Satisfactory Academic Progress Policy

Regulations require that all students show satisfactory academic progress (SAP) towards their educational objective. In order to be considered making satisfactory progress towards a diploma, students must maintain specified grade averages as well proceed through the course at a pace leading to completion in the specified time frame. Time Frame or Program Completion Policy is reviewed during Orientation. Students receiving funds under any Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. Satisfactory Academic Progress for financial aid eligibility is not to be confused with academic progress evaluations as defined by Northeast Technical Institute which can be found in the Student Handbook/Catalog located in the school's Admissions office. For purposes of determining Satisfactory Progress, all students will be measured on meeting both academic and completion progress.

To monitor Satisfactory Academic Progress, the following two criteria are evaluated:

- Qualitative Measure of Progress
- Quantitative Measure of Progress

SAP Monitoring

- The qualitative and quantitative components for SAP at NTI will be monitored at the end of each payment period in order to provide a formal intervention by the institution for those that do not meet the SAP conditions.
- In order to receive Title IV aid, a student must be making Satisfactory Academic Progress regardless of whether he or she previously received Title IV aid.

Qualitative Measure of Progress

- Students must maintain a minimum of a 70% cumulative grade point average (GPA) at the midpoint and any subsequent review period during their program of study.

Quantitative Measure of Progress

Quantitative measurement is the maximum time frame a student can receive financial aid while earning a career diploma. Federal law requires that students, while receiving financial aid funds under Title IV aid programs, must complete their educational program of study in a period of no greater than 150 percent of the published length of the educational program, and you may attempt no more than 1 and ½ times the number of credits needed for your current program. In addition, students must show evidence of making satisfactory progress toward their program objectives in order to remain eligible for further funds. For purposes of determining eligibility, satisfactory progress is defined as completing 70% of the credits they attempt each payment period toward their program objectives while maintaining a minimum of a 70% average. Students that fail to complete 70% of the attempted credits in the next payment period may be denied financial aid until the completion rate is brought above 70%.

Lab-Based Academic Program Progress Requirements

- Satisfactory Academic Progress will be reviewed at the end of each payment period.
- Students must successfully complete at least 70% of the attempted quarter credits and 70% of the scheduled quarter credit hours in coursework pertaining to their program.
- Students that fail to meet the published academic progress conditions will be subject to Maximum Program Length [MPL] conditions for progress
- MPL progress will be reviewed at 50% of the MPL program length
- Attempted hours cannot exceed the MPL of 150% of the program requirements for either quarter credits or scheduled hours of attendance.
- Students must meet the minimum GPA requirements to meet the graduation requirements.
- Failure to attend or successfully complete any hours towards their program in a given payment period may result in SAP cancellation status effective next term enrolled.
- The appeal process is the same as indicated below. In cases of unsuccessful completions or reaching the maximum hours limit, the Academic Plan is required

Qualitative Standard: Grade Average Evaluation

Students are graded in any or all of the following segments: theory, practical, lab and clinic work. A grade average of 70% or higher is required for each segment of training. To be eligible for graduation the cumulative average must be equal or greater that 70%. Students meeting minimum requirements at the evaluation period will be considered making Satisfactory Progress until the next scheduled evaluation which is at the end of each payment period.

The following represents the equivalent of the grades assigned:

A +	97.5-100
A	92.5-97.4
A-	90.0-92.4
B+	87.5-89.9
B	82.5-87.4
B-	80.0-82.4
C+	77.5-79.9
C	2.0-77.4
C-	70.0-72.0
F	69.9 and below: Failure

Attendance/Tardiness Policy

The School emphasizes the need for all students to attend classes on a regular and consistent basis to develop the skills and attitudes necessary to compete in the highly competitive labor market. The specific requirements for attendance are the following:

- At the onsite locations, attendance is defined as attendance at a scheduled course meeting.
- Requirements for students' attendance and participation are defined in the specific syllabi for those courses.

- Students arriving late for a class or leaving early are considered tardy. Tardiness is a disruption of a good learning environment and is discouraged.
- Students who have not participated in class by failing to log in to the Learning Management System or failing to attend an instructor led program for 14 consecutive calendar days will be administratively withdrawn from their program.
- Students who were withdrawn due to non-attendance must apply for re-entry or re-admission with an admissions representative. All re- entries must meet with the Registrar to confirm academic record prior to paying any fees.
- Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion from that class.
- The Veteran's Administration requires timely reporting of students who are receiving Veteran's benefits and who are no longer attending class. In order to meet those requirements, a report is filed whenever a student receiving VA benefits misses two consecutive classes.
- Students withdrawn due to nonattendance must apply for re-enrollment by contacting their admission's representative (or admissions department) and completing an evaluation by the Registrar's office, completing necessary paperwork and paying all applicable fees.

Maximum Time Frame Standard

Federal law requires that students while receiving financial aid funds under Title IV aid programs, must complete their educational program of study in a period of no greater than 150 percent of the published length of the educational program, and you may attempt no more than 1 and ½ times the number of credits needed for your current program. In addition, students must show evidence of making satisfactory progress toward their program objectives in order to remain eligible for further funds. For purposes of determining eligibility, satisfactory progress is defined as completing 70% of the credits they attempt each payment period toward their program objectives while maintaining a minimum of a 70% average. Students that fail to complete 70% of the attempted credits in the next payment period may be denied financial aid until the completion rate is brought above 70%.

Financial Aid Warning

If a student fails any SAP condition(s) at the end of their payment period, the student will enter financial aid warning status for their next payment period. The student will be notified of their status via mail within 5 business days of the end of their payment period. A student that is on financial aid warning will continue to receive financial aid during the warning period despite a determination that the student is not making SAP. Financial aid warning may be assigned without an appeal or any other action by the student.

If a student on financial aid warning fails to meet SAP condition(s) at the end of their financial aid warning payment period, the student will be ineligible for financial aid. The student will be notified of the financial aid ineligible status via mail within 5 business days at the end of the warning payment period.

Reestablishing Eligibility

Students who fail to meet SAP condition(s) and are placed on financial aid warning have two options for re-establishing financial aid eligibility:

1) **Meet all SAP condition(s) by the end of your next payment period**

If the student unsuccessfully appeals their financial aid warning or chooses not to appeal, the student must successfully meet all SAP condition(s) by the next payment period. During this period, the student is ineligible for financial aid.

2) Appeal the financial aid warning status

Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.), who is placed on a financial aid 'warning' status, may appeal to the Financial Aid Review Committee for reinstatement based on his/her circumstance. The Committee that is reviewing the appeal is the Campus Director, Director of Education, and the Financial Aid Director. If the appeal is approved the student will then be placed on financial aid probation and their financial aid will be reinstated. In addition, the student will have condition(s) that may be based on their academic lesson plan. Students will have their condition(s) reviewed at the end of their next payment period.

HOW TO APPEAL:

Complete the Satisfactory Academic Progress Appeal Form.

- Attach documentation that supports the specified circumstance(s) to the appeal form.
    - If the appeal involves a medical reason, documentation from a doctor indicating the student is cleared to return to school and the medical condition will not prevent the student from being successful in the future.
    - If the appeal involves exceeding the maximum timeframe, documentation from the student's instructor which lists the remaining courses required to complete the diploma.
- Submit a written probation appeal to the Director of Financial Aid. The appeal should include the following information:
    - The reason for why the student was not able to meet SAP.
    - The actions the student will take, or has taken, to correct or prevent the situation from reoccurring.
- Meet with Director of Education and work with him/her to complete the Academic Lesson Plan portion of the SAP Appeal.
- Submit the appeal and the supporting documentation to the Director of Financial Aid.

After a thorough evaluation of the written request and all supporting documentation, the Review Committee which is the Campus Director, Director of Education, and the Financial Aid Director will make a decision and notify the student no later than 5 business days upon receipt of the appeal from the student. If the appeal is approved, it will be approved with a condition(s). The Committee's decision will be mailed to the student's most current address on file.

Financial Aid Probation

A student who does not meet SAP or their condition(s) at the end of their financial aid warning period will be ineligible to receive financial aid until they meet SAP condition(s) or submit a SAP Appeal that is approved. Students that submit an SAP Appeal that is approved will be placed on Financial Aid Probation. The probation status will continue for one more payment period. At the end of the payment period while on financial aid probation, the student will not be allowed to receive financial aid funds unless the student meets SAP condition(s) or the school determines that the student met the requirements specified by the school with the condition(s) of their approved appeal. If a student fails to meet their SAP condition(s) during their financial aid probationary payment period, the student becomes ineligible for financial aid. The student will be notified of the financial aid ineligible status via mail within 5 business days at the end of the probationary payment period.

Probation Requirements

The student's progression will be monitored during the probationary period at the beginning and end of their payment period to ensure the student is following their condition(s) which may be outlined on their academic lesson plan and successfully matriculating through their program of study. Disbursements will not be made during their probation payment period unless it is verified that the student's is meeting SAP or the school determines that the student met the required condition(s) outlined for that student to meet.

Incomplete Grades

A student is eligible for a grade of incomplete only when an emergency or other reason beyond his/her control prevents completion of a course near the end of an academic term.

Students must meet the following conditions to be considered for an incomplete grade:

1. The student must request in advance a grade of incomplete from the instructor of the course and must make arrangements for completing the coursework with the instructor.
2. At the time of the incomplete request, the student must have completed at least sixty percent of the course regardless of the time in attendance.
3. At the time of the incomplete request, the student must have a grade of "C" or better in the course.
4. At the time of the incomplete request, the student must be in compliance with all course requirements as outlined in the course syllabus, including attendance requirements.
5. The instructor of a course has sole discretion in initiating an incomplete grade request.
    Instructors may deny an incomplete request even if a student meets the minimum requirements outlined above.

- A student may be required to submit documentation of the reason(s) the student is not able to complete the coursework. The student and instructor must complete a Request to Complete Course Form outlining specific work required for course completion and expected date of completion. Incomplete status is not granted until the registrar grants approval.
- Students must complete all required work within 30 days from the request date of the incomplete.
- Should this work not be completed within this time frame, the Incomplete grade will be changed to an "F" on the student's transcript.
- Students unable to complete a course because of military duties or extended jury duty may not be required to meet all of the requirements outlined above.

Repeated Courses

Students are restricted to the amount of times that they can repeat a course in order for it to count for Title IV purposes (enrollment status, and receiving Title IV aid).

Students must complete all required courses within their program of study with a grade of 70 or higher to qualify for graduation. Any course with an earned failing grade must be completed prior to the completion of the program.

A student is allowed one repeat without approval from the Registrar. Students requiring an additional repeat will be required to pay for the course and must receive approval before attempting this course. For each allowable course repeat, each attempt will be used in determining the student's enrollment status.
Examples of repeated coursework that may, or may not, count for financial aid eligibility:

- **Allowable:** Repeated coursework may be included if the student received an unsatisfactory or failing grade. Repeated coursework may be included if the student received an unsatisfactory or failing grade

(if approved).

- **Not Allowable:** Student may not repeat a passed course to improve GPA.

All repeated courses do affect financial aid satisfactory academic progress calculations

Leave of Absence

A Leave of Absence is defined as an approved interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress conditions. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program from the point of interruption. NTI allows a student returning from an LOA to complete the coursework that he or she began prior to the LOA. In addition, NTI may not impose additional charges and may not award the student additional Title IV assistance.

A Leave of Absence may be granted if the request is submitted in writing to the Student Service Advisor. Normally, only one LOA may be granted in any 12 month period and may not exceed 180 days. For very unusual/limited circumstances, more than one LOA in a 12 month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12 month period. *NOTE:* Complete documentation and certain conditions are needed to support this request. *ie:* jury duty and circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). Before a student is granted a LOA the school will counsel the student about loan repayment in case the student does not return from their Leave of Absence. The student will be notified of the approval or denial by the Campus Director within 5 days of the request by contacting the student directly while on campus, by telephone or email. NTI may grant an LOA to a student, who did not provide the request prior to the LOA due to unforeseen circumstances, ie: car accident, surgery etc. The student can call or email in their request for an LOA. NTI will document the reason for its decision and collect the request from the student at a later date, ie: police report, doctor's note, etc. A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the withdrawal date at the institution will be the date the student began the approved Leave of Absence. Return to Title IV calculations will be determined by the last date of documented attendance.

Internal Transfer Credits

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Admissions Representative. Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

Students transferring to a new program must be in good standing in their current or previous program. The student will need to meet with the Director of Admissions to see if the student can be approved in the new program. If approved, the student will complete a new Enrollment Agreement with their Admissions Advisors. Students will be charged the current tuition rate for the newly selected program, and any additional fees that may pertain to the new program.

External Transfer Credits

Credits earned by other Institutions that are accepted to a program at NTI, will go towards the completion and maximum time frame. In general, subjects in which grades of C or better were earned are accepted.

No more than 9 credits are accepted from accredited post – secondary schools. Transfer credits are not counted into grade average, but they count toward the attempted and maximum time frame.

Withdrawal after Commencement of Classes

Students who wish to end their enrollment in any class must officially "drop" or withdraw from it to avoid a failing grade. Students who are unable to come to the campus may mail or fax to the Office of Admissions and Records a written request to be dropped from one or more classes, provided the courses to be dropped are clearly indicated and the request is received on or before the withdrawal deadline published in the official calendar for that program. Failure to officially withdraw may result in a grade of "F."

All written requests for course or program withdrawals must include the student's signature. If dropped after the withdrawal deadline, the first calendar week of the course session, the course will be reported in calculating SAP.

The effective withdrawal date for a student shall be when any of the following occur:

1. The date the student notifies the School of withdrawal or the date of withdrawal, whichever is earlier.
2. The beginning date of any program or module in which a student fails to start classes.
3. The date when the School terminates the student's enrollment.
4. The date the student is scheduled to return from an administrative leave of absence and fails to do so.

If you have ceased to participate in a course but have not withdrawn officially, you shall be deemed to have withdrawn unofficially. Evidence of unofficial withdrawal includes failure to attend class meetings for 14 consecutive days; failure during this period to meet any course requirements; and failure to attend the final examination. Unofficial withdrawals can result in termination from your program of study.

Termination from NTI: Appeal Procedure

NTI has the right to terminate a student's enrollment when they are "failing to make Satisfactory Progress". A terminated student may appeal this determination. The following appeal procedures will be used:

1. The school will send to the student within 5 days following the action of the school, a written statement of fact, which is the basis of the action of the school.
2. The student may appeal the action of the school by requesting such appeal – in writing- to the Campus Director along with any supporting documentation showing reasons why the decision to terminate should be reversed and request a re-evaluation. This must be done within 10 days of the receipt of such written notice.
3. The student has a right to make a personal appearance before the Campus Director.
4. Should a student fail to appeal the decision, the decision to terminate will stand.
5. Notification of the school's action on the appeal including reason, if the appeal is denied, will be sent to the student within 5 days via U.S. mail to the student's address on file.

Re-Admission Policy

Students may reapply to be re-admitted to the institution after being dismissed. Such students will be enrolled on a probationary status. This procedure applies only to dismissals caused by lack of Satisfactory Progress and will never be granted more than once. It does not apply to voluntary withdrawals. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during the 1st period of

enrollment will be credited to this account. If the student re-enters within 12 months of the withdrawal, the administration fee will be waived. Course incompletes, repetitions and non-credit remedial courses have no effect on Satisfactory Progress conditions. The student will need to meet with the Registrar to confirm academic standing and a financial aid administrator to determine if he/she is eligible to receive financial aid.