

## Satisfactory Academic Progress

According to Federal and State regulations students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office at Charlotte Technical Center monitors a student's academic progress as a condition of eligibility when the student applies for financial aid and at the end of each payment period. These requirements are applied to a student's entire academic history at Charlotte Technical Center including transfer hours from other schools and including periods when financial aid was not received. A student is considered to be making satisfactory academic progress when the following requirements are satisfied:

- 1. Qualitative Standard (Cumulative Grade Point Average)** - A student must maintain a minimum cumulative grade point average of 2.0, or as each program has stated. Students must satisfactorily complete at least two-thirds (67.5%) of the attempted program clock hours.
- 2. Pace of Progression** - Students must complete a minimum of 67.5% of the cumulative credits attempted and complete their program within 150% of the program requirements. Transfer credits are included in this percentage.
- 3. Quantitative Standard (Completion Rate)** - A student must complete a minimum number of clock hours per program. Student must be making progress by completing at least 67.5%. If the student is behind in progress the student may not complete on time. Attendance must be in accordance with school policy. A student is expected not to exceed absences of 5% of the semester and/or 5% of the total program.
- 4. Maximum Time Frame** - A student must successfully complete the program of study within its time frame. Federal regulations specify that the time frame may not exceed 150% of the published length of the program. Once a student exceeds the time frame for their program of study they are no longer eligible to receive financial aid.
- 5. Monitoring Satisfactory Progress** - Charlotte Technical Center will monitor satisfactory progress after each payment period. The maximum allowable time frame is the program hours times 150%.
- 6. Warning** - Students who fail to meet the minimum cumulative GPA of 2.0 or program GPA and/or fail to complete at the proper (completion rate) are given a warning. Students placed on a warning remain eligible for financial aid for one payment period. After the warning period, one payment period, students must meet the cumulative GPA and completion rate, they must have earned the weeks of instruction time for that time period or financial aid will end. The student will no longer be eligible for Title IV Aid. There will be no appeal process or probation period.

**7. Transfer Hours** - If the teacher and admissions office decide to grant a student transfer hours from another institution those hours will count towards their completion rate. Repeated course work counts towards total hours completed, but will not be entitled to Title IV funding.

**8. Reinstatement of Financial Aid** - There is not a student appeal process to re-establish aid eligibility within the academic year, students who re-enter the same program more than a year later will be considered a new student.