SATIFACTORY ACADEMIC PROGRESS

Tri-County Career Center-Adult Center is required to ensure that all students are making adequate progress toward completing their program. The following policy is as strict or stricter than other schools' satisfactory academic progress policy.

Official Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. The official SAP evaluation point will occur after hours and weeks have been successfully completed at the end of a payment period. Please refer to the chart below for office Title IV evaluation points.

Program	Title IV PP - 1	Title IV PP – 2	Title IV PP - 3	Title IV PP – 4
Cosmetology	**1-450 hrs. 15 Weeks**	**451-900 hrs. 15 Weeks**	**901-1200 hrs. 10 Weeks**	**1200-1500 hrs. 10 Weeks**
Medical Assisting	**1-450 hrs. 15 Weeks**	**451-900 hrs. 15 Weeks**	**901-1350 15 Weeks**	
Welding Technology	**1-330 hrs. 15 Weeks**	**331-660 hrs. 15 Weeks**		
Cyber Security	**1-335 hrs. 15 Weeks**	**336-675 hrs. 16 Weeks**		

If a student is not making SAP at the end of payment period 1, then the student will be placed on an Academic Warning in payment period 2. The student will remain eligible for Title IV.
No aid will be disbursed in the second payment period unless student is making satisfactory academic progress.

The Student Services Supervisor/Financial Aid Advisor will review a student's attendance and grades at the end of the first term (225 hours) of a payment period to determine if the student is making progress. This allows for early intervention if a student is having issues with attendance and/or grades. If a student is struggling with attendance and/or grades, the Student Services Supervisor/Financial Aid Advisor completes an evaluation form and meets with the student.

Qualitative

- Student must maintain a cumulative GPA of a "C" (2.0) or higher at each evaluation point.
- Student must be working toward the completion of their program.

Quantitative

- Attendance: Student must complete 90% of the scheduled cumulative clock hours at the end of each official evaluation point.

Grading Scale

Scale	Grade	Grade Point
98 – 100	A+	4.0
94 – 97	A	4.0
90 – 93	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	.70
59 – Below	F	.00

Maximum Timeframe to Complete

A student must complete a program within 150% of the normal length of the program to remain on aid. Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours.

Special Grading Circumstances

In order to keep an award of financial aid, students must maintain a pace of progression toward completion within a maximum time frame. The maximum time frame for any program is 150% (one and one-half the number of clock hours) of the published length of that program. There are some special grading circumstances that will affect SAP and this completion timeline.

Transfer Credit Hours

Those hours approved for transfer into this school will count as hours attempted and completed during the same term as this content is delivered within this school's curriculum.

Withdrawal Status Upon Return

When a student withdraws and returns to finish a program; if they are in good standing regarding SAP (hours and attendance), then the student may return with the previous hours earned and credited, at the point in the curricular delivery where they left. If a student withdrew without maintaining SAP (warning or probation), then their prior grades and attendance are counted the same toward the current SAP as when they left. Any hours attempted but not completed will count towards the 150%-time limit.

Repetition
In some cases, a student may repeat a "course" or specific curricular part of a program in order to improve a grade. The total hours attended previously and the repeat hours will be counted towards attendance and the maximum completion time of 150%.

Incompletes
Tri-County Career Center – Adult Center does not accept incompletes.

Program Transfer from Another Institution
Students currently enrolled at another institution may request to transfer to a program at Tri-County Career Center-Adult Center. Requests for transfer of hours will be reviewed and approved or denied on a case-by-case basis by the appropriate Program Manager. Particular programs may require additional approval by the Adult Supervisor. The following information will be used to evaluate whether the student will receive advanced standing in the program:

1. The applicant must submit documentation to verify the mastery or successful completion of relevant course work. This could include an official school transcript, course outlines, copy of certifications, or other relevant documentation. **Tri-County Career Center-Adult Center does not grant credit for Remedial Course Work.**
2. The applicant may be required to complete course exams in order to receive advanced standing or credit for a particular course. A passing score on the exam will be required.
3. The applicant must meet all other requirements regarding the transfer from another institution. Students should contact the Student Services Supervisor for additional information and requirements.

Clock hours that transfer into and count toward the student's program of study will impact Satisfactory Academic Progress (SAP) by reducing the number of clock hours and weeks in the student's overall program and following maximum timeframe. Example: if 450 clock hours are transferred in a 1350-hour, 45-week program; the student's program for Title IV purposes become 900 hours and 30 weeks long. The student's maximum timeframe then becomes 1350 hours and 45 weeks long (30 weeks x 150% = 45 weeks).

Program Transfer Within Tri-County Career Center-Adult Center
Transfers between programs at Tri-County Career Center-Adult Center are not permitted due to the clock-hour requirements needed to complete a program. If a student wishes to discontinue one program and start another, they must withdraw from one program and begin the other at the next available start date.

If a student does not meet the grades and attendance requirements, the following actions will be taken:

- **Warning:** Any student who does not have the required grade average or attendance percentage at the end of the payment period will be placed on warning until the end of the next payment period. The student will be notified by letter of the warning status. The Student Services Supervisor/Financial Aid Advisor will complete the Academic Warning form and meet with the

student. Hours and/or grades will be reviewed with the student. The student will also sign and date the form to be filed in their financial aid file. Students placed on warning are eligible for one additional disbursement. Students will not be permitted more than one warning. If the student still does not meet the satisfactory academic progress standards at the end of the warning period, the student becomes ineligible for Title IV. To re-establish eligibility, the student must meet the minimum SAP requirements at the end of the ineligibility payment period to be eligible for Title IV the following payment period. The student may file a successful appeal to be placed on probation and to remain eligible for additional Title IV funding. Note: Filing an appeal is optional. A student can re-establish eligibility without an appeal.

- **Probation**: If a student fails to meet the requirements for satisfactory academic progress at the end of the warning period, the student will lose eligibility for Title IV funds. The student will be notified by letter of the loss of Title IV funds and a meeting with the Student Services Supervisor/Financial Aid will be scheduled to discuss possible options to re-establish Title IV eligibility.

- **Appeal:** A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the Instructor and Student Services Supervisor/Financial Aid Advisor explaining in detail any special circumstances or undue hardship which may have caused the student's failure to meet the satisfactory academic progress, and/or attendance standards or academic plan provided to the student. The student must also explain what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. The Adult Supervisor and Student Services Supervisor will make a determination of the appeal. The request for an appeal will be reviewed on an individual basis and the students will be notified of the results within two weeks. If the student finds the determination unfavorable, the student can request in writing that the appeal be referred to the Superintendent for review. The student will be notified by written notification regarding the determination. This determination is final. Documentation concerning the appeal will be maintained within the student's financial aid record.

  If a student files a successful appeal and it is determined that the student should be able to meet the minimum SAP standards by the end of the payment period, the student will be placed on probation. The student will remain eligible for Title IV funds during the probationary period. If it is determined by the appeal that the student will require more than one payment period to meet minimum SAP standards, the student will be placed on probation and an academic plan will be developed for the student to meet these standards. The student's progress will be evaluated at the end of the payment period to determine if the student is meeting the requirements of the academic plan. The student is eligible to receive Title IV funds as long as the student continues to meet the requirements of the SAP standards and academic plan. If the student does not meet the requirements of the SAP standards or the academic plan, the student's Title IV eligibility will be terminated and the student may be subject to termination from the school. The Instructor and Student Services Supervisor will inform the student by letter of his/her probation/suspension status or dismissal from school.

- **Reinstatement:** Students are permitted to withdraw and return to the same program based on the discretion of the Instructor, Student Services Supervisor/Financial Aid Advisor, and the Adult Supervisor. Title IV funds may not be available upon return to the program, depending on satisfactory academic progress at time of withdrawal and the timeframe in which the student returns. A student owing a balance will not be reinstated until the balance is paid in full.

  A student who is not receiving Title IV funds due to unsatisfactory progress will have their aid reinstated only when the student is meeting the minimum SAP standards or wins an appeal. A student must complete the program within 150% of the normal length of the program.

  Example: if a program takes 900 hours and 30 weeks to complete, the maximum timeframe would be 1350 hours and 45 weeks at the same pace of the normal program hours. A student who becomes ineligible for Title IV funds will be responsible for paying all fees that were not covered by Title IV funds.

- **Repetitions:** In some cases, a student may repeat a “course” or specific curricular part of a program in order to improve a grade. The student’s “best effort” of repeated clock hours will be factored into the qualitative measure (coursework with highest grade). However, the original and repeated clock hours will count as scheduled hours in the quantitative measure.