

Financial Aid Satisfactory Academic Progress (SAP) Policy

Federal regulations require Chippewa Valley Technical College (CVTC) to establish reasonable standards for measuring satisfactory academic progress (SAP) of financial aid applicants. The Financial Aid SAP standards are reviewed at the end of every term, after grades have been posted, for every financial aid recipient. This policy is separate from the CVTC's Academic Standards Policy, which means you could be in good standing academically with CVTC, but still be ineligible to receive financial aid. All credits taken within the term will be used when calculating Financial Aid SAP. Academic Forgiveness does not apply to the Financial Aid SAP calculations. In order to be eligible for financial aid, you must comply with the following SAP standards.

Satisfactory Academic Progress Standards

Timely Progression through Program (Quantitative Progress Requirement)

Maximum Time Frame - The maximum length of time a 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. All credits attempted while in the program count toward the 150% whether or not they are listed on the program requirement sheet. A student is ineligible for financial aid when it becomes mathematically impossible to complete the program within 150% of its published length.

For example: 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.

- Example: 60 credit hours x 150% = 90 credit hours

Completion Rate - 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. CVTC calculates the pace at which a student is progressing by dividing the total number of credits the student has successfully completed (including transfer and prior learning credits) by the total number that were attempted. A student must have a completion rate of 67% of attempted credits each term.

- Example: 12 credits attempted, 6 credits earned = 50% completion (Does **not** meet SAP)
- Example: 6 credits attempted, 4 credits earned = 67% completion (Does meet SAP)

Academic Success (Qualitative Progress Requirement)

Grade Point Average - Both term and cumulative grade point average (GPA) will be evaluated each term. The following GPA's are considered the minimum to meet the Financial Aid SAP standard.

- A term GPA of 2.0 or higher AND
- A cumulative GPA of 2.0 or higher

Treatment of Grades for Financial Aid Academic Standards Requirements

Type of Credit	Completion Rate	Grade Point Average	Maximum Time Frame
Withdrawal (W)	yes	no	yes
Transfer (TR)	no	no	yes
Credit for Prior Learning (VE)	yes	no	yes
Incomplete (I)	no	no	yes
Non-Credit Coursework (CEU)	no	no	no
Missing Grades (MG)	no	no	no
Letter Grades (A-F)	yes	yes	yes
Pass/Fail Grade (P or FP)	yes	no	yes
Audit (AU)	no	no	yes
Audit (AX)	yes	no	yes

Satisfactory Academic Progress Status

Financial Aid Warning Status

The first time you fall below either the term or cumulative GPA, or completion rate, you are placed on Financial Aid Warning for the subsequent enrollment term and notified via your CVTC student email. If you are on Financial Aid Warning, you may continue to receive financial aid for the next enrollment term. At the completion of that term you must meet the Financial Aid SAP standards or you will be placed on Financial Aid Suspension and be ineligible to receive further funding.

Financial Aid Suspension Status

There are two (2) ways in which you can be placed on Financial Aid Suspension:

- If you were on Financial Aid Warning and did not meet the SAP standards after your Warning term, you will be placed on Financial Aid Suspension for your next enrollment term, and notified via your CVTC student email and letter to your home address. In order to regain eligibility for aid, you can do so by enrolling without Financial Aid and meet the Financial Aid SAP standards OR successfully appeal your Financial Aid Suspension.
- If you do not meet the Financial Aid SAP standard for Maximum Time Frame, you will be placed on Financial Aid Suspension.

Reinstatement

Reinstatement of Financial Aid Eligibility

Students suspended from financial aid eligibility may regain eligibility for financial aid by enrolling at their own expense and attaining the Financial Aid SAP standards. This may require enrollment in multiple semesters. After meeting these standards, the student is no longer on Suspension and is eligible to receive financial aid.

Suspended students may also regain financial aid eligibility if a Satisfactory Academic Progress appeal is approved. Students who have appeals approved will be placed on Financial Aid Probation and will again lose financial aid eligibility if they have not met terms of their plan as outlined.

Satisfactory Academic Progress Appeal Process

If you were placed on Financial Aid Suspension, you will receive notice in your CVTC student email and by letter to your home address. At that time you may submit an appeal requesting reinstatement of financial aid due to extenuating circumstances. The appeal must meet one of the following criteria:

- Death of an immediate relative of the student
- Medical condition of the student or relative
- Family, financial, or legal situation that impacted the student's ability to succeed
- Other circumstances that result in undue hardship to the student

You will be asked to provide a written statement detailing the circumstances for the appeal, and will need to include third-party documentation to substantiate the basis of the appeal. Appeals without documentation and/or not meeting one of the criteria will be denied.

To appeal, complete the Request for Academic or Financial Aid Appeal form located on MyCVTC. File the appeal as early as possible once you have received notification of your Financial Aid Suspension. Financial Aid appeals are reviewed by the SAP Appeal Committee and an appeal decision will be mailed to your home address and sent to your CVTC student email account within 30 days of submitting the appeal.

To ensure students have federal funding to complete their program and do not incur unnecessary debt, Pre-Program students may not be eligible to appeal unless extenuating circumstances exist. Pre-Program students can seek out guidance on their ability to appeal or they may wait to appeal once they are admitted into their core program.

If your appeal is approved and your Financial Aid is reinstated, your status will be one of the following:

Financial Aid Probation Status

This status indicates it is possible for you to meet the Financial Aid SAP standards after one semester. You can receive Financial Aid during this probationary semester.

Financial Aid Probation Plan Status

This status indicates it is not possible for you to meet the Financial Aid SAP standards after one semester, therefore you will be placed on a plan. You must meet the terms of the plan each semester to remain eligible for financial aid.