fall, Spring, and Summer Semester grades are recorded. All prior terms of attempted enrollment are considered when determining satisfactory academic progress regardless of whether aid was awarded for the term.

IV. FAILURE TO MEET STANDARDS

A. Financial Aid Warning

- a. For each evaluation period, the first time a student fails to meet the minimum completion rate or GPA requirement stated above, the student will be placed under a warning status for one semester. Students placed under a warning status are eligible to receive financial aid for the following term of enrollment.
- b. At the conclusion of the warning period, if a student has met NTC's cumulative GPA and percentage completion standards, the student's eligibility for financial aid shall be reinstated.

B. Financial Aid Suspension for Students on Warning Status.

If at the end of a semester a student who has been on warning status has not met both the institution's cumulative grade point average and percentage completion standards, NTC shall suspend the student's aid eligibility immediately upon completion of the evaluation.

C. Suspension of Students for Other Reasons

- a. A student who meets or exceeds the maximum time frame allowed during a semester will immediately have their financial aid eligibility suspended at the conclusion of that semester.
- b. Any student may be immediately suspended from financial aid eligibility in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; students whose attendance patterns appear to abuse the receipt of financial aid; and students that have multiple program changes and do not complete his/her declared program(s).
- c. If the institution determines that it is not possible for a student to raise their GPA or course percentage completion to meet the institution's standards before the student would reach the end of the program for which they are receiving financial aid, the institution will suspend the student from financial aid immediately upon completion of the evaluation.

V. APPEALS AND PROBATION

- A. A student who fails to meet the satisfactory academic progress standards may appeal to re-establish eligibility by completing a Petition for Reinstatement of Financial Aid. This form is available from the NTC Financial Aid Office website. The petition may be based on undue hardship, death of a relative, injury or illness; or extenuating circumstances as determined by the institution. Petitions must be supported with appropriate documentation and verification and will be reviewed on a case-by-case basis. An approved academic plan is also required as part of the petition.

When considering a petition, a student's prior academic history, test scores, and potential for successful completion of the academic program will be considered. An approved academic plan is required for all petitions. A petition for the reinstatement of financial aid will be reviewed by the Director of Financial Aid or a designee. A student will be notified of the outcome with a copy of the Financial Aid Suspension Appeal Results Form. Any student whose petition is denied may appeal the denial to the Financial Aid Review

Committee. In some instances, it is possible for a student to successfully petition and be reinstated through the Records Office in order to register for courses, but have a financial aid petition denied for the same term.

- B.** A student with an approved petition for reinstatement of financial aid will be placed on financial aid probation for one semester in order to regain satisfactory academic progress. While on this probation status, a student will be eligible to receive financial aid. A student must meet the terms that are set forth in the approved petition and academic plan to be continued on financial aid.
- C. Late Appeals:** Any appeal received two weeks before the start of a semester (or once the semester begins) are required to provide an explanation of why the petition is being submitted late. Documentation from all course instructors may also be required verifying satisfactory academic progress in each course prior to petition consideration.

VI. NOTIFICATION

Students will be notified in writing of his/her warning status and cancellation/suspension of financial aid. These notifications are made once semester grades are recorded and the satisfactory academic progress review is completed. A student who is petitioning for a probation period on financial aid will receive a copy of the Financial Aid Suspension Appeal Results Form.

VII. REINSTATEMENT OF FINANCIAL AID

The approval of a Petition for Reinstatement for Financial Aid places a student on probation for one semester with the Financial Aid Office. The approved petition will state the terms of the petition and the specific conditions that apply. During the probation period, a student is eligible to receive financial aid. However, a student on an approved petition must meet the conditions of the approved petition and academic plan to be continued on financial aid for more than one semester.

Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students may have their financial aid eligibility reinstated by again meeting the cumulative GPA and percent completion requirements. If a student who is not meeting satisfactory academic progress has a late grade recorded or receives a grade change at any time during the academic term, the student should contact the Financial Aid Office to check his/her financial aid eligibility.

VIII. ADDITIONAL ELEMENTS

- A. Treatment of Grades:** In the percentage completion calculation, grades of A, B, C, D, P, or S are considered attempted and successfully completed grades. Grades of F, FN, FW, I, IP, N, NC, NP, NR, W, or Z (no grade) are considered attempted but not successfully completed. It is the student's responsibility to notify the Financial Aid Office if a course is completed and/or a grade is changed after the semester. At that time, the Financial Aid Office will review the student's academic standing.
- B. Academic Amnesty/GPA Adjustment for Returning Students:** Academic Amnesty and Grade Point Average (GPA) adjustments are not available for financial aid recipients. All attempted credits are counted in financial aid satisfactory academic progress.
- C. Audited Courses:** Audited courses (AU grade) will not be funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.
- D. Consortium Credits:** Credits for which financial aid is received under a consortium agreement will be included in cumulative GPA, completion percentage, and maximum time frame calculations.

- E. College Readiness/Remedial/Developmental Credits:** All remedial/developmental courses are included when determining satisfactory academic progress for GPA and completion percentage. Up to 30 remedial credits shall be omitted when determining maximum time frame.
- F. Repeated Credits:** Upon submission of the Repeat Form to the Records Office, only the highest repeated grade will be counted toward the cumulative GPA measurement. According to NTC Academic Policy, “program accreditation requirements may impose limits on the number of times a course may be repeated.” All credits, original and repeated, are included in determining the 66.67% completion requirement and maximum time frame. However, a student may only receive Federal financial aid to repeat a course once when the previous grade is already passing.
- G. Transfer Credits:** Accepted transfer credits at NTC are included in the maximum time frame calculation. Any credits accepted in transfer at NTC are also counted as credits earned and credits attempted when determining percentage completion. Transfer credits are not included in the NTC GPA calculation.
- H. Withdrawals:** Credits for which a grade of W, FW, and FN are received are considered attempted credits but not successfully completed credits. Grades of W, FW, and FN do not impact GPA but does negatively impact the cumulative completion percentage and counts toward the maximum time frame.