

## SAMPLE SATISFACTORY ACADEMIC PROGRESS POLICIES FOR BOTH CREDIT AND CLOCK HOUR PROGRAMS

### Example I

#### I. Satisfactory Academic Progress – Credit Hours

The institution's program [name] is 36 credits, divided into three terms of 12 credits each. At the end of the each term all students are evaluated for satisfactory academic progress.

- **Quantitative progress** is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student must have successfully completed at least 75% (9 of 12) credits attempted at each interval of evaluation.
- The student's cumulative grade point average is reviewed to determine **qualitative progress**. The minimum GPA required is 2.0.

Grades of "F" and "I" are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course or the program will receive a grade of "W", which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

#### **Academic Warning**

If a student fails to maintain the required academic progress at the end of any term, he/she will be placed on Academic Warning for the next term. The student must attain the required GPA and/or number of achieved credit hours during the warning period or he/she will no longer be eligible for financial aid and may be dismissed from school. The student is eligible for financial aid during his/her warning status.

#### **Appeal Process**

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of receipt of the dismissal notice. The appeal should be addressed to the School Director<sup>1</sup>. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining

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satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the School Director, the Director of Education, and the Director of Financial Aid, will examine all appeals. The student will be sent the committee's written decision within five days of the School Director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

### **Maximum Time Frame**

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. The program, 36 credits in length, must be completed within 54 attempted credits.

Students exceeding the maximum time frame are no longer eligible to receive financial aid.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at this school. . Students transferring from one program to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institution.

The quantitative requirement remains 70% for all students, but the maximum time frame is based on the number of credits the student must complete in the current program. If the student transfers in 16 credits, and therefore must complete 20 credits in the current program at MAS, the maximum time frame is  $20 \times 150\%$ , or 30 attempted credits.

## Example II

### II. Satisfactory Academic Progress – Clock Hours

The institution's program [name] is 1,500 clock hours. Satisfactory progress is evaluated every two months throughout the program.

- The student is required to make **quantitative progress toward program completion**. To be making satisfactory academic progress, a student must attend at least 85% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student's academic average is reviewed to determine **qualitative progress**. The minimum required is 70% at the conclusion of each evaluation period.

Incomplete grades are not given, and students must repeat any classes in which they earn less than a 70% average. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame.

Students who withdraw from the program will receive a grade of 0% in each class interrupted by the withdrawal. All interrupted classes must be repeated upon readmission to the institution.

#### Warning

If a student fails to meet the cumulative 85% attendance or 70% grade average for any evaluation period, or both, he or she will be placed on warning for the next evaluation period. The student is eligible for financial aid while on warning. Failure to achieve an 85% attendance or a 70% grade average, or both, at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when they are placed on warning and the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning.

The institution will notify a student by certified mail if he or she is being administratively withdrawn for unsatisfactory academic progress.

#### Appeal Process

The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of

satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a warning status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until he or she regains satisfactory progress status by meeting the minimum SAP standards.

### **Maximum Time Frame**

All program requirements must be completed within a **maximum time frame** of 1.5 times the normal program length, as measured in calendar time. The [name] program, 60 weeks in length, must be completed within 90 calendar weeks. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 550 hours, and therefore must complete 950 hours at the Institute ( $950/25$  hours per week = 38 weeks), the maximum time frame is 38 weeks x 150% or 57 weeks.

### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.