

# **SATISFACTORY PROGRESS POLICY**

This policy is available the policy manual and is provided to students at their orientation session prior to the start of classes.

All students, part-time or full-time, must maintain satisfactory progress to successfully complete their enrolled program. To maintain satisfactory progress students must maintain expected attendance and academic levels. Satisfactory progress is necessary to maintain eligibility for Title IV funding.

## **SATISFACTORY ATTENDANCE**

To maintain satisfactory attendance progress the student must attend 77% of all available scheduled clock hours for each reporting period. It is required that students graduate within 150% of the program's period. Transfer hours from another institution are considered when evaluating the maximum time-frame to complete.

A student who has an attendance average below 77% will be placed on probation. The process is as follows:

1. The Administrator will schedule a counseling session with the student.
2. The probation notice will be signed by the student and the Administrator. The student receives a copy and the original is maintained in the student's file. Probation will not extend beyond 60 days and Title IV assistance will continue.
3. During the counseling session a schedule to make up the classes missed will be developed.
4. The Administrator will review the progress, or lack of in 30 days and will schedule a counseling session with the student.
5. On the 61<sup>st</sup> day the Administrator will have a counseling session with the student to determine if the student has met the required improvement.
6. If the student has met the required improvement the student will be taken off probation.
7. If the student has not met the required improvement financial aid will discontinue and the student will be permanently suspended from the College.
8. Students who do not meet the required improvement have the right to appeal and request a hearing before the Board of Appeals.
9. Students are allowed one (1) probationary period during their program.

## **SATISFACTORY ACADEMIC PROGRESS**

Academic progress reports will be given to the student every 30 days.

Students will be given written tests at the conclusion of each subject. Written and practical examinations will be given at the 350, 750, 1150, and 1500 clock hours completed intervals.

The grading scale is as follows:

93 - 100 = A

84 - 92 = B

75 - 83 = C

69 - 74 = D

0 - 68 = E

Students are required to perform a minimum number of practical applications in accordance with the State's requirements. The applications are checked by an Instructor.

The minimum acceptable grade average is C (75%) to include theory, practical and clinic. Students who have missed classes for valid reasons will meet with the Education Director to plan make up work.

A student who has an academic average below 75% will be placed on probation. The process is as follows:

1. The Administrator will schedule a counseling session with the student.
2. The probation notice will be signed by the students and the Administrator. The student receives a copy and the original is maintained in the student's file. Probation will not extend beyond 60 days and Title IV assistance will continue.
3. During the counseling session time will be scheduled for additional theory and/or practical work to meet the needs of the student.
4. The Administrator will review the student's progress in raising the grade average in 30 days.
5. On the 61<sup>st</sup> day the Administrator will have a counseling session with the student to determine if the student has met the required improvement.
6. If the student has met the required improvement the student will be taken off probation.
7. If the student has not met the required improvement financial aid will discontinue and the student will be permanently suspended from the College.
8. Students who do not meet the required improvement have the right to appeal and request a hearing before the Board of Appeals.
9. Students are allowed one (1) probationary period during the program.

Students are considered to be making satisfactory progress if they meet both criteria of 77% in attendance for all available scheduled hours, and an academic average of C (75%). Students receiving Title IV assistance will be considered to be making satisfactory progress until the next evaluation. Students who do not meet these requirements will be on probation for 60 days during which time Title IV assistance will continue.

Students must meet both the 77% attendance requirement and C (75%) academic average requirement on at least one evaluation by the mid point of the course to be considered as making satisfactory progress.

Course incompletes, repetitions, and non-credit remedial do not apply to the institution.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the satisfactory progress standards.

Students who are granted re-entry according to the re-entry policy will have their academic records transferred to their re-entry file. All past and future academic grades will be part of their academic progress.

When a student is placed on an approved leave of absence or is granted excused absences for unusual circumstances there will be no effect to the satisfactory progress policy. Reasons accepted by the Administration include death in the family, legal obligations, illness documented by a doctor or any reason deemed reasonable by the Administration. Any periods of leave of absences will extend the time required to graduate by the number of days of the leave of absence.

### **APPEAL PROCESS**

Students have the right to appeal probation or suspension. The student must submit a letter to the College's Board of Appeals within 7 days of the status notification.

The letter must describe any circumstances the student feels deserves further consideration, as an example, a death in the family, legal obligations or illness. All substantiating documentation must be attached. The Board of Appeals consists of the Administrator and the Education Director. The Board will schedule a hearing to have the student present their information. The decision will be rendered and the student advised in writing within 10 days. The decision will be final and entered into the student's permanent record.

Title IV funding will be reinstated to students who a) have prevailed upon the appeal process, b) are reentering the program after an interruption of training that commenced at the time the student was not making sufficient progress and c) demonstrates satisfactory progress for one progress reporting period during which time, Title IV funding will not be disbursed. Students must maintain satisfactory progress for one review period in order for Title IV funds to be resumed. Funds may be paid retroactively if satisfactory progress guidelines are met.