

Pennsylvania Institute of Technology**Satisfactory Academic Progress Policy**

New: June 18th 2024

Supersedes: December 22nd, 2022**Applicable Department(s)****Primary/Owner: FA****Secondary: ALL**

**Pennsylvania Institute of Technology (P.I.T.)
College and Financial Aid Satisfactory Academic Progress Policy (SAP)**

Federal regulations require P.I.T. to establish and apply standards of financial aid satisfactory academic progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. SAP is a federal student aid (FSA) eligibility requirement and is administered by P.I.T. in addition to the academic standards of performance required under the P.I.T. Academic Progress Policy. The SAP policy is reviewed annually by the P.I.T. Financial Aid department. Furthermore, the College has additional requirements for academic progress that apply to all students regardless of financial aid status.

Students are evaluated at the end of each term (Fall, Winter, Spring, and Summer) for financial aid SAP once they have attempted at least 5 credit hours. All students are evaluated on three standards: grade point average (qualitative measure), credit hour completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP in “Good Standing,” students must meet all three standards.

Attempted credits are defined as all hours, including remedial course work, for which the student enrolls at P.I.T. Completed credits are defined as all hours in which the student receives the grade of A, B, C, D, or P. Attempted, but not completed, credits are those in which the student receives the grade of F, FA, I, or W.

In addition, all students are evaluated each semester or term for general academic progress, in the manner described below.

Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the cumulative grade point average (GPA). The cumulative GPA includes all of the P.I.T. credit hours that the student has attempted. The requirements are listed below:

- Students in a certificate program, associate, or bachelor degree program who have attempted 5 credit hours or more must maintain a minimum of a 2.0 cumulative GPA to continue receiving financial aid.

In addition, the College requires all students, regardless of financial aid status, to maintain requisite cumulative and term grade point averages. Students who do not maintain the

cumulative grade point average of 2.0 for any term are placed on Academic Warning. Students placed on Academic Warning are required to meet with their Academic Support Counselor to review their scholastic standing. Students with Academic Warning status may be advised to consider registering for fewer courses until such time that they attain the required academic standing.

Students who meet the criteria for Academic Warning status for one term and do not bring their cumulative GPA up to a 2.0 in their next enrolled term will be placed on Academic Probation. Students placed on Academic Probation must consult with their Academic Support Counselor to create an academic plan as part of the SAP Appeal.

Standard 2: Credit Hour Completion Ratio (Quantitative Measure)

Students receiving financial aid (either full time or part time) must maintain a minimum incremental progress by completing a percentage of all credit hours attempted, including repeated courses, withdrawals, failures, transfers, and incompletes. All students must successfully complete 67 percent of all cumulative credit hours attempted. As the example chart demonstrates below, once the student attempts 12 credit hours, they must earn a minimum of 8 credit hours to meet the completion ratio.

CUM HOURS ATTEMPTED	CUM HOURS EARNED	CUM HOURS ATTEMPTED	CUM HOURS EARNED
12	8	60	40
24	16	75	50
36	24	90	60
48	32	120	80

Other than the above requirements for those receiving financial aid, the College does not have a credit hour completion ratio. The college may also use standard rounding rules to round up to 67%

Standard 3: Maximum Timeframe

Students receiving financial aid must complete their degree program within 150 percent of the credit hour requirements for the degree. For example, if a certificate program at P.I.T. requires 36 credits for completion, under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 54 attempted credits. If an associate degree program at P.I.T. requires 63 credits for completion, under the 150 percent standard, students are only eligible to receive financial aid for a maximum of 94 attempted credits. Students who are unable to complete their certificate program or their degree program within the timeframe limitation will be suspended from FSA program eligibility. The maximum timeframe limit may be reevaluated, on a case-by-case basis, by the P.I.T. Director of Financial Aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program.

Academic Forgiveness

A student receiving financial aid who qualifies for the D and F Forgiveness Rule for replacing the original grade with a new grade will have all earned grades counted in the quantitative measure, qualitative, and the maximum timeframe measure. For financial aid purposes, all credits attempted will be used to determine SAP.

SAP Notification

Students are notified of the SAP policy in the P.I.T. catalog and website. All periods of enrollment at P.I.T. are calculated in SAP, including periods of enrollment during which a student did not receive federal student aid. Cumulative GPAs are calculated using grades earned at P.I.T. Students receiving federal student aid who do not meet minimum SAP requirements will be notified by the office of Financial Aid and Student Services if on SAP Warning or SAP Probation.

Remedial

Students may receive federal student aid for remedial coursework for up to 30 credit hours. Credits for remedial courses are not counted toward the total credits in the student's maximum allowable timeframe for aid eligibility.

Transfer Credits

Approved transfer credits from other schools that count towards a student's current program must be counted as both attempted and completed hours.

Repeated Courses

Students who are required to repeat a course due to an F grade may retake the course and include the credit hours when determining the student's enrollment status for Title IV purposes (i.e., Title IV funds may pay for the repeated course). Students who are repeating a passed class (D, C, B, A) may use Title IV funds the first time only (i.e., one repetition per passed class to count towards enrollment status). Repeated courses will count toward the qualitative and quantitative progress requirement of SAP. They will also count towards the maximum time frame for eligibility.

Incomplete or Missing Grades

Students receiving federal student aid may receive incomplete or missing grades, as allowed under P.I.T. academic policy. Incomplete and missing grades will count toward the quantitative and maximum timeframe elements of SAP. As provided by P.I.T. academic policy, students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed, with zeros being assigned for non-completed assignments. Incomplete grades and missing grades will be counted as an F until an earned grade is assigned for financial aid SAP determination. The SAP determination will be re-evaluated if a grade of D or better is assigned.

Financial Aid Warning

Students who do not maintain SAP under this policy will initially be placed on Financial Aid Warning and will be notified of their warning status. While on Financial Aid Warning, they will be eligible to receive federal student aid for their term (at least 5 credit hours). Students on

Financial Aid Warning will be reviewed at the end of each term. At the end of the Warning period, if they do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

Financial Aid Probation

If a student is suspended from financial aid, they must meet with their Academic Support Counselor to develop an approved academic plan to enable the student to reach Good Standing within one term. The student must also get one letter of recommendation from their teacher and can only receive Financial Aid if granted an appeal (see SAP Appeal Petition below).

At the end of their probationary period, if students do not meet all conditions of SAP for Good Standing, they will have their federal student aid eligibility suspended.

Suspension of Federal Student Aid

By statute, students on Financial Aid Probation who do not meet SAP requirements after the probationary period are ineligible for federal student aid program funding for one calendar year. Students who do not maintain SAP or fail to meet the conditions of their Financial Aid Probation will be notified by P.I.T.

SAP Appeal Petition

Students may appeal suspensions by completing the SAP appeal petition. Requests for reinstatement of eligibility must be made to the P.I.T. office of Student Services no later than the end of the drop/add period of which the student desires to enroll. Students may appeal their suspension under SAP if they were unable to maintain SAP as a direct result of hardship or special circumstances, as provided by federal regulations. Personal situations, such as the death of a student's relative, an injury or illness of the student, or other special circumstance, may prevent a student from achieving satisfactory academic progress. The Academic Support Counselor will submit completed SAP appeal petitions to the Director of Financial Aid for review. If the appeal is approved by the office of Financial Aid, a student will have a probationary period during their next term of at least 5 attempted credit hours during which he or she will receive federal student aid and reestablish eligibility under SAP. The Director of Financial Aid will make the final determination on all appeal petitions and forward all decisions to the Academic Support Counselor to notify students of their appeal results. Students may be asked to submit additional documentation to support their request. Students may also resubmit a new appeal with additional documentation for consideration.

Reinstatement of Federal Student Aid

A student may be reinstated for federal student aid by paying for tuition and fees without Title IV funds and successfully meeting all of the conditions of the financial aid SAP policy for Good Standing, or may be reinstated after they have successfully regained eligibility through the appeal process, or by coming back to P.I.T. in one calendar year. Students who are granted an appeal will be reinstated on probation.