

# Davis Technical College

## Student Financial Aid - Satisfactory Progress Policy

Effective Date: 08-06-2018

### 1. Purpose

**1.1.** As part of the federal administrative capability requirements, the College has developed the following standards to measure student progress toward his or her technical training.

**1.2.** Progress standards for students enrolled in an eligible program who receive Title IV Aid, are the same as or stricter than the institutional standards for a student enrolled in the same program who is not receiving Title IV Aid.

### 2. References

**2.1.** 2018-2019 Federal Student Aid Handbook Volume 1

**2.2.** Code of Federal Regulations, 34 CFR 668.16(e); 668.32(f); 668.34

**2.3.** Higher Education Act Sec 484(c)

**2.4.** Utah Code 53B

**2.5.** Davis Technical College Student Financial Aid Professional Judgment Policy

**2.6.** Davis Technical College Student Financial Aid Attendance Policy

**2.7.** Davis Technical College Student Financial Aid Awarding and Packaging Policy

**2.8.** Davis Technical College Grading and Performance Policy

**2.9.** Davis Technical College Schedule Development Policy

### 3. Definitions

**3.1. Competency Hours:** Also referred to as “Standard Hours” or “Progress Hours.” Refers to work completed by the student that counts towards student progress.

**3.2. Enrolled Hours:** Hours a student is scheduled to be in class.

**3.3. Attended Hours:** Hours a student actually attends class.

**3.4. Payment Period:** The number of hours a student must attend and the number of hours of work a student must complete in 150% of the scheduled hours for that payment period. For example, if a payment period is 300 hours, the student must attend 300 hours and complete 300 hours’ worth of work by scheduled hour 450.

**3.5. Open-entry/Defined-exit Programs:** Students begin and end courses on designated

start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete. (Also called Course-Based)

**3.6. Defined-Entry/Defined-exit:** Students begin and end courses on designated start/end dates. Students pay for each course when they enroll and may re-enroll and repay for courses they fail to complete.

**3.7. Progress:** A ratio of hours of coursework completed compared to hours of enrollment.

#### **4. Policy**

##### **4.1. Satisfactory Progress Open-entry/Defined-exit Programs:**

**4.1.1. Frequency:** Student progress is evaluated when a student attempts to activate their federal aid and at the end of each payment period for all students in all programs.

**4.1.2. Prior Enrollment:** Students with demonstrated progress and/or attendance below acceptable standards in prior enrollment periods will be required to serve an unpaid probation period of no less than half the hours in the payment period. If the student can demonstrate progress by the end of the unpaid period, financial aid will be reinstated for the entire payment period.

**4.1.3. Qualitative Measure:** The qualitative measure is determined through a student's ability to demonstrate competency in the course or subject matter. Each course syllabus provides the student with information regarding the predefined measure for determining successful completion of the course per the college's Student Grading and Performance Policy, section 4.5.1.

**4.1.4. Quantitative Measure:** Each competency is assigned progress hours based on the average time a student would expect to complete a course. Progress hours are then measured as a ratio against enrolled hours to determine how many hours a student actually took to complete the course. Students must be on pace for completing the program in no more than 150% of the hours in the program. Progress is monitored at the end of each payment period.

##### **4.2. Satisfactory Progress Defined-entry/Defined-exit:**

**4.2.1. Qualitative Measure:** Students must maintain a 'C' average in order to be eligible to receive continued financial aid benefits as described in the college's Student Grading and Performance Policy, section 4.5.1.

**4.2.2. Quantitative Measure:** Students are expected to complete the program in no more than 150% of the hours in the program.

**4.3. Loss of Eligibility:** Students are paid their first payment of aid upon enrollment (see Disbursement policy). No subsequent disbursement of aid will be paid until the student completes the work and attends the hours in the payment period for which they have been paid. If the student fails to complete the payment period (both attended and progress hours) before 150% of the hours in the payment period, he/she is considered to have lost financial aid eligibility.

**4.4. Reinstatement after loss of eligibility Open-entry/Defined-exit Programs:** A student can have their Federal Financial Aid reinstated once their progress and attendance reaches 67%. It is possible for a student to increase their overall progress or attendance rate by increasing their incremental pace. A student is only eligible for a disbursement in the payment period they regained eligibility, not for any prior payment periods.

**4.5. Reinstatement after loss of eligibility Defined-entry/Defined-exit Programs:** A student can be reinstated when the student has completed all courses in the payment period with a cumulative GPA of “C” or better.

**4.6. Program Change All Programs:** Students will be allowed two program changes (three programs total) within a three year period.

**4.7. Repeat Courses Open-entry/Defined-exit Programs:** Financial Aid will only be allowed for repeat classes or programs if technology or other industry standards have changed course requirements substantially enough to warrant retraining for the student.

## 5. Procedures

**5.1. Satisfactory Progress Open-entry/ Defined-exit Programs:** If a student fails to attend adequately, and/or complete the hours in the payment period by the beginning of the following payment period, the student will lose the subsequent disbursement. Students can regain eligibility for that payment if their progress is at 67% or higher before the end of the subsequent payment period.

**5.1.1. Delayed progress:** In some instances a student will have completed an adequate amount of work but the work cannot be recorded into the Student Information System until the student reaches a completion point. In this event, the student may provide documented evidence of work completed from an instructor to prevent a lost disbursement. The Financial Aid Office will only accept this type of documentation to remedy a lost disbursement, not to accelerate a payment.

**5.2. Satisfactory Progress Defined-entry/Defined-exit Programs:** The Financial Aid Office will monitor progress during the semester break. Students who fall below a ‘C’ average GPA will be placed on probation for the following semester. If his/her grades during the probation semester are not at least a ‘C’ average they will be terminated from Federal Financial Aid.

**5.3. Repeat Courses Open-entry/Open-exit Programs:** The course instructor must provide documentation to the Financial Aid Office to substantiate any request for a student to repeat a course. As a general rule, a student's perceived need for review will not constitute a valid reason for repeating a course but special circumstances can be evaluated under the Professional Judgment policy.

## 6. Approval and Notes

President’s Council Approval: 04-02-2011

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Reviewed: 07-17-2018

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