



Standards of Satisfactory Academic Progress
(Effective Date: First Term Beginning after July 1, 2011)

All students must meet certain standards of satisfactory academic progress as stated in the institution's policy regardless of whether or not the students receive federal financial aid. If a student does not achieve the minimum standards, the student is no longer eligible for Title IV unless the student is on financial aid warning or financial aid probation or following an Academic Plan as set forth by the institution.

All students attending this institution shall be bound by the following standards:

1. Maximum Program Length. A student must successfully complete his or her program of study while attempting no more than one and one-half time the credit hours required for the program. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation. If at any point it becomes mathematically impossible for the student to complete within 150% of the maximum program length, the student will become ineligible for Title IV funds.
2. Evaluation Points. A student's progress will be evaluated at the end of each quarter and at the end of 100% of the maximum program length. If an evaluation point occurs during a quarter, the evaluation will occur at the end of the previous quarter.
3. Required Grade Point Average/Rate of Progression Standards.
 - A. At each evaluation point (with the exception of the end of the second academic year as described in Section B below), a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in being automatically placed on financial aid warning for one quarter.
 - B. At the end of the second academic year, a student must have earned a cumulative grade point average of 2.0. Failure to meet this standard will result in the student being dismissed from school.
 - C. At 100% of the maximum program length, a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet the rate of progression standard will result in the student being dismissed from school.
4. Warning. If a student fails to earn a 2.0 cumulative grade point average and or a 67% rate of progression percentage at the end of an evaluation point, the student will be placed on warning, without appeal, for one quarter without being dismissed from school (except for the end of the second academic year as previously

described). A student placed on warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic counseling. As part of this academic counseling process, the student will be informed of how to reestablish his or her eligibility for Title IV financial aid. If the student meets both standards at the next evaluation point, the student will be removed from warning. If the student does not meet both standards at the end of the warning period, the student will be notified his or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal and is placed on financial aid probation. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended enrollment status without receiving Title IV financial aid funds for one quarter provided the student has arranged for other means of satisfying his or her tuition and fees obligation. If the student is not meeting standards after that one additional extended enrollment quarter, he or she will be dismissed from school.

5. Appeal Process/Mitigating Circumstances. If the student is still not meeting standards after the warning period, the student may submit to the Campus Director a written appeal of his or her failure to meet the satisfactory academic progress standards based on mitigating circumstances. This written appeal should include a statement as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow him or her to demonstrate satisfactory academic progress at the next evaluation point. The student should provide documentation along with the written statement to demonstrate mitigating circumstances existed. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student.

An appeal will only be considered for students who have a reasonable likelihood of achieving a 2.0 cumulative grade point average by the end of the second academic year and have a reasonable likelihood of successfully graduating within 150% of the maximum time frame of a program regardless of any mitigating circumstance.

The student will be notified of the outcome of the appeal process in writing. The outcome of the appeal will be one of the following:

- A. Lack of mitigating circumstances – in this case, the appeal is denied and the student will remain ineligible for Title IV federal student aid funds. The student may continue in school on an extended enrollment status for one quarter without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed from school. If the student continues in school on extended enrollment status for one quarter without Title IV funds and achieves the minimum requirements, Title IV financial aid will be reinstated. If the student does not achieve the minimum standards, the student will be dismissed from school. The student is required to have academic counseling during this quarter of extended enrollment. As part of this academic counseling process,

the student will be informed of how he or she can reestablish their eligibility for Title IV financial aid.

- B. Mitigating circumstances did exist and the appeal is granted. The student will continue in school for one quarter on a probation status with no loss of Title IV financial aid.
6. Probation. A student may be placed on financial aid probation for one quarter if, after the warning period, the student is still not meeting standards and the student has successfully appealed his or her failure to meet satisfactory academic progress due to mitigating circumstances. The student will continue to receive Title IV financial aid funds during this probationary period and the student is required to participate in academic counseling. As part of this academic counseling process, the student will be informed of how he or she can reestablish standards of satisfactory progress. At the end of this probationary quarter, the student must meet the standards of satisfactory progress to continue in school for the next quarter and to continue to receive Title IV federal student aid funds. If the student does not meet standards at the end of this probationary quarter, the student will be dismissed from school unless the student is following an academic plan developed by the institution and agreed to by the student.
 7. Academic Plan. If after the probationary quarter the student is still not meeting the minimum standards of satisfactory academic progress, the student may remain in school and continue to receive Title IV financial aid funds if the student is performing in accordance with a written academic plan. This academic plan will clearly outline the minimum standards the student must meet at the end of each quarter of the academic plan with regards to both cumulative grade point average and rate of progression percentage to continue to receive Title IV financial aid funds. The student will remain on the academic plan until the student is meeting standards or until the student is dismissed from school. An Academic Plan also will be required for all students who reenroll at the College pursuant to Section 11 of this policy after previously failing to maintain satisfactory academic progress.
 8. Course Incompletes/Withdrawals/Repetitions/Non-Credit Remedial Work/Transfer /Credit By Examination Credits.
 - A. The college does not offer non-credit remedial courses; therefore, they are not used in the determination of satisfactory academic progress.
 - B. Withdrawals, incompletes, transfer credits, and credit by examination credits are not used to calculate grade point average but are used to calculate rate of progression standards.
 - C. When a student repeats a failed course, the higher of the two grades earned in the course will be used in computing the student's grade point average; however, all courses will count as attempted and will be used to compute rate

of progression percentages. The student is eligible for Title IV funding for the course repeat.

- D. A student may receive Title IV financial aid for a previously passed course as long as it is not the result of more than one repetition of the previously passed course or any repetition of a previously passed course due to the student's failing other coursework. When a student voluntarily repeats a passed course, both grades will be used in computing both the student's grade point average and rate of progression. The credits from the original course and the repeated course will count as credits attempted.
9. Leaves of Absence. The College does not grant leaves of absence.
10. Change in Program. When a student changes programs or seeks an additional credential, all institutional courses accepted into the student's new program will be counted in the cumulative grade point average and coursework attempted and completed when computing standards of academic progress of the new program.
11. Re-Admittance. Any student dismissed from school under these standards may apply for a re-admittance after sitting out one year. To be accepted for re-admittance, the student must appeal to the satisfaction of the Campus Director that his/her personal circumstances have improved to the point that the student now has a reasonable likelihood for success. Students re-admitted under this subsection will return in the same SAP status and must agree to an academic plan to receive Title IV financial aid funds. The student will remain on the academic plan until the student is meeting standards or until the student is dismissed from school.

Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student's program.
2. Have an overall cumulative 2.0 ("C" average) on a 4.0 scale
3. Meet the special skill requirements, if any, for each program.
4. Meet state mandated requirements, if any, for each program.

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to placement assistance, or a diploma, transcript or other documents from the college.)