Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) will be evaluated twice a semester; at the mid-term date, and at the end of term date. All students will be evaluated each term whether they receive financial aid or not at the end of each semester. For students receiving financial aid, the end of the semester will serve as their payment period.

- Achieve and maintain a cumulative grade point average in accordance with Program Standards.
- Maintain adequate pace - Students will successfully complete 75% of scheduled and prescribed courses within a certificate. EXAMPLE: Pace is determined by dividing the overall credits earned by the overall credits attempted (**including transfer credits**). For example, a student enrolled in a 30-credit hour certificate must complete 22.5 credits to maintain this requirement. He/she has completed 75% of the credit hours attempted. Conversely, if a student who has attempted 30 credits only completes 15 credits due to withdrawing, failing, or receiving an incomplete grade(s) would not meet SAP due to a 50% pace towards graduation and is placed on Academic Alert.
- If a student receives an Incomplete (I) they must make up the work within the first 10 days of the next semester unless prior arrangements have been made with the instructor and coordinated with the Student Services Office. If a student completes the work for the course they receive the grade earned. If a student does not complete the work, the grade becomes an “F” and is used in calculating SAP. A student can appeal this decision for mitigating circumstances.
- Complete all coursework for a certificate within 45 attempted credits (150% of the minimum certificate required credits of 30 credit hours). All transfer credits counted towards the completion of the certificate requirements will also be counted towards the maximum of 45 attempted credits. (See policy on Transfer Students)
- Technical College of the Rockies does not offer remedial classes therefore, remedial classes are not eligible for Title IV funding through TCR and are not counted towards Satisfactory Academic Progress.
- Students may withdraw from a class anytime through 75% of the course without penalty. The student will be assigned the grade of “W” and no academic credit is awarded and is not counted towards GPA. However, the course does count towards credits attempted. Courses dropped after the 75 % result in a grade of “F” for the course. A student can appeal this decision for extenuating circumstances through Student Services.

- Maintain regular attendance, with absences being less than 10% for the grading period for the student's certificate. Some certificates require a 100% attendance for clinical experience, skill classes (required by Peace Officer Standards and Training) and provide options to make up the time due to illness or unforeseen circumstances. (See specific guidelines in the Program's Policy and Procedures manual).
- Repeated Courses- In certain circumstances a student may wish to repeat a previously passed course (A, B, C, D) to gain additional knowledge or to improve their past performance. Federal Guidelines do allow a student to receive Federal Assistance while taking these classes but one must note that Federal assistance may only pay for a previously credited course one time. The repeated classes are considered replacement courses that replace the grade of the previous class and are counted towards SAP.
    - However, if a student passes a class once and fails the second time, it counts as the second time and cannot be paid for by Title IV funds. (Repeated Classes)
- If a student chooses to complete a different certificate in another program, SAP is not used to determine eligibility for financial aid purposes. For example, a student can take a Basic CADD certificate and then specialize in another aspect of drafting such as the Mechanical CADD (**Pursuit of a second certificate**). A student must meet the admission requirements for the program itself.
    - Students should keep in mind that any Program(s) that they utilize Title IV funding will count towards their Lifetime Eligibility Usage therefore; their eligibility for Pell grants and additional Student Loans may be limited.

If a student desires a second certificate in a Program Area, they must maintain SAP. For example, a student can take the General Drafting certificate and then specialize in an aspect of drafting such as the Civil Drafting Certificate. (Pursuit of a second certificate)

Satisfactory Academic Progress for all students may be identified with the following statuses: (Financial aid restrictions apply only to those students receiving financial aid funding)

- **Good standing** - the student is meeting All SAP standards
- **Alert** – Student is in danger of not meeting SAP based on GPA or attendance. Students will be referred to the Director of Programming and meet with the instructor to see if an academic plan is necessary for success.
- **Warning**- Student has not met SAP for the previous semester and an Academic success plan will be developed to assist the student in obtaining his/her certificate. The student will be placed on warning for one semester. Financial Aid Warning does not require an appeal from the student.
- **Academic Suspension**- If the student fails to meet the requirements at the end of a warning period he/she will be placed on academic suspension. If there are mitigating circumstances, such as a death in the immediate family, prolonged illness, etc., the student may appeal in writing to the Student Services Office. The appeals committee

consisting of a Director or designee, the Program Coordinator, and the Head of Student Services will act on an appeal in five business days, and if approved the student may return to complete his or her certificate program and if applicable have financial aid reinstated.

To maintain Satisfactory Academic Progress for Financial Aid the students must meet the SAP required for all students. If a student does not meet SAP he/she will be classified as follows;

Financial Aid Warning: if a student does not meet the above criteria for SAP he/she will be placed on Financial Aid Warning. The student will be notified in writing and have one additional semester to return to satisfactory standing. If the student has not returned to satisfactory standing after this additional semester, he/she will be terminated from further financial assistance until he/she regains SAP.

Financial Aid Suspension: If a student does not return to SAP after the warning semester or receives a grade of "F" or incompletes in all registered classes he/she will be immediately terminated from financial aid. The student does have the right to appeal the suspension.

To Regain Eligibility-Probation: A student with mitigating circumstances can appeal to the Office of Financial Aid in writing. An appeals committee and the financial aid Director will convene in five business days and act on the appeal. If approved, the financial aid eligibility may be reinstated for one additional semester after which the student must have returned to SAP. The student will be eligible to receive financial aid for the probationary semester. The Student will have weekly progress meetings with the instructor to discuss attendance and progress towards meeting the objectives of the course(s) and help the student with additional resources if needed.

If mitigating circumstances do not apply or the appeal is denied a student may secure alternative funding until the satisfactory academic requirements have been met once again. (**Academic plan**)

APPEALS PROCEDURE

Every student has the right to appeal his or her Financial Aid suspension. The appeal procedure is as follows:

1. If a student whose financial aid has been suspended believes there have been unusual circumstances affecting his/her progress, he/she has the right to appeal to the Financial Aid Appeals Committee.
2. The student interested in appealing such a decision must submit a written appeal to the Office of Financial Aid within ten days after being notified that their financial aid has been suspended. The Financial Aid Appeals Committee will consist of one director, the Financial Aid Director, and the head of Student Services. If the Appeals Committee does not rule for the student, the student may appeal to the Executive Director.

Reviewed: June 1, 2026, by TCR Administration