



Satisfactory Academic Progress Policy

Federal regulations require that students receiving Federal financial aid must be making satisfactory academic progress as defined by the college. Students must maintain satisfactory academic progress to be eligible to receive financial aid at Northeast Wisconsin Technical College (NWTC). This policy applies to ALL periods of enrollment whether or not the student previously received financial aid. In accordance with the Higher Education Act of 1965, as amended, the Financial Aid Office at NWTC has established the following policy for Satisfactory Academic Progress.

Satisfactory Academic Progress Standards:

Northeast Wisconsin Technical College (NWTC) monitors all credits for all students, whether or not the student has received financial aid. The standards below will be applied after the student's first semester of enrollment and each subsequent semester.

Qualitative Measure of Progress

- Grade Point Average (GPA): Students must maintain a minimum cumulative GPA of 2.0.

Quantitative Measure of Progress (PACE)

- Completion Rate: Students are required to maintain an overall completion rate of 67%. The completion rate is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. Attempted credits include all credits taken at NWTC regardless of whether the student received financial aid or not and any transfer credits accepted. Attempted credits include those credits for which the following grades were received, W, I, IP, NS.
- Maximum Time-Frame: Students are expected to complete their degree/diploma program within a maximum time frame for financial aid purposes. Federal regulations stipulate that the maximum time frame is 150% of the published credit requirement of each eligible program. Students are only eligible to receive financial aid until their cumulative attempted credits plus any transfer credits accepted equals 150% of the required credits for their degree/diploma. This includes all prior credits (including previous programs at NWTC), transfer credits, and current program credits at NWTC. Once a student has reached the maximum time frame they are no longer eligible to receive financial aid. Credits are counted starting with the semester the student first enrolled at NWTC even those semesters for which financial aid was not received. Students who reach the maximum time frame are immediately suspended from financial aid eligibility.

Maximum Time Frame Examples:

Program	Credits Required for Graduation	Maximum Credits (including transfer credits)
Accounting (Associate Degree)	68	102
Medical Assistant (Technical Diploma)	32	48

Immediate Suspension of Financial Aid

- If at any point in time the Financial Aid Office determines that the student cannot complete their program within the 150% timeframe the student will be immediately suspended from future financial aid for the remainder of their program, even if currently meeting the SAP standards.

Evaluation Period:

NWTC evaluates Satisfactory Academic progress at the end of each semester or term (fall, spring and summer). Grades entered as of the established grading date for each semester will be used to calculate Satisfactory Academic Progress. Missing grades or grade changes made after the first day of the subsequent semester will be considered. Students with grade changes must reach out to the Financial Aid Office to request a re-evaluation of their Satisfactory Academic Progress.

Notification:

Students are notified through their NWTC email of their warning or suspension status at the end of each semester. Students that appeal their ineligibility will be notified of the outcome through their NWTC email.

Satisfactory Academic Progress Status:

- **Warning: Students who fail to meet the grade point average and/or the completion percentage standards will be placed on one semester of Financial Aid Warning.** Students placed on Financial Aid Warning are eligible to receive financial aid during their warning semester. The warning semester will be the next attended semester following when student failed to meet the academic progress standards. At the end of the one warning semester, students must be meeting the Satisfactory Academic Progress standards to remain eligible, or aid will be immediately suspended.
- Any student with less than a 10% completion rate or less than a .50 GPA will be immediately suspended. These students may be manually reviewed by staff if it is determined that they are enrolled in enough credits to meet the minimums after one semester.
- **Suspension:** Students on warning who do not meet either the cumulative progress standards or the term standards are placed on suspension. Suspended students are not eligible to receive financial aid until an appeal is approved or satisfactory academic progress standards are met.

Satisfactory Academic Progress standards NOT MET	1st Semester	2nd Semester
Earn less than a 2.0 cumulative GPA*	Warning	Suspension
Earn less than a .50 cumulative GPA*	Suspension	Suspension
Earn less than 67 % cumulative completion rate*	Warning	Suspension
Earn less than 10% cumulative completion rate*	Suspension	Suspension
Exceed the allowed number of credits attempted during college career (varies by program)	Suspension	Suspension

*Students may be required to repay some or all financial aid received.

Reinstatement:

Return to Academic/Financial Aid Good Standing:

Students suspended from financial aid eligibility may regain eligibility for financial aid by enrolling at their own expense and after attaining the Satisfactory Academic Progress standards. This may require enrollment in multiple semesters. Students return to good standing only after achieving a cumulative GPA of 2.0 and a cumulative completion rate of 67%. Students who are at maximum time frame may not be able to regain eligibility. After meeting these standards the student is no longer on suspension and is eligible to receive financial aid.

Suspended students may also regain financial aid eligibility if a Satisfactory Academic Progress appeal is approved. Students who have appeals approved will be placed on an Academic Plan and will again lose financial aid eligibility if they have not met terms of their plan as outlined.

Appeals:

Students have the right to appeal their suspension status based on non-academic, mitigating circumstances (i.e. death of an immediate family member including father, mother, sibling, spouse, or child, an extended illness, hospitalization, or injury of the student). All appeals submitted due to not meeting minimum GPA and/or completion requirements, must submit third party documentation or in limited circumstances, a Student Success Plan. Students may appeal Financial Aid Suspension only once. Students who wish to appeal must speak with a Financial Aid Advisor to discuss their appeal and obtain the appeal form. Financial Aid appeals are reviewed by the Financial Aid Appeal Committee. Students will be notified of their outcome via NWTC student email. If the appeal is approved, students will be placed on an Academic Plan for the remainder of their program or until they meet the minimum cumulative GPA of 2.0 and minimum completion rate of 67%.

- **Suspension due to not meeting GPA or Completion standards:** To appeal a financial aid suspension, students must complete the Satisfactory Academic Progress appeal form. Required documentation for a Satisfactory Academic Progress appeal includes a letter from the student that explains the specific circumstances that prevented the student from meeting the Satisfactory Academic Progress standards and third party documentation. An Academic Plan from their Academic Advisor is also required. The student and Academic Advisor are required to sign the Academic Plan as a mutual agreement to follow the plan through graduation. Academic Plans are reviewed by the Financial Aid Office on a weekly basis. If at any time the student fails to comply with the Academic Plan Agreement, the student is immediately ineligible for financial aid.
- **Suspension due to reaching Maximum Time Frame:** To appeal a maximum time frame suspension, students must complete the Time Frame Appeal form. Required documentation for a Time Frame appeal includes a letter from the student that explains the specific circumstances that prevented the student from completing their program within the maximum time frame (i.e. change of program, 2nd degree) and an approved Academic Plan from the student's Academic Advisor. The student and Academic Advisor are required to sign the Academic Plan as a mutual agreement to follow the plan through graduation. Academic Plans are reviewed by the Financial Aid Office on a weekly basis. If at any time the student fails to comply with the Academic Plan Agreement, the student is immediately ineligible for financial aid.

Additional Elements:

Treatment of Grades:

- **Attempted-Not Earned Credits:** Letter grades of NS (No Show), I (incomplete), IP (in progress), or W (withdraw) are counted as credits attempted but not successfully completed.
- **Attempted-Earned Credits:** Letter grades of A, B, C, D, F count as completed credits.
- **Grade Point Average:** Grade Point Average (GPA) is calculated using a grade point value for grades of A, B, C, D, F.
- **Incomplete Grade:** A grade of I (incomplete) or IP (in progress) may be assigned at the discretion of the instructor. A grade of I or IP is a temporary grade and will automatically become an F grade prior to the beginning of the next term if the required course work is not completed.
- **Audited Courses:** Audited credits are not financial aid eligible and are excluded from academic progress calculations.
- **Consortium Credits:** Consortium credits are included in financial aid academic progress calculations.
- **Remedial Credits:** Students may receive financial aid for up to 30 remedial credits if they are required for a larger, financial aid eligible program. These credits are included in academic progress calculations and maximum time frame calculations.
- **Repeated Credits:** Students may repeat a class once to review course material or improve a grade. Repeated credits are included in the completion rate and maximum time frame calculations. All grades remain on the transcript. Only the highest grade recorded is included in the GPA calculation.

- **Transfer Credits:** Transfer credits (earned at another college and accepted by NWTC) are excluded from the GPA calculation, but included in the completion rate and maximum time frame calculations.
- **Withdrawals:** A W is assigned when a student withdraws from a class after the drop period for the semester has ended. W grades are considered attempted but not successfully completed credits. Grades of W do not impact the GPA calculation, but do negatively impact the completion rate and the maximum time frame calculations.

Program Changes

- **Change in Program:** Students who are in compliance with NWTC's Satisfactory Academic Progress policy may change their program of study and remain eligible for financial aid. The maximum time frame for financial aid will include all credits the student has attempted including those not applicable to the new program.
- **Additional Program of Study:** A student that has completed a degree or diploma program may be eligible for additional financial aid to complete another program of study. The maximum time frame will still apply and students may need to submit a Time Frame Appeal to the Financial Aid Office.