

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students enrolled in courses of 500 hours must meet formal standards that measure their satisfactory progress toward graduation. The policy is provided to all students on or before the first class session. The policy is consistently applied to all students.

### **QUANTITATIVE AND QUALITATIVE FACTORS**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A theory grade average of 70%,
2. A minimum cumulative academic level of 70% on practical completion.
3. A minimum cumulative attendance level of 80% of their contracted hours.
4. Final Practical Assessment Test 70% Passing

To maintain satisfactory academic progress, a student must maintain a cumulative grade point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated. A student who has not achieved the minimum cumulative GPA of 70% or who has not successfully completed at least a cumulative rate of attendance of 80% is not eligible for Title IV assistance, if applicable. In order to determine your rate of attendance divide the cumulative number of hours completed by the scheduled hours to date.

### **COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME**

Full time day students attend Monday - Thursday, 9:30 am - 2:30 p.m. with an additional 2 Sundays, 10:00 a.m. to 6:30p.m. Night school students attend Monday & Wednesday 5:30 p .m. to 10:30 p.m. and Saturdays 10:00 a.m. to 6:00 p.m. along with 1 Sunday. Information regarding other course schedules is available upon inquiry.

Transfer hours are not accepted by the school.

Completion of Requirements and Incompletes: Required coursework missed by a student must be made up. The school advises students to obtain notes from classmates. The student is responsible to make the necessary arrangements with the instructor(s) for make-up work and examinations. This does not change the number of absences. Practical make-up time will be made under the supervision of the instructor. No student will receive a diploma or transcript until all outstanding assignments and requirements are completed, the mandatory class hours are completed, and all outstanding fees are paid in full.

We believe that with the assessment process at mandated intervals the students have the opportunity to check their progress and work with the instructor and Director to correct any deficiencies that may have occurred prior to completion of the program. During the probationary period the instructor will work with the student to ensure the comprehension of any information needed or extra credit that can be obtained as well as to assist the student with setting up a schedule of makeup days to bring attendance current. To maintain satisfactory academic progress, a student must maintain a cumulative grade

point average (GPA) of at least 2.0 (70%) or be subject to being placed on probation or being terminated.

### **MAXIMUM TIME FRAME**

In addition, the student must maintain an adequate rate of progress toward successful completion of their respective program. The clock hours attempted cannot exceed one and one-half times (1.5) the hours required to complete a clock hour program.

### **EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

For determining satisfactory academic progress, each program is broken down into courses. At the end of 8 weeks the student's GPA and rate of progress will be determined for the purpose of assessing SAP. Students will sign off as acknowledgement of receiving progress report information. For students that need additional assistance in their education tutoring sessions can be scheduled with the Director or instructor.

The following system of grading is to be used for the evaluation of a student's academic ability. Practical grade reports will be issued monthly to each student in order for them to be aware of their progress towards meeting satisfactory progress. Examinations are given in all subjects. Records are kept of grades and attendance. The following grading scale is used for theory progress:

A = 90 -100% B = 80 -89% c = 70 -79% Below 70% = Failing

Practical and clinical work is graded by a signature on their worksheet or client ticket. A signature from an instructor represents a grade of higher than 70%. No signature indicates a score of less than 70% and the student did not meet minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive a signature from an instructor.

### **DETERMINATION OF PROGRESS STATUS**

Student's meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

### **PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students failing to meet minimum requirements will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance. A student may appeal the decision if they have a reason as to why they did not make satisfactory progress and if they can document that the circumstances which caused them to have an unsatisfactory progress determination have in some way changed. The basis for filing an appeal, such as death of a relative, injury or illness of the student, or other special circumstances must

be documented. If the school grants the appeal they may impose conditions for the student's continued eligibility to receive Title IV, such as changing schedules. If such an appeal is granted the student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements all Federal aid will be suspended until such time that the student re-establishes satisfactory progress. Federal financial aid, if applicable, will not be disbursed to students on Financial Aid Probation unless the student appeals and prevails on appeal. Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements at the next evaluation period. If the student has not met academic and attendance requirements for two consecutive evaluation periods, the student will be determined as not making satisfactory progress and will be terminated.

### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will not be included in the student's cumulative attendance calculation. Students may be granted one leave in a twelve month period, for a minimum of 2 weeks. The total time for Leave of Absence may not exceed 180 calendar days. When a student takes a Leave of Absence, the contract end date is amended. To calculate the new contract end date, the amount of the days of the Leave of Absence and any holidays in which the school is closed, is added onto the contract end date. Length of the Leave of Absence (days) + Holidays and/or days school is closed = New Contract End Date. In the case of unforeseen circumstances and at the school's discretion, the student may be granted an extension to their Leave of Absence. An approved leave of absence must be submitted in writing to the Financial Office. The Leave of absence will extend the student's contract period by the same number of days taken in the leave and will result in no additional charges to the student. Students who withdraw prior to completion of the course of study and wish to re-enter within six months of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

Required coursework missed by a student must be made up. The school advises students to obtain notes from classmates. The student is responsible to make the necessary arrangements with the instructor(s) for make-up work and examinations. This does not change the number of absences. No student will receive a diploma or transcript until all outstanding assignments and requirements are completed with 70% or above average, 600 hours in class are completed, and all outstanding fees are paid in full.

**Official Withdrawals:** Students must notify the director in writing of their intention to withdraw from the program. For purposes of cancellation the date shall be the last day of attendance.

**Unofficial Withdrawals:** Dismissal Policy-Students who fail to comply with attendance, academic requirements or the code of student conduct are subject to dismissal by the director. A review and conference with the director will be scheduled upon infraction. The

unexplained absence of a student from school for more than 15 school days shall constitute notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance. A student may be granted a leave of absence for a maximum of 60 days. Any student who applies for a leave of absence must present a written statement to the director for approval. Some acceptable causes include, but not limited to a death in the family, call to military duty, lengthy illness, or catastrophic events. If granted the leave, students will resume their studies in the following semester at the hour they began the leave of absence. Example: If a student completed 200 hours s/he starts with the next class at their 201-hour point. If the student does not re-enter within the specified time, the student's enrollment agreement will be terminated and s/he will be granted a refund according to the refund policy. The withdrawal date is determined by the last date the student attended class. If a student withdraws and currently is obtaining a passing grade in the course, this grade will remain the same once the student returns to class, if the student is failing the course at the time of the withdrawal, the student will be expected to obtain a minimum of 70% cumulative upon returning to the class, through course work and regularly scheduled exams.

**Repeated Courses:** We do not allow repeated courses.

### **APPEAL PROCEDURE**

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination. The student must submit a written appeal to the school administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the students fail to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed. An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.