



Policy No. SA1930.256  
Northwest Louisiana Technical College

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**Satisfactory Academic Progress for Title IV Federal Financial Assistance**

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Original Adoption: June 1, 2007  
Effective Date: June 1, 2007  
Last Revision: June 30, 2014

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As defined by Northwest Louisiana Technical College (NWLTC), a student must maintain Satisfactory Academic Progress in order to be eligible for any Title IV Federal Financial Assistance program. Satisfactory academic progress shall be measured qualitatively and quantitatively. A satisfactory academic appeal process is available for students with extenuating circumstances only.

Satisfactory academic progress (SAP), as defined by Northwest Louisiana Technical College (NWLTC), must be maintained in order to be eligible for any Title IV Federal Financial Assistance program. Satisfactory academic progress will be measured qualitatively and quantitatively. An SAP appeal is available for students with extenuating circumstances only. Students are notified of the SAP policy in the Louisiana Technical College Catalog, the Financial Aid Handbook, and the Award Letter.

**256.1 SCOPE**

The payment periods for the students are according to the actual semester dates. Students receive payments for the Fall and Spring semesters with the Summer as a trailer, if funds are still available.

**256.2 INTRODUCTION**

Federal regulations require the College to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). Each institution must design criteria that outline the definition of student progress towards a degree and the consequences to the student if progress is not achieved. Louisiana Technical College students who wish to be considered for financial assistance must maintain satisfactory progress in their selected course of study as set forth in this policy.

### **256.3 INSTITUTIONAL POLICY**

The Office of Financial Aid evaluates student academic progress at the beginning of each semester. Students are evaluated based on cumulative grade point average (CGPA), credit hour completion, and maximum time-frame limitation. New students (first semester at the NWLTC), transfer (any other college or university), or freshman are awarded aid initially. SAP is checked following the student's first semester and every semester thereafter.

### **256.4 CUMULATIVE GRADE POINT AVERAGE**

To receive any type of financial assistance, a student must maintain a minimum qualitative measure of progress defined as cumulative grade point average. The lowest cumulative grade point average that a student can have to receive Title IV assistance is a 2.00.

### **256.5 CREDIT HOUR COMPLETION (INCREMENTAL PROGRESS)**

**256.5.1** Students are also required to meet a measure of incremental progress.

**256.5.2** Students must complete 67% of all course work attempted at Louisiana Technical College, regardless of the program or campus, to qualify for financial assistance. Hours attempted include all hours that appear on the transcript, including those with "W", "P", "S", "U", and "I" grades. Attempted hours also include any remedial, repeated, transfer and academic amnesty / renewal hours. All hours that appear on the transcript are counted as attempted, even those for semesters in which the student did not receive aid.

### **256.6 MAXIMUM TIME FRAME LIMITATION**

**256.6.1** Students are also subject to a quantitative measure of progress.

**256.6.2** The student reaches the maximum time frame for completion of his/her program of study when the student has attempted 150% of the program hours required for completion.

### **256.7 INSTITUTIONAL PROCEDURES**

#### **256.7.1 Ineligibility**

A student will be deemed ineligible for continued assistance if any of the following occurs:

- The student's cumulative GPA is below the minimum requirements of 2.00
- The student does not make the incremental progress of 67% completion of all attempted courses at the LTC regardless to campus or program
- The student reaches the maximum time frame for completion of his/her program of study, which is 150% of the program hours required for completion.

### **256.7.2 Appeal Process**

Any student deemed ineligible for financial aid has the right to appeal. If the student believes the academic record has been incorrectly evaluated or if extenuating circumstances (such as illness, death in the family, etc.) have affected the student's academic performance, the student may complete an SAP Appeal form and submit a letter with documentation to be reviewed by the Financial Aid Appeals Committee.

### **256.7.3 Financial Aid Appeals Committee**

The Financial Aid Appeals Committee is composed of three members: the Financial Aid Officer, one faculty member, and one professional Student Affairs Representative. The Financial Aid Officer and the professional Student Affairs Representative are permanent members of the Committee. However, the faculty member will serve a one academic year term. Use of the '*For Financial Aid Appeals Committee*' portion of the SAP Appeals form (SA200.42) will serve as documentation for all meetings. This documentation shall be maintained by the Financial Aid Officer, in the student's financial aid folder and a binder/file labeled for the Financial Aid Appeals Committee for auditing and tracking purposes. The Financial Aid Officer will notify the student within ten (10) working days of the Financial Aid Appeals Committee's meeting of their decision, approved or denied.

### **256.7.4 Consequences of Approval of SAP Appeal**

A student who is ineligible for aid because he or she failed to meet the standards for SAP, whose SAP Appeal was approved, will be granted aid for the semester in which he/she appealed. This student will be placed on **Pell Probation**. This student will remain eligible for Title IV assistance each semester following the SAP Appeal approval as long as the student maintains a semester average of 2.00 and has a semester completion rate of 67%. If the student does not meet the stated criteria, he/she will be denied Title IV assistance until he/she has re-established eligibility.

### **256.7.5 Consequences of Denial of SAP Appeal**

A student who becomes ineligible for aid because he or she failed to meet the standards for SAP and his/her SAP Appeal was denied will continue to be ineligible until such time as the student re-establishes eligibility.

*Policy Reference:* Title IV Higher Education Act  
Satisfactory Academic Progress Appeal Form SA200.42

Approved:

A handwritten signature in blue ink that reads "Dianne Clark". The signature is fluid and cursive, with the first name "Dianne" and the last name "Clark" clearly legible.

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Dianne Clark  
Interim Director