SMAT
Satisfactory Academic Progress Policy

Rationale

Part of the mission of SMAT is to prepare individuals to be aviation professionals with life skills and competencies. As such, this policy is established to provide a tool with which the academic progress and attendance record of each student is evaluated on a regular basis throughout the academic year. The purpose behind this policy is to help the SMAT faculty identify areas in which a student may be falling behind, and to implement a communication and recovery tool whereby the student is able to realize successful completion of all required academic and attendance standards.

Federal regulations require that in order for a student to be eligible for financial aid, the student must make Satisfactory Academic Progress (SAP) in his/her educational program. All students, regardless of Title IV funding are subject to the SAP Policy. SAP, for the purpose of Title IV funding and reporting, is evaluated at the mid-point and end of each Title IV academic year for which a student is enrolled.

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Satisfactory Academic Progress Standards

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

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 Students who withdraw from the program will receive a grade of **W** (Withdrawn) in each class interrupted by the withdrawal.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

*Training Module – A grouping of individual courses that collectively make up the entire content of a program. Specifically:
Aviation Maintenance Training Program Modules:
- General – comprised of all general aviation courses as defined and approved by the FAA
- Airframe Module – comprised of all airframe aviation courses as defined and approved by the FAA
- Powerplant Module – comprised of all powerplant aviation courses as defined and approved by the FAA
Aviation Flight Training Program Modules:
- Module 1 – comprised of the Private Pilot Certification Course
- Module 2 – comprised of the following courses:
    o VFR Cross-Country Experience
    o High-Performance Transition
    o Complex Transition
- Module 3 – comprised of the following courses:
    o Tailwheel Transition
    o High-performance Proficiency
    o Complex proficiency
- Module 4 – comprised of the following courses:

- o Advanced Cross-Country
- o Instrument certification
- o Commercial certification

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

During the course of study, a student is required to make quantitative progress (attendance) toward program completion. To be making quantitative progress a student must complete at least 85% of the required cumulative clock hours for the timeframe being evaluated. 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.

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 clock hours. 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 Program Director of the updated grade so that the credits can be correctly calculated for SAP. A grade of incomplete may be issued if a student fails to submit all required work to be graded at the end of a course. A grade of incomplete may also be issued if a student has missed time that is not made up for a course. All incomplete grades (I) are considered attempted but not completed clock hours for SAP evaluation purposes, and this may result in a student failing to meet quantitative SAP requirements. SAP will be re-evaluated for the financial aid disbursement period after an incomplete grade has been changed to an earned grade, an F for failing to meet the course requirements, or a W if a student withdraws from the course.

When a student submits missing work and/or completes his/her makeup time for absence, the grade will be changed from I (incomplete) to the grade earned for the course.

An incomplete grade is changed to an F grade if the student does not submit the required work or has not made up the required clock hours within two 20-day academic recovery periods

Withdrawal: A withdrawn course is included in attempted, but not completed clock hours for SAP purposes. If a student withdraws from a course, that course must be repeated in order for the student to earn credit for the course.

Repeated Courses: A student may receive Title IV financial aid for up to the normally scheduled hours it takes to complete the program. Any course repeats will be counted against the student's maximum timeframe.

Evaluation Periods

Period of Enrollment: The enrollment period for each program, Aviation Maintenance Training and Aviation Flight Training, is defined as the 12-month period of time with start and end dates as identified in the applicable student catalog. The entire period of enrollment

counts toward SAP, including periods of enrollment when a student doesn't receive Title IV aid. Noncredit remedial courses are not offered during program enrollment periods. Changes in enrollment by a student from one program to another may be made with the approval of administration only during the first 5 days (40 clock hours) of the training program. No student may be enrolled in more than one program during any given enrollment period.

Financial Aid Purposes:
A Title IV Academic Year is defined as 950 clock hours and at least 26 weeks. There are two (2) Title IV Academic Years in one SMAT Program Year. Satisfactory Academic Progress for financial aid purposes will be evaluated at the mid-point (50%) and end of each Title IV Academic Year.

> AMT Program SAP evaluations occur at the completion of 475 clock hours, 950 clock hours, 1,425 clock hours and 1,900 clock hours.

> AFT Program SAP evaluations occur at the completion of 467 clock hours and at least 26 weeks.

Academic Purposes:
Satisfactory Academic Progress will be evaluated at the midway point (50%) and end of each training module as defined in each program. Progress evaluation intervals must be no longer than 25% of the program. The program director may conduct academic and attendance evaluations more often at his/her discretion.

Academic and Attendance Warning and Recovery plan

If a student fails to meet the cumulative 70% grade average (qualitative progress) or cumulative 85% attendance (quantitative progress), or both, for any evaluation period, he or she will be placed on a maximum 20 academic day recovery plan which will be developed and implemented by the program director and the student. Failure to complete the recovery plan and/or achieve a 70% grade average or 85% attendance, or both, at the end of the recovery period will result in further recovery and/or disciplinary action which may include administrative withdrawal of the student.

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.

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

SMAT Maximum Timeframe: 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 Maximum Timeframe: Students who need to extend training beyond the regularly scheduled program timeframe as noted above, may be eligible to continue receiving Title IV financial aid for a maximum timeframe of 118% of the total program (61 weeks). Title IV financial aid is not available for the remaining 7 weeks defined in the prior paragraph. All financial periods of enrollment are included in the Financial Aid Maximum Timeframe, including payment periods in which Title IV financial aid was not applied for or disbursed.

Financial Aid Warning

Financial Aid Warning is a status that is assigned to a student who has failed to make SAP at the end of a Title IV financial aid disbursement period, provided that the student was making SAP in the prior Title IV financial aid disbursement period or if the student was in the first disbursement period of the program. If a student is under a financial aid warning, SMAT will reinstate Title IV eligibility for one disbursement period without further action required by the student. If, at the end of the next Title IV financial aid disbursement period (which is the end of the financial aid warning period), the student fails to make SAP a second time, that student loses Title IV eligibility and must appeal.

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 the opportunity to regain eligibility or appeal the suspension.

Financial Aid Suspension Appeals

A student may appeal a Financial Aid Suspension if s/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 her/him from achieving SAP (e.g. extended illness, family crisis, etc).
2. How the student's situation has changed to allow the student to achieve SAP at the next evaluation.
3. A plan on how the student will regain eligibility by the next Title IV Financial Aid disbursement period.

All appeals must be submitted to the Academic Appeals Committee by the deadline indicated in the suspension letter received by the student. The Academic Appeals Committee will make a determination of the student's academic status and financial aid eligibility within 2 weeks of receiving the appeal letter from the student. If the student is granted financial aid eligibility, s/he must meet the conditions outlined by the Academic Appeals Committee for the eligibility to continue. If the student is not granted financial aid eligibility s/he may continue in the program if s/he is able to demonstrate a viable way to meet his/her remaining financial obligations to SMAT. Otherwise, the student may elect to withdraw 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 for one Title IV financial aid disbursement period. 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. It is the student's responsibility to work together with the program director to identify and implement an academic and/or attendance recovery plan that must be completed by the end of the financial aid probation period.

Regaining Eligibility

Withdrawals: If a student completely withdraws from SMAT and has received federal financial aid for the training module from which s/he withdraws, the student must be readmitted and be meeting SAP before s/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 may 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, s/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 and/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 by appeal may receive Title IV financial aid under the status of Financial Aid Probation.

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 and Financial Aid Maximum Timeframe.

Note: Transfer credits shorten the length of the student's program, and therefore, shorten the Maximum Timeframe. For example, a student transfers enough credits to shorten his/her educational program from 52 weeks to 40 weeks. The new financial aid Maximum Timeframe for this student is 118% of 40 weeks, or 47 weeks.

Procedures:

Each student is responsible for completing all assigned work in each course, and maintaining the grades to meet the academic progress standards. Additionally, each student is responsible to attend all required class sessions. If a student misses any required time, he or she is responsible to complete all required make up time and verify proper documentation.

Each instructor is responsible for the timely recording of all grades and attendance.

The program director will review and evaluate all gradebook and attendance records for the given timeframe at the midway point and end of each training module, and at the midway point and end of each Title IV Academic Year (refer to the Academic Calendar for dates) or more often at the program director's discretion. The program director will identify each student who fails to meet the qualitative and/or quantitative requirements for the given timeframe.

The program director and/or an assigned instructor will prepare an SAP Student Record for each student indicating whether the student is meeting or failing to meet satisfactory academic and attendance progress. The SAP Student Record is a cumulative document which will remain in each student's permanent records.

A consultation meeting will be scheduled with each student who has failed to meet qualitative and/or quantitative requirements for the given timeframe. The consultation will include the preparation of a recovery plan in cooperation with the student in order to help the student regain positive qualitative and/or quantitative status. The recovery plan must be completed

within 20 academic days in order to avoid further disciplinary action and/or administrative withdrawal of the student.