Satisfactory Academic Progress Policy

Students must meet Satisfactory Academic Progress (SAP) in order to graduate from Lake Area Technical College and in order to continue to receive federal financial aid. This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, and Federal PLUS.

Please note that other entities providing funding for students may require the student to maintain a certain number of credits and/or grade point average (GPA). This includes, but is not limited to, funding from Vocational Rehabilitation, Department of Labor and Regulation, Tribal Funding, LATC Foundation Scholarships, and scholarships from outside organizations.

Satisfactory Academic Progress uses quantitative (cumulative credits completed) and qualitative (cumulative grade point average) measures in meeting the requirements. Review of SAP is done at the end of each academic term (i.e., fall, spring, and summer).

Students must successfully complete 67% of cumulative credits attempted and maintain a cumulative GPA of at least a 2.0. In order to graduate from LATC, a student must have at least a 2.0 GPA. A student meeting these requirements is considered to be in good academic standing.

The Director of Enrollment manages SAP for both academics and financial aid. The same SAP standards are applicable to both areas. Thus, if a student is suspended for academics, he/she is also suspended for financial aid.

Warning

After one unsuccessful term (i.e., Fall, Spring, or Summer), a student will be placed on academic warning for the following semester, yet will remain eligible for Federal Financial Aid during the academic warning period. Should the student continue to fail to meet satisfactory academic standards after the academic warning period, the student will lose eligibility to receive Federal Financial Aid but can have that eligibility reinstated should the student successfully appeal to the SAP committee and is then placed on academic probation.

The student is provided notice in writing and/or e-mail of the Warning status.

Suspension and Appeal

After two unsuccessful terms (i.e., fall, spring, or summer), a student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

The student is provided notification in writing and/or e-mail of the Suspension status.

A student placed on Suspension status must appeal in order to have his/her financial aid reinstated and to be allowed to continue in school.

The student must complete an Appeal form and will appear before the SAP Committee. The student's appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory academic progress in the upcoming semester.

The circumstances for an appeal can include, but are not limited to:
- the death of a relative;
- injury or illness of the student; or
- other special circumstances as determined by the school.

Other situations that will be considered include, but are not limited to, the following:
- Family difficulties, such as divorce or illness;
- Interpersonal problems with friends, roommates, significant others, etc.;
- Difficulty balancing school and work, family responsibilities, etc.; or
- Financial difficulties

At the discretion of the Director of Enrollment and SAP Committee, a student may not be required to appear in person. The written appeal will be reviewed and a decision will be made by the SAP Committee.

Any stipulations imposed on the student such as no failing grades, completion of all courses, no attendance issues, etc. will be provided to the student in writing following the approval of the appeal. This notification will also be provided to the Financial Aid Office and the Department Supervisor of the student's program.

The SAP Committee includes at least two LATC instructors, the LATC Counselor, the Retention Coordinator, the Director of Financial Aid, and the Director of Enrollment.

Suspension and Appeal (Doesn't appeal)

If a student who was "Suspended with the Right to Appeal" chooses to sit out and return at a later date, **the student must appeal before being readmitted**. The Director of Enrollment will determine if the student must appear before the SAP Committee or if a paper appeal will be considered.

The following timelines will apply:

If a student applies for readmission within one year of the Suspension status, the student must meet with a special SAP Committee consisting of the Director of Enrollment, Director of Financial Aid, and Academic Advisor from the student's program.

If a student applies for readmission after one year of the Suspension status, the student would be allowed to either meet with the SAP Committee or to submit a paper appeal to the SAP Committee.

Limitation of SAP Appeals

There is no limit on the number of times a student can appeal.

Probation

Once a student has been granted a successful appeal, the student is then placed on Probation.

Students on suspension who successfully appeal will be reinstated on a probationary status. During probation, which lasts one term (i.e., fall, spring, or summer), students are expected to successfully meet

the terms outlined in the SAP plan. Students may continue in subsequent semesters as long as they continue to meet the terms of their SAP plan. Students will need to meet the 2.0 cumulative GPA and successfully complete at least 67% of cumulative credits attempted.

<u>Maximum Timeframe</u>

The maximum time frame for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program. If a student attempts credits toward his/her degree and he/she is not receiving Title IV aid, those attempted credits still count toward the 150 percent completion.

The maximum time frame for an undergraduate program measured in clock hours, a period of no more than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock

Program	Diploma Option	Number of Credits Required for Degree (Diploma)	Maximum Credit Hours (150%)	AAS Degree	Number of Credits Required for Degree (AAS)	Maximum Credit Hours (150%)2
Agriculture						
AG - Business	N/A			Yes	77.00	115.50
AG - Commodity	N/A			Yes	80.00	120.00
AG - Dairy	N/A			Yes	76.00	114.00
AG - General Science	N/A			Yes	74.00	111.00
AG - Livestock Production and Mgmt	N/A			Yes	73.00	109.50
AG - Precision	N/A			Yes	77.00	115.50
AG - Production	N/A			Yes	76.00	114.00
Automotive Technology - Gas option	N/A			Yes	71.00	106.50
Aviation Maintenance Technology	Yes	71.00	106.50	Yes	84.50	126.75
Aviation - Professional Fixed Wing	N/A			Yes	67.00	100.50
Aviation - UAS Operator	N/A			Yes	66.50	99.75
Building Trades Technology	N/A			Yes	73.00	109.50
Business						
BSA - Management and Marketing	N/A			Yes	72.00	108.00
BSA - Human Resources	N/A			Yes	72.00	108.00
BSA - Entrepreneurship	N/A			Yes	71.00	106.50
BSA - 3rd year Entrepreneurship	N/A			Yes	38.00	57.00
BSA - Photography Media	N/A			Yes	68.00	102.00
Community Healthworker (Certificate)	N/A	16.00	24.00	N/A		
Computer Information Systems						
CIS - Graphic Design and Digital Comm	N/A			Yes	70.00	105.00
CIS - Networking and Cyber Security	N/A			Yes	70.00	105.00
CIS - Programming	N/A			Yes	70.00	105.00
Cosmetology (Certificate)	N/A	39.50	59.25	N/A		
Cosmetology	Yes	49.50	74.25	N/A		
Auto Body and Paint Technology	Yes	38.50	57.75	Yes	73.50	110.25
Dental Assisting	Yes	44.50	66.75	Yes	70.50	105.75
Diesel Technology - Truck/Tractor option	N/A			Yes	69.50	104.25
Diesel Technology for AT grads	N/A			Yes	69.50	104.25
Diesel Technology - Brant Holdings	N/A			Yes	68.50	102.75
Diesel Technology - ThinkBIG CAT	N/A			Yes	75.00	112.50
Diesel Technology - Butler Agriculture	N/A			Yes	75.00	112.50
Electronic Systems Technology	N/A			Yes	72.00	108.00
Electronic Systems Technology - Boimed	N/A			Yes	73.50	110.25
Energy Operation	N/A			Yes	73.50	110.25
Energy Technology	N/A			Yes	71.50	107.25
Energy Technology 3rd year for ROB grads	N/A			Yes	33.00	49.50
Manufacturing Maintenance Technician (Certificate)	N/A	18	27.00	N/A		
Natural Resources Management	Yes	38.00	57.00	Yes	71.00	106.50

hour program cannot receive financial aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Financial Services						
FS - Agri-Financial	N/A			Yes	74.50	111.75
FS - Business Accounting	N/A			Yes	74.50	111.75
FS - Consumer Financial	N/A			Yes	74.50	111.75
Heavy Equipment Operator	Yes	41.00	61.50	Yes	72.50	108.75
Human Service Technician						
HST - Activity Technician Mental Health	Yes	30.50	45.75	Yes	63.50	95.25
HST - Child Development	Yes	31.50	47.25	Yes	61.50	92.25
HST - Developmental Disabilities	Yes	30.50	45.75	Yes	63.50	95.25
HST - Youth Offender	N/A			Yes	63.50	95.25
Law Enforcement	N/A			Yes	75.00	112.50
Law Enforcement Hybrid	N/A			Yes	30.00	45.00
Law Enforcement Conservation Officer Option				Yes	87.00	130.50
Med Fire Rescue						
MFR - Emergency Medical Specialist	N/A			Yes	69.00	103.50
MFR - Paramedic Diploma	Yes	50.50	75.75	N/A		
MFR - Med/Fire Rescue	N/A			Yes	79.00	118.50
Medical Assisting	Yes	39	58.5	Yes	67.50	101.25
Medical Lab Technician	N/A			Yes	72.50	108.75
Medical Lab Technician - Phlebotomy (Certificate)	N/A	16.5	24.75	N/A		
Occupational Therapy Assistant	N/A			Yes	77.00	115.50
Physical therapist Assistant	N/A			Yes	76.50	114.75
Practical Nursing	Yes	45.50	68.25	N/A		
Registered Nursing	N/A			Yes	41.00	61.50
Precision Machining	N/A			Yes	72.00	108.00
Precision Maching - CNC Operator (Certificate)	N/A	16	24	N/A		
Robotics	N/A			Yes	72.00	108.00
Surgical Technology	N/A			Yes	69.00	103.50
Welding						
WLD - Diploma	Yes	34.50	51.75	N/A		
WLD - Advanced Welding (AAS)	N/A			Yes	71.50	107.25
WLD - Marketing	N/A			Yes	69.00	103.50
WLD - Precision Machining	N/A			Yes	70.00	105.00

*Maximum credit hours for 3rd year options is based only on the additional credits required since the student has already completed the other requirements for an AAS degree.

Transfer Students

Transfer students who did not meet SAP at a former school will be eligible to attend and to receive financial aid at LATC. Students will only be evaluated on their academic progress while attending LATC. Transfer credits will be evaluated and included on the transcript only for credits that apply toward his/her LATC degree and credits that meet the minimum academic standard. The credits will count toward earned and attempted cumulative credits, but not the cumulative GPA since the credits are assigned a "TR" grade versus an actual letter grade.

For students accepted into "Human Services Academic" there may be courses transferred in that do not apply to the student's LATC degree. For example, Sociology and Speech are not requirements for our PN program, but are requirements for other programs.

For more information on our transfer credit policies, please see these specific sections in the Student Handbook:

- Transfer of Previously Earned College Credits to Lake Area Tech
- Transfer of General Education College Credits
- Transfer of Technical Studies Credit
- Transfer of Credit from LATC to Other Colleges and Universities

Incompletes/"F" Grades/Withdrawals

Incomplete grades, "F" grades, and Withdrawal grades will reduce the completion ratio as they are counted as attempted but not earned credits and will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

If an incomplete is not completed within eight weeks of the following semester the "I" grade turns to an "F" grade, a student withdraws from a class, or receives a failing grade in any required class; the student will need to repeat the class. Those credits will be used to determine the amount of successfully completed classes. Grades for courses that the student is required to repeat will replace the previously earned grade. Incomplete courses that turn into an "F" grade will lower the GPA.

If an Incomplete changes to a grade after the SAP review has been completed, the grade change will be reflected in the next review unless the student notifies the Director of Enrollment of the grade change and it changes the student from suspended to their previous SAP standing, An Incomplete can potentially increase the GPA and/or increase the percentage of completion.

Transferring Programs

For students who change programs, for prior credits, and for grades which do not count toward the new program, these credits and grades will be included in the review of SAP. After one successful semester in the new program, the student can appeal to the Director of Enrollment to have the prior credits and grades excluded from SAP.

Academic Amnesty

A student that switches programs and is successful after one semester in the new program can appeal to the Director of Enrollment to forgive any courses with failing grades in the previous program that do not apply to the new degree.

Academic Course Policies

Course Offerings - Each course required for graduation will be offered at least once during the length of the program. A student dropping or failing a course will be able to retake the course at a later time. Tuition and fees are again assessed for the class. When the student successfully completes the course, the student's transcript will reflect the highest grade earned. Dropped or failed courses will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

Passing Grades - A student must successfully complete all of the required coursework in order to graduate from a program. A grade of "D" or better must be achieved in each required course. Individual programs may have a policy that requires a grade higher than a "D."

Transfer Students - Transfer students will be evaluated on an individual basis to determine the length of time needed to complete their degree or diploma. Students changing programs will have the normal timeframe to complete the new program.

Academic Grade Level - A student's academic grade level in a two-year program will be determined as follows:

> 0-33 credits (Grade Level 01)
> 34+ credits (Grade Level 02)

Credits will be evaluated and a determination made by the current program if the student has already completed another program at LATC.

Remedial Coursework - Remedial coursework is included in the qualitative assessment of SAP, but the courses are not included in the student's GPA.

Withdrawals and Nonattendance

If a student does not attend any class within the first 10 days of the semester, the student is counted as a "No Show" and the student's courses are dropped and his/her registration is cancelled. Any financial aid disbursed will be reversed.

Any non-attendance periods after day 10 (census date) is subject to the departmental attendance policy. Once that departmental attendance policy is exceeded, the student will be administratively withdrawn from the institution. His/her "last date of attendance" is used as his/her official withdrawal date.

Incomplete Courses or Grades

An incomplete grade during a SAP evaluation period is considered as an "F" grade. Students have until the mid-term of the following semester to complete the coursework, otherwise the "I" changes to an "F".

Repeated Coursework

A student may repeat a course one time after passing it, and receive federal financial aid for the retake. Even though the Department of Education considers a "D" as a passing grade, individual programs may require a "C" or higher in a course to be considered passing. Repeated courses will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

Once a student successfully repeats a course with a passing or higher grade, LATC will use the highest grade toward cumulative credits attempted and cumulative GPA.

Audited Courses

Audited courses will not impact GPA, but they do impact attempted and earned credits. Audited coursework does not count toward financial aid eligibility.

Pass/Fail Courses

Pass/Fail courses counts toward attempted credits and earned credits. A Pass does not count toward GPA. A Fail counts toward the GPA as it is counted as an F.

WP (Withdrawal Pass) and WF (Withdrawal Fail) Grades

WP and WF grades will count toward attempted credits and earned credits. A WP does not count toward the GPA. A WF counts toward the GPA as it is counted as an "F."

Remedial Coursework

We only offer non-credit Remedial Coursework. They do not count toward quantitative or qualitative standards. LATC offers the following remedial coursework: Math 090 and Reading 090.

ESL (English as a Second Language)

LATC does not offer any ESL courses. Students needing ESL training should see the Academic Support Coordinator for further guidance.

Continuing Education Courses

LATC offers "continuing education" courses through Corporate Education. These courses are for non-credit. While a student enrolled in a degree program could take a "continuing education" course, the student would register and pay for the course through Corporate Education. It would not be included on the student's transcript; thus, it would not be included in the SAP evaluation.

Multiple Degrees or Concentrations

If a student graduates in one program and then chooses to pursue another degree in another program, the Registrar's Office will evaluate the prior coursework to determine which, if any, courses will "transfer" to the new program. Because of the wide range of courses required for each of our programs, this evaluation is conducted on a case-by-case basis.

Any accepted credits will count as credits attempted and completed.

Double Majors

If a student chooses to major in more than one program simultaneously, the student is required to contact the Registrar's Office so that the correct advising trees are established for the student.

The most common double majors at LATC include EST/ROB, ET/EO, and BSA/FS. In all of these programs, there is a set of "core" classes that are common to both, including General Education requirements. These situations will be evaluated on an individual basis.

Quantitative standards (pace) will be determined by the Director of Enrollment. Students who are pursuing double majors are subject to the maximum timeframe rules, but may be reviewed on a case-by-case basis by the Director of Enrollment. For example, a student double majoring in Business and Financial Services may require an exception to the maximum timeframe rules.

Change of Program (Without Graduating from a Program)

For a student who changes programs, the prior credits and grades that do count toward the new major, are included in the SAP evaluation.

A student can "reset" his/her academic progress by changing majors, however this is limited to three times, including HSA status. Any request to change programs beyond three times will require the approval of the LATC President.