

## **Satisfactory Academic Progress Policy**

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are two financial aid payment periods for the Medical Assisting Program: the first payment period is 0-400 clock hours of the program, and the second payment period is 401-900 clock hours all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The Medical Assisting Program academic year consists of 36 weeks of instruction which includes 6 weeks of an externship.

Definition of Satisfactory Academic Progress:

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the MA program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

- Qualitative: A student must have a minimum cumulative grade point average of C (70%) in classes with Lab components and a D (60%) in Classes without Lab Components.
- Quantitative: A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed 400 clock hours and 13 weeks of instruction

Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results when SAP is evaluated.

Maximum Time for Completion:

Students will have a maximum of 125% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in units attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. If it is determined that a student will not be able to complete the program because of class(es) failure(s) within the maximum timeframe, the student will no longer be eligible for Title IV funds. *Example a 1300 clock hour program mtf for 125% would be 1625 hours and 60 weeks if the benchmark was 48 weeks*

## Financial Aid Warning

Any student failing to achieve SAP as defined above at the end of the first payment period will be placed on Financial Aid Warning for the following payment period. A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the first payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from warning status. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on Financial Aid Warning. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if SAP has not been met at the end of the Financial Aid Warning period.

## Appeal Process

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the 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 conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will 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 Executive Director or designee will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Executive Director or designee is final.

## Financial Aid Probation

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

## Reinstatement

A student will be reinstated if he/she prevails upon appeal or at such time that he/she regains satisfactory academic progress by meeting the defined standard.