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 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 degree program. This time frame is based on total credits attempted, even if financial aid was not received while enrolled, and includes all classes students have:
- Taken at Madison College and any other college/university
- Repeated or failed
- Been issued an incomplete for or withdrawn from
- Not dropped prior to 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 equals the maximum number of credits that students may attempt and be eligible under the maximum time frame rule. 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, AB, 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 added thereafter is the student’s responsibility.

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 - Student must be removed from waitlists and registered in classes by the Date of Record to receive financial aid for classes.

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.

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 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.

Visit the [Standards of Progress](#) web page for more information.

FINANCIAL AID REINSTATEMENT

REINSTATEMENT BY MEETING STANDARDS OF PROGRESS

Students who do not have any extenuating circumstances may contact the Financial Aid Office to request a review for reinstatement after they have successfully:
1. Completed at least 67% of the cumulative credits attempted (67% of the classes completed must equal a minimum of 6 credits in one semester); and
2. Earned a cumulative GPA of 2.0 or higher.

REINSTATEMENT BY APPEAL

Appeals must be submitted within 30 days of notification of suspension by email. Appeals submitted after 30 days of notification will be considered for the next term.

APPEAL - GPA AND/OR COMPLETION PERCENTAGE - Students with extenuating circumstances 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; and
2. Documentation from third parties (e.g., physicians or advisors) 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.

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

Visit the [Appeal Process](#) web page for complete instructions.

Questions? Search FAQs | Submit a Question: askmadisoncollege.custhelp.com | Telephone: (608) 246-6170