

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.3.1

Title: Academic Standing and Satisfactory Academic Progress	
Originated By: VPIS	Date: 8/2011
President / Board of Directors Approval Date: 8/2011	
Revised by: AVPIEO	
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Policy Statement: Manhattan Area Technical College is committed to promoting student success through academic standards that support persistence, credential attainment, and workforce readiness. Students are expected to maintain satisfactory academic progress toward completion of their educational program.

The College evaluates student academic performance at the conclusion of each academic term to determine academic standing and, where applicable, continued eligibility for federal, state, institutional, and other financial aid programs. Academic standing and financial aid eligibility are separate determinations governed by the standards outlined in this policy.

Students experiencing academic difficulties may be required to participate in an Academic Success Plan designed to identify barriers to success, connect students with institutional resources, and establish measurable goals for academic improvement.

Rationale: This policy establishes the framework by which Manhattan Area Technical College evaluates and promotes satisfactory academic progress. The policy is intended to support student achievement by defining minimum academic standards, encouraging early intervention when academic difficulties arise, and ensuring compliance with applicable federal financial aid regulations. It further provides a consistent and equitable process for determining academic standing and financial aid eligibility, including the administration of warning, probation, suspension, appeal, and reinstatement procedures.

Evaluation Period: Academic Standing and Financial Aid Satisfactory Academic Progress (SAP) will be evaluated at the conclusion of each fall, spring, and summer term for all students who attempted coursework during the evaluation period.

Academic Standards:

Students are expected to make satisfactory progress toward completion of their educational program. Academic standing is evaluated at the end of each academic term based on cumulative academic performance. Students are responsible for meeting both institutional academic standards and any additional program-specific progression requirements.

To remain in good academic standing, students must:

- Maintain a cumulative grade point average (CGPA) of 2.00 or higher after attempting at least 12 institutional credit hours.
- Meet any additional progression requirements established by their academic program, accrediting body, state statute or licensing agency.

Programs with accreditation, licensure, or industry-specific requirements may establish standards that exceed the College's minimum requirements. Such standards must be published in the applicable program handbook

Financial Aid Satisfactory Academic Progress (SAP) Standards:

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In accordance with applicable federal regulations, students receiving financial aid must demonstrate satisfactory academic progress toward completion of their educational program.

Financial Aid SAP is evaluated at the end of each academic term and includes the following standards:

Qualitative Standard

- Maintain a cumulative GPA of at least 2.00.
 - Remedial and transfer courses are not calculated in the GPA.
 - Professional Credit courses do not get calculated in the GPA (i.e. Adult Ed, B&I).
 - Pass/Fail courses do not get calculated in the GPA.
 - Withdrawn courses count toward the GPA for SAP.
 - For repeated courses, both grades are used in the GPA calculation

Quantitative Standard (Pace of Completion)

- Successfully complete at least 75 percent of all attempted credit hours.

Maximum Timeframe Standard

- The US Department of Education has established a requirement that students receiving Federal Student Aid complete their degree within 150% of the published time frame for their degree. Time frame is evaluated by the number of hours attempted. Students who cannot graduate within the 150% time frame lose eligibility for financial aid when the hours needed to graduate and the hours attempted exceed the 150% limit.

The Financial Aid Office shall determine the treatment of transfer credits, repeated coursework, withdrawals, incompletes, remedial coursework, and other enrollment activities in accordance with applicable federal regulations.

Academic Standing and Financial Aid SAP Statuses:

Good Standing

Students who meet all applicable academic and financial aid standards shall remain in Good Standing and retain eligibility to enroll and, if otherwise eligible, receive financial aid.

Warning

Students who fail to meet academic standing standards or Financial Aid SAP standards for the first time shall be placed on the applicable Warning status for the next evaluation period.

Academic Warning and Financial Aid Warning may occur independently or simultaneously. Students on Warning remain eligible to enroll and, when permitted by federal regulations, remain eligible to receive financial aid. Students are encouraged to meet with an academic advisor to develop strategies for improvement. An Academic Success Plan may be required when deemed appropriate by the College.

Probation

Students whose appeal of Academic Suspension or Financial Aid Suspension is approved shall be placed on the applicable Probation status for the subsequent evaluation period.

While on Probation, students must comply with the requirements of an approved Academic Success Plan. Failure to satisfy the terms of the plan may result in suspension of enrollment eligibility, financial aid eligibility, or both.

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Suspension

Students who fail to meet academic standards following a Warning period or who fail to satisfy the conditions of an approved Academic Success Plan may be placed on Academic Suspension.

Students who fail to meet Financial Aid SAP standards following a Warning period or who fail to satisfy the conditions of Financial Aid Probation shall lose financial aid eligibility until eligibility is reinstated.

Note: Academic Suspension and Financial Aid Suspension are separate actions and may occur independently or simultaneously

Academic Success Plan

Students placed on Probation following an approved appeal shall complete an Academic Success Plan in collaboration with their academic advisor or another designated College representative. The Academic Success Plan is intended to support student success through individualized interventions, targeted support services, and measurable performance objectives.

The Academic Success Plan may include, but is not limited to:

- Identification of barriers affecting academic performance.
- Academic and career goals.
- Required advising appointments.
- Academic support services.
- Tutoring or supplemental instruction.
- Faculty recommendations.
- Attendance expectations.
- Time management or study skills development.
- Financial aid counseling, when appropriate.
- Timelines for achieving identified goals.
- Scheduled progress review meetings.
- Responsibilities of both the student and the College.
- Other interventions deemed necessary to promote student success.

Students must actively participate in and comply with the requirements of the Academic Success Plan and demonstrate reasonable academic progress throughout the probationary period. Failure to comply with the plan may result in the loss of enrollment eligibility, financial aid eligibility, or both.

Appeals

Students placed on Academic Suspension or Financial Aid Suspension may submit an appeal when extraordinary and documented circumstances have prevented them from maintaining satisfactory academic progress.

Examples of circumstances that may warrant an appeal include, but are not limited to:

- Serious illness or injury.
- Death of an immediate family member.
- Significant personal or family emergency.
- Military deployment.
- Other documented circumstances beyond the student's reasonable control.

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An appeal must include:

- A written explanation of the circumstances that contributed to the student's academic difficulties.
- Supporting documentation.
- A description of the changes in circumstances or actions taken that will enable the student to meet academic or Financial Aid SAP standards moving forward.
- An Academic Success Plan, when required by the College.

Appeals shall be reviewed by the designated Appeals Committee. The decision of the Appeals Committee is final.

Reinstatement

Academic Reinstatement

Students suspended from enrollment as a result of academic standing may regain eligibility to enroll by:

- Meeting the College's minimum academic standards, including a cumulative grade point average (CGPA) of 2.00 or higher and any applicable program progression requirements; or
- Successfully completing the requirements of an approved Academic Success Plan following an approved academic appeal.

Financial Aid Reinstatement

Students suspended from financial aid eligibility may regain eligibility by:

- Meeting all Financial Aid Satisfactory Academic Progress (SAP) standards, including cumulative grade point average (CGPA), completion rate (pace), and maximum timeframe requirements; or
- Successfully completing the requirements of an approved Academic Success Plan following an approved SAP appeal.

Students do not regain financial aid eligibility solely by self-funding coursework or by sitting out one or more academic terms. Financial aid eligibility is restored only when the student satisfies all applicable Financial Aid SAP standards or is approved for reinstatement through the SAP appeal process.

Reinstatement of academic standing does not automatically restore financial aid eligibility, nor does reinstatement of financial aid eligibility automatically restore academic standing. Academic standing and financial aid eligibility are evaluated separately in accordance with this policy and applicable federal regulations.

Notification

Students are responsible for monitoring their official Manhattan Tech email account and Self-Service portal for information regarding academic standing and financial aid eligibility. The College shall provide timely notice of academic standing and Financial Aid SAP determinations.

Notifications shall include but are not limited to:

- The student's Academic Standing and Financial Aid SAP status.

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- The reason for the determination.
- Any required student actions.
- Available institutional resources and support services.
- Appeal procedures and applicable deadlines, when appropriate.