

Access Careers Institute



Satisfactory Academic Progress

25 Elm Place
Brooklyn, New York 11201

Ph: 718 643 9060
Fax: 718 643 0639

www.AccessCareers.edu

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP):

The Satisfactory Academic Progress (SAP) policy applies to all students enrolled in Access Careers approved program, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay. To be eligible for financial aid, a student must make satisfactory academic progress, and school has a reasonable policy for monitoring that progress.

Students are required to maintain satisfactory academic progress throughout their training to be compliance with Access Careers policy and to remain eligible for HEA, Title IV federal student financial assistant. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Student must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for federal financial assistance funds unless the student is on "Financial Aid Warning" or "Probation" as defined in the followings. All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Process Overview & Responsibilities:

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

Students enrolled in programs approved by Accrediting must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the first class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The director in the financial aid office reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

EVALUATION PERIODS

SAP evaluation periods are based on actual contracted hours at the school. Students who are not making SAP will be notified in writing of the Evaluation results. If the student is not meeting SAP at the end

of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on an Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During the period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Quantitative requirements (150% process):

All students must satisfactorily complete their program within 150% of the normal timeframe.

For Example:

<u>COURSE Name</u>	<u>Clock hours</u>	<u>Weeks</u>	<u>MAXIMUM Clock Hours (150%)</u>
Medical Assistant	900	36	1350
Dental Assistant	900	36	1350
Network Specialist	900	36	1350
Programming Specialist	900	36	1350
ESL (Full Program)	750	21	1125

Non-Title IV Programs:

Certified Nurse Aide	125	8	167
Patient care Technician	120	8	160

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Academic Year Definition:

900 clock hours and 36 weeks of instruction for Title IV, HEA funding program(s).

QUANTITATIVE (PACE) REQUIREMENT

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Pace Measure of Satisfactory Academic Progress (SAP)

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour schools, the maximum time frame is no longer than 150% of the published normal time frame length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

Example: Medical Assistant Program $900 \times 1.5 = 1350$ Clock Hours to complete the program and still receive Title IV, HEA funding.

MAXIMUM TIME FRAME:

The maximum time (which does exceed 150% of the course length) allowed for student to complete each course at satisfactory progress is stated below:

<u>Program</u>	<u>Clock Hours</u>	<u>Normal Timeframe</u>	<u>Maximum Timeframe</u>
Medical Assistant	900	36 weeks	54 weeks
Dental Assistant	900	36 weeks	54 weeks
Network Specialist	900	36 weeks	54 weeks
Programming Specialist	900	36 weeks	54 weeks
ESL (Full Program)	750	21 weeks	31.5 weeks
<u>Non-Title IV Programs:</u>	<u>Clock Hours</u>	<u>Normal Timeframe</u>	<u>Maximum Timeframe</u>
Certified Nurse Aide	125	10 weeks	12 weeks
Patient Care Technician	120	12 weeks	14 weeks

To calculate PACE take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take a clock hour school with a 900 hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 36 weeks. If the student only completed successfully 300 hours we would divide 300 by 450 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 54 weeks. The student has 18 weeks remaining and could complete the remaining 600 hours within the time frame. So the student is making satisfactory pace progress.

The students who have failed to meet the Pace standards are placed first on Financial Aid Warning; if no improvement over the next payment period, they may appeal the decision and be placed on financial aid probation. The Director of Financial Aid in coordination with the Director at Office of Academic Affairs monitors Pace progress.

FINANCIAL AID WARNING:

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 Grade Point Average (GPA) or if the student is not completing the required sixty seven percent (67%) of hours to keep pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

If the student does not meet SAP at the end of the financial aid warning period, they lose their financial aid eligibility with the right to appeal. The student will be placed on an Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the student will not be eligible to

receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS:

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on Academic development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic development Status, with a loss of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Admissions Director, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (15) business days. The School Director will notify the student in writing of the decision and that decision is final.

Financial Aid Probation:

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:
Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

Reinstatement of Title IV, HEA Aid:

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

Qualitative Measure of Satisfactory Academic Progress (SAP):
(GRADING SYSTEM)

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Students are issued a numerical grade for each program/ Course. The numeric grade is based upon student achievements for a combination of Written examinations (midterm/final), Lab work, quizzes, Class participation, projects and homework assignments. The minimal grade for graduation is seventy seven 77% (C). The required G.P.A. for graduates is 2.00. A Student, who receives a final grade of "C-", "D", or "F" will have to repeat the program/ Course. A Student, who achieves lower than 77%, but who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average.

The grading scale for the programs is as follows:

GRADING CHART			
GPA	GRADE	NUMERICAL EQUIVALENT	PROGRESS
4.00	A	97-100	Excellent
3.67	A-	95-96	
3.33	B+	91-94	
3.00	B	87-90	Above Average
2.67	B-	84-86	
2.33	C+	81-83	Satisfactory
2.00	C	77-80	Below Average, But passing
1.67	C-	74-76	Failure
1.00	D	65-73	Failure
0.00	F	0 - 64	Failure
0.00	I		Incomplete

Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they may appeal the decision. Please review the appeal and probation requirements stated in this policy for guidance on this process. The Director of Financial Aid in coordination with the Office of Academic Affairs monitors qualitative progress.

Transfer Students:

The School will count all transfer hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed.

Enrollment is available for students wishing to transfer to the School for Allied Health Professions after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the starting of training.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the School Director, we only accept 100 of the clock hours attempted then you only have 540 clock hours remain in the Medical Assistant program. However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

Note: A student can't receive Federal Financial Assistance for transfer hours granted by the school

Reinstatement

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the School Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days for short programs and 30 days for long program following the decision of School Director.

LEAVES OF ABSENCE AND INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) (not to extend beyond 30 days) and documentation to support the required leave of absence is submitted to the school director (i.e. Doctor's excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation

Reinstatement before 180 days

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Course Incompletes, Repletion's and Non –Credit Remedial Courses:

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

COURSE REPEAT: If a student repeats a course only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the Pace SAP standard.

If a student receives a "C" grade or better, and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive Title IV aid.

If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes.

INCREMENTS:

To ensure the student is making sufficient progress both quantitatively and qualitatively, the student's academic progress will be evaluated at every 33.33% of the completion of the program. For example, medical assistant is a 900 hour program. The SAP evaluation for the student enrolled into the medical assistant program will be held at the end of every 300 hours increment. (300 hours of completion, 600 hours of completion and 900 hours of completion). However for Federal financial Aid (Title IV) SAP will be check at 450 hours.

GRADUATION: A student must have passed all required courses with 2.00 GPA and higher in the program, attended at least eighty five (85%) percent of the class hours offered and satisfied all financial obligations before he or she is eligible to graduate. The school awards a certificate of completion for the program.