Satisfactory Academic Progress (SAP)
To maintain financial aid eligibility, students must:
1. Be admitted into an associate degree or a one- or two-year technical diploma program;
2. Be enrolled in financial aid eligible courses (course catalog numbers beginning with 10, 20, 31 or 32) required by program curriculum;
3. Achieve and maintain a cumulative GPA of 2.0 or higher*; and
4. Complete at least 67% of the cumulative credits attempted* (excludes classes dropped within the refund period).
*Evaluated even if financial aid was not received while enrolled.

Duration of Financial Aid Eligibility
The maximum time frame in which students must complete their educational program cannot exceed 150% of the number of credits required to complete their program. This time frame is based on total credits attempted, even if financial aid was not received while enrolled, and includes all classes:
- Taken at Madison College and any other college/university
- Repeated or failed
- With grades of "I" or "W"
- Dropped on or after the class start date

How to Calculate Maximum Time Frame
To calculate maximum time frame, multiply the number of credits required to complete program by 150% (1.5). The result is the maximum number of credits that students may attempt and receive financial aid. Examples:
- The Accounting program requires 68 degree credits to graduate. Multiply 68 by 1.5, which equals 102 credits.
- The Welding program requires 29 degree credits to graduate. Multiply 29 by 1.5, which equals 43.5 credits (round up to 44).

Repeated Classes
Repeated classes for which a final grade of A, B, BC, C, or I have been issued are not financial aid eligible. Students will be allowed to repeat classes one time for which a final grade of D, F or W has been issued or where the student dropped the course within the refund period.

Date of Record
The payment of financial aid is based on enrollment as of 5 p.m. on the Date of Record for each semester.

Classes added after 5 p.m. on the Date of Record will not increase financial aid eligibility. Payment of classes is the student’s responsibility regardless of their financial aid eligibility.
If classes are dropped after 5 p.m. on the Date of Record and enrollment decreases to less than 6 credits, state grants and loans will not be disbursed. If funding has already disbursed, repayment will be required for some or all financial aid received.

Waitlists - Students must be removed from class waitlist and registered in classes by the Date of Record to factor for financial aid eligibility

Interim & Short-Term Classes - Students must be registered for Interim or short-term classes by the Date of Record to receive financial aid for these classes, even if the classes start after the Date of Record.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date of Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>September 9, 2013, at 5:00 p.m.</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>January 27, 2014, at 5:00 p.m.</td>
</tr>
<tr>
<td>Summer 2014</td>
<td>June 16, 2014, at 5:00 p.m.</td>
</tr>
</tbody>
</table>

Non-Attendance of Classes
If financial aid is received for a class that is never attended, the student will be required to repay some or all financial aid.

Suspension & Reinstatement of Financial Aid
Financial Aid Suspension
Academic progress is evaluated after each semester. Students will receive either a warning letter (W) or suspension letter (S).

<table>
<thead>
<tr>
<th>Standard of Progress NOT MET</th>
<th>1st Semester of Funds Received</th>
<th>2nd Semester of Funds Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>No credits earned or total withdrawal at any point during a single semester*</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Achieve less than a cumulative 2.0 GPA</td>
<td>W</td>
<td>S</td>
</tr>
<tr>
<td>Complete less than 67% of cumulative credits attempted (excludes classes dropped within the refund period)*</td>
<td>W</td>
<td>S</td>
</tr>
<tr>
<td>Exceed the allowed number of credits attempted during college career</td>
<td>S</td>
<td>S</td>
</tr>
</tbody>
</table>
*Students may be required to repay some or all financial aid received.

Warning Status - Students who do not meet the Standards of Progress and receive a warning status will be allowed to receive financial aid for the next semester of enrollment and will be evaluated at the conclusion of the next semester:
- Students who improve performance, meeting the Standards of Progress at the conclusion of the next semester, will be placed back in good standing and will continue to be eligible for additional semesters of financial aid.
- Students who fail to meet the Standards of Progress at the conclusion of the next semester will be ineligible for future semesters of financial aid until they complete the reinstatement process.

Warning Status - Students who do not meet the Standards of Progress and receive a warning status will be allowed to receive financial aid for the next semester of enrollment and will be evaluated at the conclusion of the next semester:

Financial Aid Reinstatement
Reinstatement Process
Students who did not have any circumstances beyond their control or were denied an appeal may complete the Reinstatement Process after meeting the following criteria within a single semester**:
1. Complete at least 6 degree credits at Madison College;
2. Complete all classes (student cannot have any final grades of W, F, or I); and
3. Achieve a semester GPA of at least 2.0.
* Above criteria must be met without receiving financial aid.

Reinstatement by Appeal
All appeals and corresponding paperwork must be submitted by the following deadlines: Fall term - third Monday in November, Spring term - third Monday in April and Summer term - third Monday of the term. Any documentation submitted after the deadline will be considered for the next term.

Appeal - GPA and/or Completion Percentage - Students with circumstances beyond their control may submit an appeal with appropriate documentation using the Standards of Progress - Appeal Form listed on their Student Center. Appeals must include:
1. Explanation of why the student failed to meet the Satisfactory Academic Progress requirements;
2. Documentation from third parties (e.g., physician, etc.) that supports the circumstances of the appeal; and
3. Explanation of what has changed to allow the student to return to school and be successful.

Appeal - Maximum Credits Attempted - Students may appeal using the Standards of Progress - Maximum Time Frame appeal form listed on their Student Center. Appeals must include an explanation of why Maximum Time Frame was exceeded.

Visit the Appeal Process web page for complete instructions.

Additional Information - Students will be notified via their Madison College student e-mail if required to complete any additional requirements.