

Dixie Applied Technology College: A Utah College of Applied Technology Campus

Student Financial Aid - Satisfactory Progress Policy

Effective Date: March 2013

1. Purpose

As part of the federal administrative capability requirements, the College has developed the following standards to measure whether a student is making satisfactory progress toward his or her technical training certificate.

Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

2. References

- Federal Student Aid Handbook Volume 1
- Code of Federal Regulations, 34 CFR 668.16(e); 668.32(f); 668.34
- Higher Education Act Sec 484(c) Utah Code 53B
- Dixie Applied Technology College Student Financial Aid Professional Judgment Policy
- Dixie Applied Technology College Student Financial Aid Attendance Policy
- Dixie Applied Technology College Student Financial Aid Awarding and Packaging Policy

3. Definitions

- 3.1 Competency Hours:** Also referred to as “Standard Hours” or “Progress Hours”. All refer to work completed by the student that counts towards student progress.
- 3.2 Enrolled Hours:** Hours a student is scheduled to be in class.
- 3.3 Attended Hours:** Hours a student actually attends class.
- 3.4 Payment Period:** A payment period is defined as the number of hours a student must attend and the number of hours of work that a student must complete in 150% of the scheduled hours for that payment period. For instance, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours’ worth of work by scheduled hour 450.
- 3.5 Open-Entry/Exit Programs:** A method of instructional delivery that allows for flexible scheduling in response to individual student needs or requirements and demonstrated competency when knowledge and skills have been mastered.
- 3.6 Defined-Entry/Defined Exit:** College programs that run on a traditional school schedule using a traditional semester calendar.
- 3.7 Progress Hours:** The progress hours awarded to students for work completed.

4. Policy

4.1 Satisfactory Progress Open-entry/Open Exit Programs:

- 4.1.1 Frequency:** Student progress is evaluated when a student attempts to activate their Federal Aid and at the end of each payment period for all students in all

programs.

4.1.2 Prior Enrollment: Students with demonstrated poor progress and/or attendance in prior enrollment periods will be required to serve an unpaid probation period of no less than half the hours in the payment period. If the student can demonstrate progress by the end of the unpaid period, financial aid will be paid for the entire payment period.

4.1.3 Qualitative Measure: Is determined through a student's ability to demonstrate competency in the course or subject matter. Each course syllabi will provide the student with information regarding the predefined measure for determining successful completion of the course.

4.1.4 Quantitative Measure: Each competency is assigned progress hours based on the average time a student would expect to complete a course. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course. Students must be on pace for completing the program in no more that 150% of the hours in the program. Progress is monitored at the end of each payment period

4.2 Satisfactory Progress Defined-Entry/Defined-Exit.

4.2.1 Qualitative Measure: Students must maintain 67% Satisfactory Progress or a 'C' average in order to be eligible to receive continued benefits.

4.2.2 Quantitative Measure: Students are expected to complete the program within 150% enrolled hours and within no more than 3 payment periods.

4.3 Loss of Eligibility: Students are paid their first payment of aid upon enrollment (see Disbursement policy). No subsequent disbursement of aid will be paid until the student completes the work and attends the hours in the payment period for which they have been paid. If the student fails to complete the payment period (both attended and progress hours) before 150% of the hours in the payment period, he/she is considered to have lost financial aid eligibility.

4.4 Reinstatement after loss of eligibility Open-entry/exit Programs: A student can have their Federal Financial Aid reinstated once their progress and attendance reaches 67%. It is possible for a student to increase their overall progress or attendance rate by increasing their incremental pace. A student is only eligible for a disbursement in the payment period they regained eligibility, not for any prior payment periods.

4.5 Reinstatement after loss of eligibility Lock-Step Programs: A student can be reinstated with financial aid eligibility once he/she has completed all courses in the payment period with a Satisfactory Progress of 67%.

4.6 Program Change - All Programs: Students will be allowed two program changes (three programs) within a three year period.

4.7 Repeat Courses Open-entry/exit Programs: Financial Aid will only be allowed for repeat classes or programs if technology or other industry standards have changed course requirements substantially enough to warrant student retraining.

4.8 Academic Plan: A student not making Satisfactory Academic Progress of 67% with extenuating circumstances, as determined by the financial aid administrator, may be able to maintain financial aid eligibility through the completion of an Academic Plan. If the student fails to maintain and follow the requirements of the Academic Plan, they will lose financial aid eligibility for the subsequent payment period.

5. Procedures

- 5.1 Satisfactory Progress Open-Entry/Exit Programs:** If a student fails to attend adequately, and/or complete the hours in the payment period by the beginning of the following payment period, the student will lose the subsequent disbursement. Students can regain eligibility for that payment if their progress is at 67% or higher before the end of the subsequent payment period.
- 5.1.1 Delayed progress:** In some instances a student will have completed an adequate amount of work but the work cannot be recorded into the Student Information System until the student reaches a completion point. In this event, the student may provide documented evidence of work completed from an instructor to prevent a lost disbursement. The Financial Aid Office will only accept this type of documentation to remedy a lost disbursement, not to accelerate a payment.
- 5.2 Satisfactory Progress Defined-Entry/Defined-Exit Programs:** The Financial Aid Office will continuously monitor progress. Students who fall below 67% Satisfactory Progress will be placed on probation for the following semester. If his/her grades during the probation semester are not at least 67% progress, they will be terminated from Federal Financial Aid.
- 5.3 Repeat Courses Open-Entry/Open-Exit Programs:** The course instructor must provide documentation to the Financial Aid Office to substantiate any request for a student to repeat a course. As a general rule, a student's perceived need for review will not constitute a valid reason for repeating a course but special circumstances can be evaluated using professional judgment.