



STANDARDS OF SATISFACTORY PROGRESS

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

1. Maximum Program Length. A student must successfully complete their program of study while attempting no more than one and one-half times the credit hours required for their program. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation.
2. Evaluation Points. A student's progress will be evaluated at the end of each quarter, at the end of the second academic year, 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/Course Completion Standards.
 - A. At the end of each quarter, 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 the student being placed on academic probation.
 - 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 either of these standards will result in the student being dismissed from school.
4. Probation. A student may be placed on probation for no more than two consecutive quarters without being dismissed from school. A student placed on probation, will continue to receive financial aid and will be required to participate in counseling. Once a student meets both standards at a required evaluation point, the student will be removed from probation.
5. Course Incompletes/Pass-Fail/Withdrawals/Repetitions/Non-Credit Remedial Work /Transfer Credit/Credit by Examination Credit.
 - A. Non-credit remedial courses are not used in the determination of satisfactory academic progress.
 - B. Withdrawal/Pass (WP), incompletes, transfer credits, Credit by Examination credits, and pass/fail grades are not used to calculate grade point average but are used to calculate course completion standards.

C. When a student repeats a 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 attempted will be used to compute work completion percentages.

6. Leaves of Absence. The College does not grant leaves of absence.

7. Change in Program. When a student changes program, all courses accepted into the new program of the student will be counted as coursework attempted and completed when computing standards of academic progress.

8. Appeal Process/Mitigating Circumstances. A student may appeal in writing to the Executive Director a dismissal due to a lack of satisfactory academic progress based on mitigating circumstances. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student. 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 is dismissed.

B. Mitigating circumstances did exist and the student is able to complete enough coursework in the next quarter to enable him/her to meet both grade point average and work completion percentage standards – In this case, the appeal may be granted and the student will continue in school for one quarter as a regular student with no loss of financial aid. The student will have this one quarter to correct the deficiencies. If the deficiencies are not corrected, then the student will be dismissed from school.

C. Mitigating circumstances did exist; however, the student is unable to complete enough coursework in the next quarter to enable him/her to meet both grade point average and work completion percentage standards – In this case, the appeal may be granted; however, the student will continue in school as a non-regular student in an "extended enrollment status." The student will not be eligible for financial aid and will be required to take any necessary coursework to improve his/her GPA and/or course completion percentage. The student may continue in an extended enrollment status as long as progress toward meeting standards is being made and the student is able to complete the program within 150% of the maximum program length. Once the student meets the required grade point average and the required work completion standard under which the dismissal occurred, he/she will be removed from non-regular status and will be reinstated for the next quarter as a regular student eligible to receive financial aid. A student who is reinstated to regular status under this provision will be on probation for at least one quarter and will be required to receive continued counseling.

D. A student's CGPA is not affected when a student changes programs. For example, a Medical Assisting student who maintains a 3.0 CGPA will not have a CGPA change simply based on a program change to Legal Assisting. Likewise, students who seek an additional credential while still enrolled in school will not experience a change in CGPA. If a student graduates or is withdrawn from this institution and returns for additional training, the student's prior CGPA is calculated into the new enrollment. Additionally, a student's CGPA is not affected in the event he/she becomes classified as a non-regular student in an "extended enrollment status." Non-credit or remedial courses are not offered.

9. Re-Admittance. Any student dismissed from school under these standards may apply for re-admittance after sitting out one year. To be accepted for re-admittance, the student must establish, 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 not be eligible for financial assistance until they meet the standards of academic progress described above in this section.