

## 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 certificate/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 progrea.

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 standards.
- 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 at the midpoint and any subsequent review period during their program of study.

### Quantitative Measure of Progress

- All students must complete 70% of all Northeast Technical Institute scheduled course quarter credit hours.
- Students who do not earn 70% of all Northeast Technical Institute quarter credits attempted will be placed on financial aid warning for the next payment period. At the end of the following payment period, the student must meet the standards or financial aid may be canceled for future payment periods until student either meets the standards or the student has an appeal approved putting them on academic probation with an academic plan on file demonstrating the requirements for the student to satisfy requirements prior to graduation.
- Students on probation must meet standards each payment period as assigned by the Satisfactory Academic Progress Probation Policy.

### **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 standards will be subject to Maximum Program Length [MPL] standards 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 than 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   | 72.0-77.4               |
| C-  | 70.0-72.0               |
| F   | 69.9 and below: Failure |

If student fails to meet SAP requirements, student will be issued a “warning” that evaluates SAP at the end of each payment period, which allows the student to receive aid for one payment period (no appeal required during the warning phase). After that, students may be put on “probation” if the student continues to not meet SAP for one payment period based on an appeal.

### **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%.

### **Satisfactory Academic Progress Warning**

Students who do not meet the SAP standards during a payment period will be placed on "Financial Aid Warning" at the end of the payment period in which they did not meet the standard(s). Students will be eligible to receive federal financial aid funding for the following payment period. Students given this status are not required to petition for possible reinstatement of their financial aid eligibility.

Students placed in the Financial Aid Warning status will be sent a notification advising them of their status, the impact of their future financial aid eligibility, and the importance of seeking guidance/advising/counseling from appropriate staff.



Students who do not meet SAP standards after this period of Financial Aid Warning will be denied eligibility for future semesters and placed on a SAP Cancellation status until they meet the SAP standards or submit an SAP Appeal that is approved.

It is possible for a student to be subjected to more than one period of financial aid warning throughout the course of their academic study at Northeast Technical Institute.

### **Satisfactory Academic Progress Probation**

Students who do not meet the SAP standards after being placed on Financial Aid Warning will be placed on cancellation status for future financial aid until they meet SAP standards or submit a SAP Appeal that is approved. Students that submit a SAP Appeal that is approved will be placed on Financial Aid Probation. The probation status will continue until the student meets Satisfactory Academic Progress Standards or completes their program as long as they are successfully completing the Advisement Plan that is submitted as part of the SAP Appeal.

### **Probation Requirements**

The student's progression will be monitored during the probationary period at the beginning and end of each remaining payment period to ensure the student is following the prescribed academic plan and successfully matriculating through their program of study. Disbursements will not be made for a payment period unless it is verified that the student's prior review (if applicable) was acceptable and student is in the proper classes for the payment period in question.

### **Re-establishing Eligibility after Cancellation**

Any student with extenuating circumstances, (i.e., death of a relative, an illness or injury of the student, etc.), who is placed on a cancellation status, may appeal to the Financial Aid Review Committee for reinstatement based on his/her special case.

If the student was canceled for failure to complete 70% of the attempted hours, and since cancellation, has brought up the percentage to a minimum of 70%, the student will be reinstated during the end of subsequent payment period review process. If a student was canceled for not meeting the GPA requirement, they will be placed back on a reinstated status once their GPA has been brought up to the proper level during the subsequent payment period review status.

### **To appeal, the student must:**

Complete the Satisfactory Academic Progress Appeal Form.

- Attach documentation that supports the specified circumstance(s) to the appeal form.
- Meet with Director of Education and work with him/her to complete the Academic Plan portion of the SAP Appeal.
- Submit the appeal and the supporting documentation to the Registrar.

After a thorough evaluation of the written request and all supporting documentation, the Review Committee will make a decision and notify the student of the decision.

### **Federal Student Aid Receiving Students: Appeal**

Students failing to meet SAP requirements after their “warning” period, have the right to appeal in order to avoid losing financial aid funds. To appeal, a student must submit a written appeal to the Director of Financial Aid. The appeal should include the following information:

- The actions the student will take, or has taken, to correct or prevent the situation from reoccurring.
- 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 academic advisor which lists the remaining courses required to complete the certificate/career diploma.
- If a student’s appeal is disapproved, the student will become ineligible to receive Title IV funds to continue their program.
- If a student’s appeal is approved, student will be placed on probation. Northeast Technical Institute will allow the student one additional pay period to meet Satisfactory Academic Progress.

The Financial Aid Director will submit completed appeal petitions to the Campus Director for review. The Campus Director will make the final determination on all appeal petitions. The Financial Aid Director will notify students of their appeal results within 10 days.

### **Remedial Courses**

Credit is given for remedial courses and they count toward the satisfactory academic progress requirements. Financial aid is available for these courses.

### **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 Standard. 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. A Leave of Absence may be granted if the request is submitted in writing to the Financial Aid Coordinator. Normally, only one LOA may be granted in any 12 month period and may not exceed 60 days. The student will be notified of 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. 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). 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.

### **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 complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

Students who have been officially admitted to a program at the School and wish to transfer to a different graduate program of study at the School must be in good standing in their current program of study and meet the admissions requirements of the desired program of study. The student's Admissions Representative (or the Admissions Department) will then submit the request and other materials to the Campus Director who will approve or deny the request.

Credits earned prior to matriculation at Northeast Technical Institute are evaluated for transfer by the Registrar. 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. No more than 3 credits may be earned through correspondence or Internet courses. 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:



51 U.S. Route 1, Suite K, Scarborough, ME  
04074 1435 Broadway Bangor, ME 04401  
20 East Ave., Lewiston, ME 04240  
(800) 447-1151 | [www.NTINOW.edu](http://www.NTINOW.edu)

1. The school will send to the student within 10 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 10 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. Re-entering students will be charged at the current tuition rates for newly entering students. Amounts paid during the 1<sup>st</sup> period of enrollment will be credited to this account. Course incompletes, repetitions and non-credit remedial courses have no effect on Satisfactory Progress standards. 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.