Hi-TEC requires students to maintain satisfactory academic progress AT ALL TIMES to continue eligibility. Federal student aid regulations require both Quantitative and Qualitative measures of progress. This means satisfactory progress of program hours and weeks, as well as, maintaining a cumulative passing grade.

**Qualitative Progress:**
- Students are required to maintain a “C” grade average or better (2.0) for satisfactory academic progress (SAP).
  - The cumulative period for attendance, grades and progress is from the beginning to the end of your program.

**Quantitative Progress:**
- Maximum Time Frame - Students with excessive absences resulting in the inability to complete their designated program within 150% of program hours will be withdrawn.
- Pace – Students are required to be in attendance for 75% of the scheduled hours in a payment period to have satisfactory academic progress.
- Attendance is checked at the end of the scheduled hours in a payment period.

**Incompletes/Withdrawals/Transfer Credits/Repeated Courses:**
- Students who receive incompletes must complete the work (Occupational Completion Points (OCP’s)) before continuing. If the student cannot finish the program within 150% of the total program hours, he/she is withdrawn.
- If a student withdraws, the number of hours completed and the GPA are recorded in the student account and withdrawal codes.
  - A student who withdraws and then reenters after 180 days, may receive aid to repeat the program.
  - A student who withdraws and then reenters before 180 days, may receive aid for the remaining hours in the program.
- When a student transfers credits, the school determines how many clock hours will be remaining in the program, and the student receives aid for the remaining hours.
- When a student must repeat any clock hours in a program
  - Within 180 hours, no additional Pell will be available for those clock hours and the grade will be replaced.

**Financial Aid Warning:**
- Pell students who do not meet appropriate attendance and grade requirements at the end of a payment period will be issued a *Financial Aid Warning* for the next payment period.
  1. A warning is an indication that the student is not progressing satisfactorily.
  2. Students are permitted one warning payment period, and will remain Pell eligible at that time.
Financial Aid Probation:
- Students who fail to meet satisfactory academic progress by the end of the second payment period will be placed on Financial Aid Probation.
- Probation means a student is failing to make satisfactory academic progress and successfully appeals.
- In order to maintain federal aid eligibility, a student must make an appeal.
- If it is determined, based on the appeal, that the student will require more than one payment period to meet progress standards, you may place him on probation and develop an academic plan for the student.
- A review the student’s progress at the end of one payment period is required of a student on probation status, to determine if the student is meeting the requirements of the academic plan.
- If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan.

Appeal
- A process by which a student who is not meeting SAP petitions the school for reconsideration of eligibility for Federal Title IV funds.
- Students experiencing a significant life change, including, but not limited to, change of employment, homelessness, prolonged illness, pregnancy, death of immediate family member, etc. may present documentation to the Financial Aid office for consideration.
- Financial Aid personnel provide the appeal paperwork to be completed by the student.
SAP Appeal

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):

I. This appeal form signed and dated.

II. 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, and
3. The steps you have taken to resolve your circumstances and your ability to make Satisfactory Academic Progress.
4. Documentation from an impartial third party (not a family member, friend, or roommate). 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.