

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 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, for the purpose of Title IV funding and reporting, is evaluated at the mid-point and 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)}

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.

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 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 Program 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 s/he has not previously passed the course. Once a student passes a course, s/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.

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 12-month period of enrollment (including Fall, Winter, Spring and Summer courses) 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.

Evaluation Periods

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 half-way point (50%) and end of each Title IV Academic Year.

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 warning status, and a recovery plan will be developed and implemented. Failure to complete the recovery plan and/or achieve a 70% grade average or 85% attendance, or both, at the end of the warning period will result in further 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 placed on warning and the steps necessary to be removed from warning status through a recovery plan. Students will also receive attendance or academic counseling from the program director and/or an assigned instructor when they are placed on a warning and recovery plan. The student is eligible for financial aid while on warning.

Students will be notified in writing when they are being administratively withdrawn for unsatisfactory 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

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.
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 received by the student. 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.

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 met. 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 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 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, 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 because he transferred in credits may be admitted 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.

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.