

Central Pennsylvania Institute of Science and Technology

Satisfactory Academic Progress Policy - Financial Aid

INTRODUCTION

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or degree. An eligible program is defined as a one to two year program leading to a vocational certificate or degree; or a specialized program that meets federal criteria. Students are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Federal regulations require that this policy apply to all students whether or not financial aid was received.

ACADEMIC / ATTENDANCE REQUIREMENTS

QUALITATIVE STANDARD

Satisfactory academic progress (SAP) must be maintained in order to receive financial aid. SAP is defined as:

- Student competency in 75 percent of the work defined by the course guidelines and coursework completion at an acceptable level of performance

- and/or -

- Student must maintain a 2.0 cumulative GPA (Grade Point Average).

Students who do not meet the above requirements will be placed on financial aid probation. Notification of probationary status will be provided in writing. Student progress will be reviewed by Adult Education during the subsequent grade period. The result of the review will be:

- If the student doesn't meet SAP requirements, financial aid may be suspended.
- If a student meets SAP requirements, probationary status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor every month. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon student returning to school for approval. See CPI's Excused Absence Policy for information on excused absences and how it applies to classroom requirements and financial aid disbursements.

QUANTITATIVE STANDARD

A student must make a satisfactory progression towards meeting the grades / standards / competencies required for graduation from their program. As such, students are required to complete their program within a timeframe of 150% of the program’s assigned clock hours. For example, if a program is designated as 900 clock hours, a student must complete this program within 1350 hours or they will lose eligibility for financial aid. Students may appeal the loss of aid as described below in the appeal process.

CONSIDERATIONS – SATISFACTORY ACADEMIC PROGRESS

- Financial Aid Satisfactory Academic Progress is not the same as academic progress required for graduation.
- Being declared ineligible for financial aid does not mean you have been academically dismissed from the university.
- Any appeal of ineligibility is good for only one grading term or period. SAP must be reviewed each term.
- Approval of an appeal will place the student on financial aid probation for the next term of enrollment.
- No private loan funds, federal loans, or grants may be paid to your account for a subsequent term until AFTER grades for the probationary period have been reviewed and your status determined to be satisfactory.
- Failure to meet the minimum standards again after an appeal was approved will place a student in ineligible status again.

REVIEW OF SAP

At the end of each grading period, student progress will be reviewed to determine if academic requirements have been met.

Below lists codes assigned indicating the technical training programs are not considered completed:

PROGRAMS ARE NOT CONSIDERED COMPLETED IF ANY OF THE FOLLOWING GRADES OR NOTATIONS ARE RECEIVED	
“W” (Withdrawal)	“IP” (In Progress)
“F” (Failing Grade)	“I” (Incomplete)

SUSPENSION OF FINANCIAL AID

- Students will be immediately suspended from financial aid if they withdraw from training and may be required to repay all or part of the funds received.
- Students will be immediately suspended from financial aid if they complete all requirements of a grading period with “F”, “I”, and/or “W” grades and may be required to repay all or part of the funds received.

REINSTATEMENT OF FINANCIAL AID

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions:

1. Without benefit of aid, students on financial aid suspension must:
 - a) Complete 75% of the required minimum program competencies, *and/or*
 - b) achieve a GPA of 2.0 or better (if applicable), *and*
 - c) maintain satisfactory attendance.

APPEAL PROCESS

Students may appeal financial aid suspension or denial by submitting their appeal in writing to:

Central Pennsylvania Institute of Science and Technology
Attn: Executive Director
540 N. Harrison Road
Pleasant Gap, PA 16823

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student's petition.

If approved, students will be required to follow an educational plan contract for continuation of aid.