

Satisfactory Academic Progress and Program Progress Policy

All students will be evaluated each term. To maintain Satisfactory Academic Progress (SAP), a student must:

- Achieve and maintain a cumulative grade point average (GPA) of 2.00 or better at all times.
- Maintain adequate pace – Students will successfully complete 75% of scheduled and prescribed courses within a certificate.
- 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. All transfer credits counted towards the completion of the certificate requirements will also be counted towards the maximum of 45 attempted credits. (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 mitigating circumstances.
- 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 passed 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. A student must meet the admission requirements for the program itself, i.e. appropriate TABES scores, immunizations, etc. 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-** – Students are in danger of not meeting SAP based on GPA or attendance. Students will be referred to an academic advisor 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 their certificate.