

SMAT
Satisfactory Academic Progress Policy

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 certificate program. All students, regardless of Title IV funding are subject to the SAP Policy. SAP, as defined below, is evaluated at the end of each Title IV academic year (the end of February and end of August) for which a student is enrolled.

Satisfactory 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. An additional 20 instructional days from the last date of the module are allowed for module completion. 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% for any completed course 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%. Remedial training must be completed within 20 instructional days of the end of the Title IV Academic Year. In addition to a 70% cumulative GPA, a student must complete each payment period within 13 weeks. 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% may cause the student to become ineligible for financial aid.

Transfer Credits: SMAT accepts up to 1150 clock hours of transfer credits from approved educational institutions whose training is consistent with FAA Part 147 training standards. Transfer credits count toward cumulative GPA.

Quantitative Requirements: {Concerning the rate at which courses are successfully completed}

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 80% of the required hours for each of the three scheduled modules. A student must complete 100% of the course attendance requirements in order to receive a certificate of completion for any given academic training module. Students must complete 100% of the program 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 compared to program hours required. For a student receiving federal financial aid, the minimum standard for maintaining full-time status is 24 program-hours per week.

Criteria for Successfully Completing a Course: Grades of 70% or higher are considered passing and meet the criteria for successfully completing a course. Grades of D, F, & I do not meet the criteria for successfully completing a course and must be considered attempted credits. Any clock hours missed must be made up on the student's 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 course, the course will not be included in attempted 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.

Academic and Attendance Warning

If a student fails to meet the cumulative 80% attendance or 70% grade average, or both, for any evaluation period, he or she will be placed on warning for the next evaluation period. The student is eligible for financial aid while on warning. Failure to achieve an 80% attendance or a 70% grade average, or both, at the end of the warning period will result in financial aid suspension, and/or possible administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling from the program director when they are placed on warning.

Students will be notified in writing when they are being administratively withdrawn for unsatisfactory academic progress.

Financial Aid Suspension

A student is placed on Financial Aid Suspension when he or she fails to meet SAP corrective actions from a warning period. 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, which is comprised of the president/CEO, finance director and program director, 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 period, 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 training module from which he withdraws, the student must be readmitted and meeting SAP before he will be eligible for financial aid in any subsequent training modules. 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 qualitative or quantitative 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.