Federal regulations require that in order for a student to be eligible for financial aid, the student must earn Satisfactory Academic Progress (SAP) toward the completion of a degree. SAP, as defined below, is evaluated at the end of each Title IV academic year (the end of payment periods II and IV) for which a student is enrolled.

**Student Academic Progress Standards**

**Qualitative Requirements:** {Concerning cumulative Grade Point Average (GPA)}

**Progress within a Module**

All courses within a training module must be completed with a C (70%) or better grade. A student’s academic average is continually reviewed to determine qualitative progress. Upon completion of all courses within a module with individual course completion grades of 70% or better, the student will be authorized to take the FAA written, oral and practical exams relevant to that particular module.

Students who withdraw from the program will receive a grade of I (Incomplete) in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to SMAT.

**Progress within a Title IV Academic Year**

A Title IV Academic Year is defined as 950 clock hours and at least 26 weeks.

Similar to “Progress within a Module,” if a student’s grade falls below 70% at the end of a Title IV Academic year (Payment Period II), remedial training will be required until the grade for that course exceeds 70%. In addition to a 70% cumulative GPA, a student must complete each payment period within 13 weeks; however, an additional 20 instructional days are allowed for module completion. Upon completion of each Title IV academic year, the GPA for all courses completed up to that point will be examined and course grades that fall below 70% will cause the student to become ineligible for financial aid.

**Transfer Credits:** SMAT does not accept transfer credits and therefore transfer credits do not count toward cumulative GPA.

**Quantitative Requirements:** {Concerning the rate at which courses are successfully completed (Pace)}

Pace is determined by dividing the total number of clock hours successfully completed by the total number of clock hours attempted.

During the course of study, a student is required to make quantitative progress toward program completion. To be making satisfactory academic progress a student must complete 100% of the required hours for each of the three scheduled modules. Students must also complete all course attendance requirements prior to graduation in order to receive a diploma. At the end of each training module, students will be advised of their status toward program completion. This report will include training modules and program hours completed. For a student receiving federal financial aid, the minimum standard for maintaining full-time status is 24 program-hours per week. Pace will be evaluated for Title IV eligibility after payment periods II and IV.
Criteria for Successfully Completing a Course: Grades of A, B, C, and D are considered passing and meet the criteria for successfully completing a clock hour. Grades of F, CR, F/W, W, W/E, W/P, & I do not meet the criteria for successfully completing a clock hour and must be considered attempted credits. Any clock hours missed must be made up on the students own time.

Incompletes: An incomplete is considered an attempted credit until the student has met the criteria for successfully completing the course. It is the student’s responsibility to notify the Finance Director of the updated grade so that the credits can be correctly calculated for SAP.

Withdrawal: If a student withdraws from a course before the end of the Drop/Add Period, the course will not be included in attempted clock hours. If a student withdraws from a course after the end of the Drop/Add Period, the clock hours for the course will be considered attempted clock hours but not completed clock hours.

Repeated Courses: A student may receive federal aid for a repeated course as long as he has not previously passed the course. Once a student passes a course, he is eligible for only one further retake, regardless of the grade that he receives in that retake. Credits received for both an original and a repeated course are considered attempted credits, but only the credits from the course with the higher grade are considered successfully completed.

Financial Aid Suspension
A student is placed on Financial Aid Suspension when he fails to meet SAP standards at the end of the Title IV academic year (after payment periods II and IV). During Financial Aid Suspension, a student is not eligible for financial aid. A student on Financial Aid Suspension may have opportunity to regain eligibility or appeal the suspension.

Financial Aid Suspension Appeals
A student may appeal a Financial Aid Suspension if he has suffered extenuating circumstances. To appeal, a student must submit to the Academic Appeals Committee a written explanation including:
1. The extenuating circumstances which prevented him from achieving SAP.
2. How the student’s situation has changed to allow the student to achieve SAP at the next evaluation.
3. An academic plan on how the student will regain eligibility within a reasonable time period.
All appeals must be submitted to the Academic Appeals Committee by the deadline indicated in the suspension letter he received. The Academic Appeals Committee will then determine the student’s academic status and financial aid eligibility. If the student is granted financial aid eligibility, he must meet the conditions outlined by the Academic Appeals Committee for the eligibility to continue.

The purpose of taking such corrective action is not meant to penalize a student but rather should be viewed as a means to encourage the student by helping to resolve any issues affecting performance at a point in their training which will not hamper course completion. If in the extreme case a student does not complete all program requirements within 130% or 68 weeks of the total 52-week program period, they will be advised of their status with a written notification terminating them from the program.

Financial Aid Probation
If a student placed on Financial Aid Suspension has been granted both re-admission and financial aid eligibility by the Academic Appeals Committee, the student is placed on Financial Aid Probation until SAP is reviewed again at the end of the next Title IV academic year. If SAP is not met at the end of the probation semester, the student will be placed on Financial Aid Suspension without the opportunity to appeal.

Regaining Eligibility
Withdrawals: If a student completely withdraws from SMAT and has received federal financial aid for the semester from which he withdraws, the student must be readmitted and meeting SAP before he will be eligible for financial aid in any subsequent semesters. If Title IV funds have been disbursed prior to the withdrawal date, the student will be responsible to repay all or a portion of those funds to SMAT, the amount of which will be determined after a federal return of funds calculation has been completed.

Inadequate SAP: If a student is denied financial aid because of SAP, he will not be eligible for any type of federal or state financial aid until SAP is achieved. To regain financial aid eligibility, the student may complete the necessary coursework to satisfy the GPA and/or pace requirements of SAP by continuing at SMAT at his/her own expense.

Once financial aid eligibility is reinstated for a student on Financial Aid Suspension, financial aid will be awarded based upon the availability of funds and the student’s financial need. A student who has financial aid eligibility reinstated because he transferred in credits may be admitted under the status of Financial Aid Probation.