

Federal Direct Loan

These loans are available through the Department of Education. Amounts up to \$3,500 are available for first year students and \$4,500 for second year students. Additional unsubsidized loans are available up to \$2,000 for dependent students and \$6,000 for independent students. Repayment begins six months after graduation. Additional information on the terms and conditions of these loans can be obtained from the Financial Aid Office.

Federal Direct Plus Loan

A loan program for parents of dependent students who wish to borrow to meet school costs.

Private Education Loans

Lake Area Tech works with several lenders to offer private education loans to our students. These are non-federal private loans. More information on applying for these loans can be obtained from the Financial Aid Office.

Other Sources of Financial Aid

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|-------------------------------------|---|
| ✗ National Guard Tuition Assistance | ✗ WIOA (Workforce Innovation & Opportunity Act) |
| ✗ Veterans' Benefits | ✗ Vocational Rehabilitation |
| ✗ Tribal Education Funding | ✗ LATC Foundation Scholarships |
| ✗ SDEAF Grant | |
| ✗ SD Need Based Grant | |

Please contact the Financial Aid Office at Lake Area Tech before withdrawing from school.

Financial Aid Transfers Between Schools

When students transfer from one school to another, their financial aid does not automatically transfer. Students must take the necessary steps to continue receiving aid at their new school by contacting the financial aid office at the new school to make sure aid will be available.

The school code for the new school must be added to the FAFSA before aid can be awarded at the new school. This is accomplished by making a correction to the FAFSA.

Satisfactory Academic Progress Policy

Students must meet Satisfactory Academic Progress (SAP) in order to graduate from Lake Area Technical College and in order to continue to receive federal financial aid. This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, and Federal PLUS.

Please note that other entities providing funding for students may require the student to maintain a certain number of credits and/or grade point average (GPA). This includes, but is not limited to, funding from Vocational Rehabilitation, Department of Labor and Regulation, Tribal Funding, LATC Foundation Scholarships, and scholarships from outside organizations.

Satisfactory Academic Progress uses quantitative (cumulative credits completed) and qualitative (cumulative grade point average) measures in meeting the requirements. Review of SAP is done at the end of each academic term (fall, spring, and summer).

Students must successfully complete 67% of cumulative credits attempted and maintain a cumulative GPA of at least a 2.0. In order to graduate from LATC, a student must have at least a 2.0 GPA. A student meeting these requirements is considered to be in good academic standing.

The Director of Enrollment manages SAP for both academics and financial aid. The same SAP standards are applicable to both areas. Thus, if a student is suspended for academics, he/she is also suspended for financial aid.

Warning

After one unsuccessful term (i.e., fall, spring, or summer), a student will be placed on Warning status if he/she fails to maintain these standards at the end of the term (i.e., fall, spring, or summer), LATC can reinstate eligibility for one semester or payment period without a student appeal.

The student is provided notice in writing and/or e-mail of the Warning status.

Suspension and Appeal

After two unsuccessful terms (i.e., fall, spring, or summer), a student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

The student is provided notification in writing and/or e-mail of the Suspension status.

A student placed on Suspension status must appeal in order to have his/her financial aid reinstated and to be allowed to continue in school.

The student must complete an Appeal form and will appear before the SAP Committee. The student's appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory academic progress in the upcoming semester.

The circumstances for an appeal can include, but are not limited to:

- the death of a relative;
- injury or illness of the student; or
- other special circumstances as determined by the school.

Other situations that will be considered include, but are not limited to, the following:

- Family difficulties, such as divorce or illness;
- Interpersonal problems with friends, roommates, significant others, etc.;
- Difficulty balancing school and work, family responsibilities, etc.; or
- Financial difficulties

At the discretion of the Director of Enrollment and SAP Committee, a student may not be required to appear in person. The written appeal will be reviewed and a decision will be made by the SAP Committee.

Any stipulations imposed on the student such as no failing grades, completion of all courses, no attendance issues, etc. will be provided to the student in writing following the approval of the appeal. This notification will also be provided to the Financial Aid Office and the Department Supervisor of the student's program.

The SAP Committee includes the LATC Counselor, the Retention Coordinator, the Director of Financial Aid, the Director of Enrollment and the Student Support and Equity Coordinator.

Suspension and Appeal (Doesn't Appeal)

If a student who was "Suspended with the Right to Appeal" chooses to sit out and return at a later date, **the student must appeal before being readmitted.** The Director of Enrollment

will determine if the student must appear before the SAP Committee or if a paper appeal will be considered.

The following timelines will apply:

If a student applies for readmission within one year of the Suspension status, the student must meet with a special SAP Committee consisting of the Director of Enrollment, Director of Financial Aid, and Academic Advisor from the student's program.

If a student applies for readmission after one year of the Suspension status, the student would be allowed to either meet with the SAP Committee or to submit a paper appeal to the SAP Committee.

Returning students who were suspended must meet with academic committee before finalizing re-admission application.

Limitation of SAP Appeals

There is no limit on the number of times a student can appeal.

Probation

Once a student has been granted a successful appeal, the student is then placed on Probation.

Students on suspension who successfully appeal will be reinstated on a probationary status. During probation, which lasts one term (i.e., fall, spring, or summer), students are expected to successfully meet the terms outlined in the SAP plan. Students may continue in subsequent semesters as long as they continue to meet the terms of their SAP plan. Students will need to meet the 2.0 cumulative GPA and successfully complete at least 67% of cumulative credits attempted.

Maximum Timeframe

The maximum time frame for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program. If a student attempts credits toward his/her degree and he/she is not receiving Title IV aid, those attempted credits still count toward the 150 percent completion.

The maximum time frame for an undergraduate program measured in clock hours, a period of no more than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive financial aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Program	Diploma Option	AAS Degree	Number of Credits Required for Degree (Dip/AAS)	Maximum Credit Hours
Agriculture				
AG – Business	NA	YES	78	117
AG – Commodity	NA	YES	78	117
AG – Dairy	NA	YES	74	111

AG – General Science	NA	YES	72	108
AG – Livestock Production and Mgmt.	NA	YES	71	106.5
AG – Precision	NA	YES	76	114
AG - Production	NA	YES	69.5	104.25
Automotive Technology	NA	YES	71	106.5
Aviation Maintenance Technology	YES	YES	75.5/90.5	113.25/135.75
Aviation – Professional Fixed Wing	NA	YES	66.5	99.75
Building Trades Technology	NA	YES	72	108
Business				
BSA – Management and Marketing	NA	YES	76	114
BSA – Human Resources	NA	YES	76	114
BSA - Entrepreneurship	NA	YES	72	108
BSA – 3 rd year Entrepreneurship	NA	YES	39	
BSA – Photography Media	NA	YES	70	105
Community Health Worker	YES	YES	35/71	52.5/106.5
CHW – 3 RD year for HST grads	NO	YES	30.5	
CHW – 3 RD year for MA grads	NO	YES	28.5	
Caterpillar Think Big	NA	YES	75.5	113.25
Computer Information Systems				
CIS – Graphic Design and Digital Comm.	NA	YES	70	105
CIS – Networking and Cyber Security	NA	YES	72	108
CIS – Programming	NA	YES	70	105
Cosmetology	YES	NA	40.5/54.5 1500/2100	60.75/81.75 2250/3150
Custom Paint Fabrication	YES	YES	38.5/73.5	57.75/110.25
Dental Assisting	YES	YES	44.5/69.5	64.5/102
Diesel Technology	NA	YES	70.5	105.75
Diesel Technology for AT grads	NA	YES	70.5	105.75
Electronic Systems Technology	NA	YES	72	108
Electronic Systems Technology - Biomed	NA	YES	73.5	110.25
Energy Operation	NA	YES	75.5	113.25
Energy Technology	NA	YES	73.5	113.25
Energy Technology 3 rd year for ROB grads	NA	YES	36	
Environmental Technology	YES	YES	35/67	52.5/100.5
Financial Services				
FS – Agri-Financial	NA	YES	74.5	111.75
FS – Business Accounting	NA	YES	74.5	111.75
FS – Consumer Financial	NA	YES	74.5	111.75
Heavy Equipment operator	NA	YES	41/72.5	61.5/108.75
High Performance Engine Machinist	NA	YES	72.5	108.75
HPEM 3 rd year Option (AT, DT, PM grads)	NA	YES	30	
Human Service Technician				
HST – Activity Technician Mental Health	YES	YES	30.5/62.5	45.75/93.75
HST – Child Development	YES	YES	31.5/66.5	47.25/99.75
HST – Developmental Disabilities	YES	YES	30.5/62.5	45.75/93.75

HST – Youth Offender	NA	YES	65.5	98.25
Law Enforcement	NA	YES	74	111
Law Enforcement Hybrid	NA	YES	37	55.5
Med Fire Rescue				
MFR – Emergency Medical Specialist	NA	YES	69	103.5
MFR - Paramedic Diploma	YES	NA	47.5	71.25
MFR – Med/Fire Rescue	NA	YES	77	115.5
Medical Assisting	NA	YES	63.5	95.25
Medical Lab Technician	NA	YES	70.5	105.75
Occupational Therapy Assistant	NA	YES	76	114
Physical Therapist Assistant	NA	YES	75.5	113.25
Practical Nursing	YES	NA	47	70.5
Registered Nurse	NA	YES	39	58.5
Precision Machining	NA	YES	67	100.5
Robotics	NA	YES	72	108
Welding				
WLD - Diploma	YES	NA	34.5	51.75
WLD – Advanced Welding (AAS)	NA	YES	71.5	107.25
WLD – Marketing	NA	YES	64.5	96.75
WLD – Precision Machining	NA	YES	69	103.5

Transfer Students

Transfer students who did not meet SAP at a former school will be eligible to attend and to receive financial aid at LATC. Students will only be evaluated on their academic progress while attending LATC. Transfer credits will be evaluated and included on the transcript only for credits that apply toward his/her LATC degree and credits that meet the minimum academic standard. The credits will count toward earned and attempted cumulative credits, but not the cumulative GPA since the credits are assigned a “TR” grade versus an actual letter grade.

For students accepted into “Human Service Academics” there may be courses transferred in that do not apply to the student’s LATC degree. For example, Sociology and Speech are not requirements for our PN program, but are requirements for other programs.

For more information on our transfer credit policies, please see these specific sections in the Student Handbook:

- Transfer of Previously Earned College Credits to Lake Area Tech
- Transfer of General Education College Credits
- Transfer of Technical Studies Credit
- Transfer of Credit from LATC to Other Colleges and Universities

Incompletes/”F” Grades/Withdrawals

Incomplete grades, “F” grades, and Withdrawal grades will reduce the completion ratio, because they are counted as attempted, but not earned credits. They also count against the maximum attempted hours.

If an incomplete is not completed within eight weeks of the following semester the “I” grade turns to an “F” grade, a student withdraws from a class, or receives a failing grade in any required class; the student will need to repeat the class. Those credits will be used to determine

the amount of successfully completed classes. Grades for courses that the student is required to repeat will replace the previously earned grade.

If an Incomplete changes to a grade after the SAP review has been completed, the grade change will be reflected in the next review unless the student notifies the Director of Enrollment of the grade change and it changes the student from suspended to their previous SAP standing, An Incomplete can potentially increase the GPA and/or increase the percentage of completion.

Transferring Programs

For students who change programs, for prior credits, and for grades which do not count toward the new program, these credits and grades will be excluded in the review of SAP. After one successful semester in the new program, the student can appeal to the Director of Enrollment to have the prior credits and grades excluded from SAP.

Academic Amnesty

A student that switches programs and is successful after one semester in the new program can appeal to the Director of Enrollment to forgive any courses with failing grades in the previous program that do not apply to the new degree.

Academic Course Policies

Course Offerings - Each course required for graduation will be offered at least once during the length of the program. A student dropping or failing a course will be able to retake the course at a later time. Tuition and fees are again assessed for the class. When the student successfully completes the course, the student's transcript will reflect the highest grade earned.

Passing Grades - A student must successfully complete all of the required coursework in order to graduate from a program. A grade of "D" or better must be achieved in each required course. Individual programs may have a policy that requires a grade higher than a "D."

Transfer Students - Transfer students will be evaluated on an individual basis to determine the length of time needed to complete their degree or diploma. Students changing programs will have the normal timeframe to complete the new program.

Academic Grade Level - A student's academic grade level in a two-year program will be determined as follows:

0-33 credits (Grade Level 01)

34+ credits (Grade Level 02)

Credits will be evaluated and a determination made by the current program if the student has already completed another program at LATC.

Remedial Coursework - Remedial coursework is included in the qualitative assessment of SAP, but the courses are not included in the student's GPA.

Withdrawals and Nonattendance

If a student does not attend any class within the first 10 days of the semester, the student is counted as a "No Show" and the student's courses are dropped and his/her registration is canceled. Any financial aid disbursed will be reversed.

Any non-attendance periods after day 10 (census date) is subject to the departmental attendance policy. Once that departmental attendance policy is exceeded, the student will be administratively withdrawn from the institution. His/her "last date of attendance" is used as his/her official withdrawal date.

Incomplete Courses or Grades

An incomplete grade during a SAP evaluation period is considered as an “F” grade. Students have until the mid-term of the following semester to complete the coursework, otherwise the “I” changes to an “F”.

Repeated Coursework

A student may repeat a course one time after passing it, and receive federal financial aid for the retake. Even though the Department of Education considers a “D” as a passing grade, individual programs may require a “C” or higher in a course to be considered passing.

Once a student successfully repeats a course with a passing or higher grade, LATC will use the highest grade toward cumulative credits attempted and cumulative GPA.

Audited Courses

Audited courses will not impact GPA, but they do impact attempted and earned credits. Audited coursework does not count toward financial aid eligibility.

Pass/Fail Courses

Pass/Fail courses count toward attempted credits and earned credits. A Pass does not count toward GPA. A Fail counts toward the GPA as it is counted as an F.

WP (Withdrawal Pass) and WF (Withdrawal Fail) Grades

WP and WF grades will count toward attempted credits and earned credits. A WP does not count toward the GPA. A WF counts toward the GPA as it is counted as an “F.”

Remedial Coursework

We only offer non-credit Remedial Coursework. They do not count toward quantitative or qualitative standards. LATC offers the following remedial coursework: Math 090 and Reading 090.

ESL (English as a Second Language)

LATC does not offer any ESL courses. Students needing ESL training should see the Developmental Education Instructor for further guidance.

Continuing Education Courses

LATC offers “continuing education” courses through Corporate Education. These courses are for non-credit. While a student enrolled in a degree program could take a “continuing education” course, the student would register and pay for the course through Corporate Education. It would not be included on the student’s transcript, thus it would not be included in the SAP evaluation.

Multiple Degrees or Concentrations

If a student graduates in one program and then chooses to pursue another degree in another program, the Registrar’s Office will evaluate the prior coursework to determine which, if any, courses will “transfer” to the new program. Because of the wide range of courses required for each of our programs, this evaluation is conducted on a case-by-case basis.

Any accepted credits will count as credits attempted and completed.

Double Majors

If a student chooses to major in more than one program simultaneously, the student is required to contact the Registrar's Office so that the correct advising trees are established for the student.

The most common double majors at LATC include EST/ROB, ET/EO, and BSA/FS. In all of these programs, there is a set of "core" classes that are common to both, including General Education requirements. These situations will be evaluated on an individual basis.

Quantitative standards (pace) will be determined by the Director of Enrollment. Students who are pursuing double majors are subject to the maximum timeframe rules, but may be reviewed on a case-by-case basis by the Director of Enrollment. For example, a student double majoring in Business and Financial Services may require an exception to the maximum timeframe rules.

Change of Program (Without Graduating from a Program)

For a student who changes programs, the prior credits and grades that do count toward the new major, are included in the SAP evaluation.

A student can "reset" his/her academic progress by changing majors, however, this is limited to three times, including HSA status. Any request to change programs beyond three times will require the approval of the LATC President.

Cosmetology SAP Policy

For students who entered the program in August 2018, or prior, Cosmetology is a 2100 clock hour program that will have SAP evaluated every 525 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 525, 1050, and 1575 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

For students entering the program on or after August 2019, those students have a choice of completing 1500 clock hours or 2100 clock hours.

For students completing the 1500 clock hour program, SAP will be evaluated as follows: 450 hours, 450 hours, 300 hours, and 300 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 450, 900, and 1200 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

For a student doing the 2100 clock hour program, SAP will be evaluated as follows: 450 hours, 450 hours, 300 hours, 300 hours, 300 hours, and 300 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 450, 900, 1200, 1500, and 1800 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

SAP is evaluated at the end of each payment period. Maintaining SAP is required for a student to continue to receive federal financial aid and remain in the program. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria at the end of an evaluation period is considered to be making SAP.

Cosmetology Transfer Students

LATC will accept the transfer hours completed at another college based on what is accepted by the South Dakota State Board of Cosmetology. Transfer students will start fresh and will be evaluated based only on attendance percentage and grades for the time attending LATC. Evaluation periods for transfer students will be determined on an individual basis.

Cosmetology Evaluation Periods

Students will be evaluated in knowledge and skill development at the end of each evaluation period. Students must achieve an 80% cumulative GPA (2.0 GPA) and attend 90% of scheduled hours in order to maintain SAP.

Cosmetology SAP Definitions

Warning – The first time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Warning status.

Suspension with Right to Appeal – The second time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Suspension with Right to Appeal status. The student must appeal in writing and appear before the SAP Committee prior to being allowed to continue. If a SAP meeting is unable to be scheduled within 24 hours, the student will be allowed to continue to attend class until the appeal meeting is held.

Probation – The status given to a student who successfully appeals the SAP Suspension.

Suspension – If a student does not meet SAP standards after the appeal meeting, a mandatory suspension will be imposed.

Cosmetology Qualitative Component

A student who fails to receive an 80% overall average in all courses by the end of an evaluation period will be subject to termination and/or loss of financial aid eligibility (if applicable).

A student will be put on Warning if not meeting all of the requirements of pre-clinical. The student must then work independently to complete these skills.

Cosmetology Quantitative Component

If a student's attendance percentage is below 90% of scheduled hours at the end of an evaluation period, the student is considered to not be making SAP.

For the students who started in August 2018, or prior, the expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related, or other school closures) is no more than 66 weeks/2310 scheduled hours.

For students entering the program on or after August 2019, the expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related, or other school closures) is no more than 43 weeks/1650 scheduled hours.

If a student's attendance falls below 95% at any time, the student will be advised immediately of the repercussions of falling below 90% at the next evaluation period and an administrative plan of action will be implemented.

Cosmetology Suspension and Appeal

If at the end of an evaluation period, a student on SAP Warning who is not complying with the SAP standards, the student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

A student may appeal the Suspension by presenting a written appeal, based on extenuating circumstances.

The SAP Committee (or designated individuals of the SAP Committee) will review the appeal. The appeal will be approved or denied, based on whether facts indicate the student will be able to improve to minimum levels by the next evaluation period. If approved, the student will be placed on Probationary status, retain financial aid eligibility (if applicable) and be required to follow any prescribed plan.

If denied, the student will be suspended.

Suspension and Appeal (Doesn't appeal)

If a student who was "Suspended with the Right to Appeal" chooses to sit out and return at a later date, **the student must appeal before being readmitted**. The Director of Enrollment will determine if the student must appear before the SAP Committee or if a paper appeal will be considered.

The following timelines will apply:

If a student applies for readmission within one year of the Suspension status, the student must meet with a special SAP Committee consisting of the Director of Enrollment, Director of Financial Aid, and Academic Advisor from the student's program.

If a student applies for readmission after one year of the Suspension status, the student would be allowed to either meet with the SAP Committee or to submit a paper appeal to the SAP Committee.