

SATISFACTORY ACADEMIC PROGRESS

I. Purpose

It is imperative the student's progress is reviewed at the required intervals as stipulated by the school's governing organizations regarding qualitative and quantitative progress to identify students who may be in jeopardy of failing to complete

II. Policy

The evaluation of the Title IV SAP policy is performed by the Compliance Officer to ensure it meets all federal requirements. This Policy is to be evaluated at a minimum of once a year. The Compliance Officer will use the most recent Federal Student Aid Handbooks appropriate volume and chapter as reference and ensure the schools SAP adheres to the FSA Handbook requirements. The Director of the College is responsible for academic policy approval and will notify the financial aid office of any changes to the academic policy. To be eligible for Title IV aid, a student must maintain satisfactory academic progress. Federal regulations require the SAP of each student to be checked at intervals of one year or half the length of the program, whichever is less. Satisfactory Academic Progress is evaluated at the end of each payment period for each academic program offered by Compass Career College. The review process is as follows:

- ❖ If the student has made acceptable quantitative progress for the increment being measured (completion and attendance requirements), then review the student's qualitative progress (academic performance)
- ❖ If the student has made acceptable qualitative and quantitative progress for that particular increment, then review the 150 percent of the maximum allowable time frame criterion (maximum time frame)
- ❖ If the student has failed quantitative, qualitative, or maximum time frame progress, financial aid eligibility is suspended. If a financial aid appeal is submitted and the appeal is granted, the student is placed on a probationary status and may be eligible to receive financial aid. Probationary status is reviewed at the end of each payment period.

Satisfactory Academic Progress is monitored by the Compliance Officer and/or the Director of the College.

a. Financial Aid Appeal

Compass Career College does not issue warnings for financial aid. Should a student not meet satisfactory academic progress standards at the end of a payment period, they will not be eligible to receive Title IV funding. A student may submit a financial aid appeal outlining the extenuating circumstances that caused them to fail to meet Satisfactory Academic Progress standards outlined in the academic performance and attendance requirements policies. If accepted, an individual academic plan is designed for the student to follow until SAP is restored. A student is placed on financial aid probation once a financial aid appeal is submitted and accepted. Financial Aid probationary status is reviewed at the end of each payment period. The conditions of the individual academic plan must be met to maintain eligibility for Title IV funding.

In cases where a student is dismissed prior to the end of a payment period (i.e. a student fails to meet academic performance or attendance requirements for two consecutive sessions or three cumulative sessions), the academic/attendance appeal policy should be followed. If the academic/attendance appeal process is successfully completed, the

student must submit a financial aid appeal form with appropriate supporting documentation to regain financial aid eligibility. As stated in the FSA Handbook, simply sitting out a requisite amount of time is not sufficient to regain financial aid eligibility. Student's submitting a Financial Aid Appeal must identify in writing what caused why they failed to make SAP; and what has changed that will allow the student to make SAP at the next evaluation. Students must also submit supporting documentation that verifies their unique mitigating circumstances.

b. Maximum Time Frame

Each program's normal completion time in weeks, plus the published holidays, as listed in the school's catalogue, is used to determine the maximum time frame allowed to complete the student's chosen program. The maximum time frame cannot exceed the federally-required 150 percent of the published length.

To determine the 150 percent of the published length use the weeks published by program in the catalogue plus the published holidays times 1.5 which results in the maximum total number of weeks allowed.

The maximum time frame for all Title IV eligible programs is as follows:

Program	Estimated Length	Maximum Time Frame
Medical Assistant	48 weeks	72 weeks
Medical Billing&Coding	44 weeks	66 weeks
Practical Nursing	72 weeks	108 weeks
Cosmetology	57 weeks	85.5 weeks

All time is included when adding up the total time a student has been enrolled in a program. This includes, but is not limited to, repeating of classes due to attendance or not meeting minimum score requirements. The consequences of not meeting the maximum time frame allowed will be loss of future Title IV aid.

c. Quantitative Measure

Completion

The Compliance Officer will review each student's future completion date at the end of each payment period. The Compliance Officer will also calculate the percentage of work successfully completed in the increment (payment period). To maintain SAP the student must have successfully completed 70% of scheduled hours (work attempted) in the increment (payment period). For example in a 450 hour increment (payment period) the student must successfully complete 315 hours. The Financial Aid office will be notified of any student which has not met the 70% threshold.

Attendance Requirements

The maximum allowed percent absent for most programs is:

Allied Health – 15% (exception: Nurse Aid policy listed below)

Practical Nursing – 10%

Cosmetology – policy listed below

If a student incompletes *one class* for attendance reasons they will be put on immediate full attendance probation. A full attendance probation form will be issued to the student. While on full attendance probation, the student must not miss more than the allowed

percentage for their program of study. The probationary period lasts for two full months. If the student incompletes any future class for attendance reasons while on full attendance probation they will be dropped from school. At the end of each class all student transcripts are updated and checked for incompletes. If a student incompletes two consecutive classes either for attendance, academic reasons, or a combination of these, the student is immediately dropped from the program. An R2T4 form is then completed on the student. In five months the student may reapply for admission. An interview with school administration will be required prior to readmission (the student is subject to any new requirements for admission). If the student is accepted into a program before 180 days have passed, their financial aid information is still valid. However, the student must complete the financial aid appeal process to determine eligibility for Title IV funding.

Allied Health:

If a student exceeds the maximum allowed percent absence for their program they are dropped from the class. If the student is dropped from class a new class schedule will be issued. The incomplete class will be repeated as schedule permits.

Additional requirements for Practical Nursing Program:

While the satisfactory academic progress policy allows for a maximum of 10% absence in any course, the LSBPNE mandates all hours must be completed for each area of study. Classroom/Theory time missed within these guidelines will have to be made up. The student is responsible for getting all missed notes, assignments or handouts. Classroom make-up time will include, but not limited to: essay assignments, special projects, computer lab, seminars, and/or educational in-services. Any fees for required make-up time will be incurred by the student. If administration deems a student's absence excused, the student will be allowed to make up scheduled exams. (See Test Taking Policy)

If the PN student misses clinical rotation hours, the student must make these up. Make-up hours will be scheduled at the discretion of the school. The make-up hours will not alter the computation of the total number of hours absent with consequences as stipulated in the attendance policy. The date and time of the make-up may include but is not limited to weekends, holidays, days or nights. Each clinical make-up hour will be charged to the student at \$12.50 per hour. The additional charges must be paid prior to scheduling makeup clinical hours. A student absent for the clinical (for whatever reason) will receive an automatic 7 point deduction off of the clinical make-up day grade.

Cosmetology Policy

The Cosmetology Program length is one thousand five hundred hours (1500 hours). The theory (classroom lecture) is approximately four (4) months long. The four theory sessions are hair design, chemical, color, hair cut. Each theory session is approximately 4 weeks long. Theory/classroom lecture length is approximately 16 weeks.

To insure students receive, comprehend and retain the information taught over the course of the program attendance is closely monitored. As stated above we have divided the curriculum into two parts, theory and clinic. The attendance policy is specific to each part of the program. Theory and clinic have separate attendance regulations.

Theory

The information received during theory is vital to student success as well as their continued success in the outside industry. If attendance becomes an issue, the Instructor and the Program Coordinator of Cosmetology will use their discretion to determine

whether the student should repeat the entire 4-week session. Attendance calculations include late arrival, early departure and days missed. It is a cumulative total of each theory session. Specifically, the attendance is tracked for each session- (hair design, chemical, color, hair cut).

Retaking an entire theory session can occur if any of the following take place:

1. The Instructor and/or Program Coordinator deem the student has missed too much time to successfully pass
2. Overall GPA below 70% (GPA calculations include tests, workbooks, quotas, and projects)
3. Missing / Failing test-outs at the end of a session

A student cannot incomplete more than one theory/classroom session during the length of their program. If a student incompletes a second theory/classroom session, the student is immediately dropped from the program.

Clinic

The estimated length of the program is 12 months. An additional 15 school day grace period is added. If the additional 15 school days are exceeded the student will be charged \$15 per day. Every time a student is absent or leaves early it delays their graduation date.

Clinic sessions are divided into calendar months. An average of 120 clock hours may be earned each month. A student completes the program when the 1500 hour state requirement is met. However, the student must complete all 1500 program hours prior to the maximum time frame set by the USDOE (18 months).

Clinic sessions are graded based on a combination of grades, quotas, professional image and salon duties. For quotas, professional image and salon duties points awarded are contingent upon attendance and performance.

d. Qualitative Measure

Academic Performance

At the end of each class session the Director of the College will update the academic transcript of each student. An academic probation slip will be issued to those students which have not met academic performance standards.

The minimum score required for all students, including Title IV or any other funding source, combination of funding sources, financial institution loans or students who do not use financial assistance of any kind to complete any class in any program offered is a "C". The grading scale for Allied Health programs is 75% to 84%=C. The required Grade Point Average to complete all Allied Health programs is "C" 75%. The grading scale for Practical Nursing is 80% to 85%=C. The required Grade Point Average to complete the Practical Nursing program is 'C' 80%. The grading scale for the Cosmetology program is 70% to 79%=C. The required Grade Point Average to complete the Cosmetology program is 'C' 70%.

At the mid-point of each class the instructor will report to the Program Coordinator and/or Compliance Officer any student who is not maintaining the required minimum grade point average as per the program of study. An academic probation form will be

issued and the student must meet with a faculty member for a planning session to discuss study habits and testing skills. If the student is unsuccessful in completing the class a new class schedule will be issued. The unsatisfactorily completed class will be repeated as schedule permits.

Upon admission to the college, the student is given a copy of their transcript showing their class schedule. After updating the student's transcript with grades and class(es) completed, a copy is placed in the student's file. Student's grades are posted at the end of each class and a transcript is available to each student upon request.

If a student fails to complete *one class* because of academic reasons they will be put on immediate full academic probation for the remainder of their program. A full academic probation form will be issued to the student. Full academic probation requires the student to meet with a faculty member one time per week to discuss study habits and class requirements. If the student fails any future class for academic reasons while on full academic probation they will be dropped from school. An R2T4 Form is then completed on the student. In five months the student may reapply for admission. An interview with school administration will be required prior to readmission (the student is subject to any new requirements for admission). If the student is accepted into a program before 180 days have passed, their financial aid information is still valid. However, the student must complete the financial aid appeal process to determine eligibility for Title IV funding.

e. Evaluation Periods – Increments (payment period)

A payment period is defined as an increment equal to half of the academic year (900 hrs) in clock hours. For programs less than an academic year, total clock hours will be divided into two equal parts which then becomes that programs payment periods in clock hours. For programs greater than an academic year, the first 900 hours are divided into two equal parts and the remaining clock hours will be divided into two equal parts, together that becomes the programs payment periods in clock hours.

f. Financial Aid Notification

The students transcript identifies the total number of hours scheduled and the total number of hours completed. After each class is completed and each student's transcript is updated, a copy is given to the financial aid office. The transcript includes the student's start date, grade scored in each class, number of classes/hours scheduled and completed, the percentage of classes successfully completed and overall GPA. A copy of the transcript is filed in the student's file. Students are only notified of their individual SAP if they fall below requirements.

g. Transfer Credits

Transfer Credits are permitted. The student requesting transfer credits must meet with the Director of the College. Qualified proof of credits received at another institution must be received from that school. If a student has a current Louisiana Nurses Aid certification the student is given credit for Nursing I and Nursing II. The A draft schedule indicating course transfer credits allowed will be issued to the Financial Aid office.

h. Withdrawal Official and Unofficial

A withdrawal is considered official if a written request to withdraw is received by the school from the student. If a student requests to officially withdraw they should complete the Status Change Form, which is available from student services, and submit to student services. If the student cannot submit a Status Change form a written statement mailed or faxed to the school is acceptable. The student is then directed to contact Financial Aid and schedule an appointment. The student should complete an exit interview. Financial aid then reviews the student's financial aid (perform a return to title four calculation then examines and evaluates the school's internal refund policy). The student may owe the school money or the student may be owed an overpayment. The school may be required to refund money to the United States Department of Education. If you have received a student loan the school may be required to refund money to the financial institution. An R2T4 calculation is always performed.

A withdrawal is considered unofficial if a written document is not received by the school from the student.

At the end of each class all student transcripts are updated and checked for incompletes.

i. Graduation

When a student has completed all required classes and is eligible to receive a certificate, a completed transcript is issued to Student Services. Student Services then prepares an Exit Route Sheet and attaches it to the student file. The package is then circulated. Each Department reviews the necessary area of the file to ensure accuracy and completeness. The Compliance Officer issues an Official Transcript and Certificate; Student Services reviews the file and prepares exit documents then notifies student their completion packet is ready for collection.

j. Drug Convictions/Sex Offenders

The US Department of Education established eligibility requirements for students with drug convictions and/or sex offenses. Compass Career College follows all guidelines outlined in the Federal Student Aid Handbook. Current information is found in Chapter 1, page 14 – 16, and Chapter 7 page 74.