

## **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 (i.e., 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 academic warning for the following semester, yet will remain eligible for Federal Financial Aid during the academic warning period. Should the student continue to fail to meet satisfactory academic standards after the academic warning period, the student will lose eligibility to receive Federal Financial Aid but can have that eligibility reinstated should the student successfully appeal to the SAP committee and is then placed on academic probation.

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 at least two LATC instructors, the LATC Counselor, the Retention Coordinator, the Director of Financial Aid, and the Director of Enrollment.

#### 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.

#### 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.)

<b>Program</b>	<b>Diploma Option</b>	<b>AAS Degree</b>	<b>Number of Credits Required for Degree (Dip/AAS)</b>	<b>Maximum Credit Hours</b>
<b>Agriculture</b>				
AG - Aviation	YES	NA	38.5	57.75
AG – Business	NA	YES	79.5	119.25
AG – Commodity	NA	YES	82.5	123.75
AG – Dairy	NA	YES	77	115.5
AG – Large Animal	NA	YES	78	117
AG – Precision	NA	YES	77	115.5
AG – Ranch Management	NA	YES	72	108
Ag – Swine	NA	YES	75.5	113.5
AG - Production	NA	YES	70	105
Automotive Technology	NA	YES	71.5	107.25
Aviation Maintenance Technology	YES	YES	75.5/90.5	113.25/135.75
Building Trades Technology	NA	YES	72	108
<b>Business</b>				
BSA – Management and Marketing	NA	YES	76	114
BSA – Human Resources	NA	YES	76	114
BSA - Entrepreneurship	NA	YES	72	108
BSA – 3 <sup>rd</sup> year Entrepreneurship	NA	YES	39*	58.5
BSA – Photography Media	NA	YES	71	106.5
Caterpillar Think Big	NA	YES	76	114
<b>Computer Information Systems</b>				
CIS – Network Specialist	NA	YES	72	108
CIS – Programming	NA	YES	70	105
CIS – Security	NA	YES	72	108
CIS – Visual Communications	NA	YES	70	105
Cosmetology	YES	NA	55.5 (2100)	82.5

Custom Paint Fabrication	YES	YES	39/74.5	58.5/111.75
Dental Assisting	YES	YES	43/68	64.5/87
Diesel Technology	NA	YES	71	106.5
Diesel Technology for AT grads	NA	YES	71	106.5
Electronic Systems Technology	NA	YES	72	108
Energy Operation	NA	YES	75.5	113.25
Energy Technology	NA	YES	73.5	113.25
Energy Technology 3 <sup>rd</sup> year for ROB grads	NA	YES	29.5*	44.25
Environmental Technology	YES	YES	35.5/69	53.25/103.5
<b>Financial Services</b>				
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	35.5/66	53.25/99
<b>Human Service Technician</b>				
HST – Activity Technician Mental Health	YES	YES	33.5/68.5	50.25/102.75
HST – Child Development	YES	YES	34.5/68.5	51.75/102.75
HST – Developmental Disabilities	YES	YES	33.5/68.5	50.25/102.75
HST – Youth Offender	YES	YES	33.5/68.5	50.25/102.75
Law Enforcement	NA	YES	74	111
Law Enforcement Hybrid	NA	YES	37	55.5
<b>Med Fire Rescue</b>				
MFR – Emergency Medical Specialist	NA	YES	67.5	101.25
MFR - Paramedic Diploma	YES	NA	46	69
MFR – Med/Fire Rescue	NA	YES	75.5	113.25
Medical Assisting	NA	YES	63	94.5
Medical Lab Technician	NA	YES	69	103.5
Occupational Therapy Assistant	NA	YES	74.5	111.75
Physical Therapist Assistant	NA	YES	74	111
Practical Nursing	YES	NA	47	70.5
Precision Machining	NA	YES	67.5	101.25
Robotics	NA	YES	72	108
<b>Welding</b>				
WLD - Diploma	YES	NA	40	60
WLD – Advanced Welding (AAS)	NA	YES	77	115.5
WLD – Marketing	NA	YES	70	105
WLD – Precision Machining	NA	YES	74.5	111.75

\*Maximum credit hours for 3<sup>rd</sup> year options is based only on the additional credits required since the student has already completed the other requirements for an AAS degree.

### 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 Services Academic” 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 as they are counted as attempted but not earned credits and will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

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. Incomplete courses that turn into an “F” grade will lower the GPA.

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 included 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. Dropped or failed courses will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

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 cancelled. 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. Repeated courses will also count as credits attempted against the maximum timeframe for completion of a program (150% of published length of the program).

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 counts 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 Academic Support Coordinator 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**

**NOTE:** Effective August 2022, students starting Cosmetology will be evaluated using the SAP policy for semester based programs. Students who entered under the clock hour program (prior to August 2022) will be evaluated for SAP using the policy below.

For students who entered the program in August 2018, 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, 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.