

## **Satisfactory Academic (SAP) Policy (Clock Hour Programs)**

### **Student Policies**

- (1) This policy applies to the College's clock hour programs only. Information regarding the College's credit hour programs can be found at [www.dixietech.edu/students/financial-aid/](http://www.dixietech.edu/students/financial-aid/)
- (2) **Purpose.** As part of Federal law and regulations Dixie Technical College (College) requires that all students receiving financial aid maintain Satisfactory Academic Progress (SAP) according to both qualitative and quantitative measures established by the College following Federal guidelines. The following policy represents the standards adopted by the College and the student Financial Aid Office. In order for students enrolled at the College to receive financial aid, they must be enrolled in a financial aid eligible program as well as meet qualitative and quantitative SAP requirements towards a certificate.
- (3) Progress standards for students enrolled in an eligible program who receive Title IV Aid are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.
- (4) **Policies & Definitions**
  - (a) **Measure:** The qualitative measure is determined through a student's ability to demonstrate competency in the course or subject matter. Program or course syllabi provides the student with information regarding the predefined measure for determining successful completion of the course per the college's Student Grading and Performance Policy. Students must maintain a grade in each course of "C" or better to be considered meeting the financial aid progress standard.
  - (b) **Quantitative Measure:** Each competency is assigned progress hours based on the average time a student would expect to complete a course. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course. Students must be on pace for completing the program in no more than 150% of the hours in the program. Progress is monitored at the end of each payment period.
  - (c) **Maximum Time Frame:** Students are expected to complete their certificate within the scheduled time frame of the program. However, a maximum time frame in terms of program completion for Financial Aid students is equal to 1-1/2 times the length of the overall program (otherwise known as time and a half). For example, if a program is 900 hours, the student may be allowed to take up to 1350 hours to complete the program. In this example the student does not receive additional funding for the extra 450 hours. If a student cannot complete within the time and half allotment, they will be dropped from the program and will lose Financial Aid eligibility.
    - (i) **Repeated Courses:** Students are expected to pass all courses within a certificate program. It is the student's responsibility to pay for all charges related to repeated courses.
    - (ii) **Transferred Coursework:** Coursework transferred in by a student will be counted towards the maximum timeframe. The maximum time frame is reduced for transfer students based upon the remaining length of the program for which they are enrolled. For example, if a student transfers 200 hours towards a 900-hour program and is enrolled for 12 hours a week, the student will be required to complete the remaining 700 hours in approximately 58 weeks (700/12 hours per week = approximately 58 weeks). Maximum time frame in this example is calculated by 58

weeks \* 1.5 = an 87 week maximum time frame to complete the 700 initial requirement.

- (d) **Period of Evaluation:** Satisfactory academic progress is evaluated at the end of each payment period. Progress is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted. For example, if a student were enrolled in 450 hours, they would be required to pass off and demonstrate competencies at a total of 302 hours (67% of 450) in order to maintain SAP requirements.
- (5) **Financial Aid Warning:** Students who do not achieve satisfactory academic progress as defined by this policy are immediately placed on Financial Aid Warning, but are still eligible to receive financial aid for the next payment period. Students under Financial Aid Warning are required to meet with the Director of Student Services, the Program Instructor, and the Financial Aid Manager to develop an academic plan. A copy of the signed plan will be electronically filed in the student's financial aid record.
- (6) **Suspension:** Students who are in a financial aid warning status and do not make satisfactory academic progress towards their academic plan, will be placed on financial aid suspension. Students on financial aid suspension are not eligible to receive financial aid for their next payment period. Students placed on suspension are notified via letter. Students are allowed to continue enrollment without the benefit of financial aid until they meet the requirements of this policy. It is the student's responsibility to pay for all charges acquired while on financial aid suspension.
- (a) **Maximum Time Frame:** Students who reach their 150% program hour length will no longer be eligible for financial aid. Students are allowed to continue enrollment without the benefit of financial aid. It is the student's responsibility to pay for all charges acquired while on financial aid suspension.
- (b) **Inability to Meet Program Requirements within Maximum Time Frame:** If determined by the financial aid office that a student cannot possibly meet qualitative and quantitative requirements of their program within the maximum time frame, they will no longer be eligible for financial aid. Students are allowed to continue enrollment without the benefit of financial aid. It is the student's responsibility to pay for all charges acquired while on financial aid suspension.
- (c) **Disbursement of Financial Aid Funds for Student in a Warning Status:** Students who are in warning status are to receive their financial aid disbursement within the normal disbursement period, which is within 14 days. If the student has signed the AUTHORIZATION TO HOLD A FEDERAL STUDENT AID CREDIT BALANCE form the credit balance will remain in the student's account until the next payment period.
- (7) **Appeal Process:** A student who is placed on financial aid suspension has the right to submit an appeal to the Financial Aid Manager. Financial Aid appeals may be submitted for mitigating conditions such as the death of a relative, an injury or illness of the student, or other special circumstances. The form along with any supporting documentation is forwarded to the Director of Student Services. The Financial Aid Manager, Director of Student Services and instructional representative make up the appeal review committee. Students are notified of the committee's decision by mail. The committee's decision is final.
- (8) **Re-entry upon Acceptance of an Appeal:** Student who re-enter based on an accepted appeal are awarded financial aid for their next payment period of enrollment and are placed on financial aid probation for that payment period, and are required to meet with the Director of Student Services to develop an academic plan. A copy of the signed plan will be electronically filed in the student's financial aid record.

Revision Dates: May 1, 2023; September 1, 2021

# Satisfactory Academic Progress (SAP) Appeal

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_  
 Phone # \_\_\_\_\_

Dixie Technical College is required to monitor whether a student is maintaining Satisfactory Academic Progress (SAP) in their program of study in order to comply with federal regulations. Students who have been denied financial aid because they have not met the requirements of the Satisfactory Academic Progress Policy are offered the opportunity to complete the Dixie Tech's Financial Aid appeal process to be considered for an exemption from the policy.

In some cases, a student's failure to be in compliance with SAP is due to events beyond the student's control. If such mitigating circumstances can be well documented for the specific payment period(s) in which the deficiency occurred, the student may complete the appeal process. **Note: Completion of this process does not guarantee that your financial aid eligibility will be reinstated. You are responsible for payment of your tuition regardless of your financial aid status. It is also your responsibility to be aware of all Dixie Tech's deadlines.**

## SAP Appeal Process Instructions:

1. In order to appeal any decision regarding your financial aid status, you must complete this form to request an exception to the Satisfactory Academic Progress (SAP) Policy. Your appeal **must** include the following items to be considered complete (incomplete appeals will not be considered):
  - a. This appeal form signed and initialed.
  - b. Create an Academic Plan with the Director of Student Services (please include a minimum of one payment period beginning with the current payment period).
  - c. A **detailed**, signed personal statement explaining the circumstances that caused you to fall below the minimum academic requirements for financial aid (statement should be typed and attached to this form). **It is assumed by the Financial Aid Appeal Committee that any student filing an appeal is doing so based upon the need for financial aid. Therefore, do not discuss your need for financial aid as part of your rationale for reinstatement of Title IV Federal Financial Aid.** This statement should include:
    1. The date(s) the circumstance occurred (i.e., one time, on-going, length),
    2. how this circumstance affected you personally,
    3. steps you have taken to resolve your circumstances; and
    4. An explanation of your ability to remain in school and to successfully complete your program.
  - d. A payment period of 67% progress & 85% attendance or higher – OR –
  - e. Documentation from an impartial third party (not a family member, friend, or roommate). **Note: Examples of third party documentation include physician, counselor, lawyer, social worker, teacher, religious leader, employer, death certificate, divorce decree, etc.**  
 Documentation:
    1. must include the name of the person providing the statement and their relationship to the student
    2. must support the claims made in your detailed personal statement,
    3. should confirm your ability to return to school and be successful; and
    4. must be signed and notarized or on letterhead.

2. Meet with the Director of Student Services that will address your specific situation. (Please do this after your appeal is approved.)

3. I am requesting aid for the following payment period (please select only one): PP1 PP2 PP3 PP4 PP5

## Student Certification

**Read the following information carefully. Initial and sign below. Your initials and signature on the form certify that you have read and understand all the information.**

Initials	Statement
	If this appeal is approved, I understand I will not receive aid until I have completed SAP counseling. I understand I must meet with the Director of Student Services which will address my specific situation.
	It is my responsibility to check the status of my financial aid often through a Financial Aid Advisor. The status of my appeal will be updated in the financial aid office; I understand a separate decision notice will not be sent.

	<p><b>I am responsible for paying my tuition in full and on time, regardless of financial aid or the status of this appeal form.</b> I understand failure to pay my tuition and/or fees may result in additional fees as well as my program courses being dropped. I am responsible for any late fees or charges I incur as a result of not paying my tuition in full or on time. I am also responsible for getting my eligibility reinstated.</p>
	<p>I understand if this appeal is approved, I will be expected to make academic progress in the payment period for which my appeal has been approved by having a cumulative 67% progress and 85% attendance in the hours for which I am enrolled.</p>
	<p><b>I understand it is not likely that I will have multiple appeals approved during my academic career at Dixie Tech regardless of extenuating circumstances. I understand it is my responsibility to meet all the SAP standards each payment period.</b></p>

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Dixie Tech provides financial assistance to all eligible students regardless of race, color, national origin, sex, age, or disability. If you need accommodations or language assistance please contact student services at 435-674-8400– 610 S Tech Ridge Dr., St. George, UT 84770