



SAP Policy

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be considered as making satisfactory progress, a student must both maintain a minimum cumulative grade point average (CGPA) and completion rate (pace). The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog and financial aid student handbook to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

*Medical Assistant 450 (actual) hours

*Residential & Commercial HVAC & Com. Refrigeration . 360 (actual) hours

Residential Heating, Ventilation AC 170 (actual) hours

Advanced Electrical Techniques 338 (actual) hours (This course is not currently offered)

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE AND ACADEMIC PROGRESS EVALUATIONS

Students are required to attend a minimum of 70 % of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluation is conducted at the midpoint of the program to determine if the student has met the minimum attendance requirements.

The student must graduate within the maximum time frame allowed which does not exceed 143% of the course length. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning and attendance.

Students are assigned academic learning. Academic learning is evaluated after each unit of study. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain a grade average of 70% of combined academic learning and attendance prior to graduation. Students must make up failed or missed tests and incomplete assignments.

The accumulative combined CGPA average is a weighted calculation where attendance is 80% of the grade and academic learning tests are 20% of the grade. Students are required to maintain minimum CGPA of 70 % in order to be considered maintaining satisfactory academic progress. Evaluation is conducted at the midpoint of the program to determine if the student has met the minimum CGPA requirements.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	ACTUAL HRS/WKS/ HOURS	MAX WKS/HRs
Medical Assistant.	FT, 24 hrs/37.5 wks/900 Hrs.	54 WKS/1287 hrs.
Residential & Commercial HVAC & Commercial Refrigeration	FT, 24 hrs/30 wks)/720 Hrs.	43 WKS/1030 hrs.
Residential Heating, Ventilation	FT, 24 hrs/15 wks)/340 Hrs.	22.5 WKS/486 hrs.
Residential Heating & Ventilation Air	FT, 24 hrs/30 wks)/720 Hrs.	54 WKS/1030 hrs.
Advanced Electrical Techniques.	FT, 24 hrs/29 Wks)/677.5 Hrs.	42 WKS/969 hrs.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 70% of the scheduled contracted hours.



Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

All programs are offered with delivery method of residential and hybrid.

CUMULATIVE GRADE POINT AVERAGE (CGPA) / PROGRAM COMPLETION RATE (PACE)

The CGPA measures the quality of a student's coursework. Pace measures a student's progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of credits/hours earned by the number of credits/hours attempted at each evaluation.

The minimum cumulative grade point average (CGPA) and pace required for maintaining SAP in the various programs is a 2.0 and 70% completion rate.

Grades will be determined using the following scale:

90% - 100% performance of skills	= A (4 Grade Points)
80% - 89% performance of skills	= B (3 Grade Points)
70% - 79% performance of skills	= C (2 Grade Points)
60% - 69% performance of skills	= D (1 Grade Point) - Unacceptable
0% - 59% performance of skills	= F (0 Grade Points - Unacceptable)
Incomplete Grade	= I
Withdrawal	=W
Drop	=DR

An "I" is awarded only by student request, and only if the course has been fully paid, and the student must withdrawal from the program prior to course completion.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for CGPA and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Title IV, HEA WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation performed upon completion of the course hours. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will not graduate.

Title IV, HEA PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period, will lose their Title IV, HEA funding. The Student has the right to appeal and, if the student appeals the decision, and prevails upon appeal, the student will be placed on a Title IV, HEA probation for one payment period. If the student fails to regain SAP at the end of the payment period, the student will once again lose their Title IV, HEA eligibility.

Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT



making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Title IV Appeal Process:

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

A student, who wishes to appeal Academic Warning Status and with a loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student is granted an appeal they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP. Note the appeal has been granted for one payment period only.

Title IV, HEA Financial Appeal Granted:

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility. A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

Title IV, HEA Financial Aid Probation Status:

A student placed on Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

Reinstatement of Title IV, HEA Funding:

This process is limited to the period under evaluation. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV, HEA aid.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.



Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal the school's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the Academic Warning period to the Director of Education based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received within 3 days of final SAP evaluation.

The written appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Director of Education will review the information submitted in the context of the student's entire academic record, and notify the student of the decision within 24 hours. This decision is final. If the appeal is granted, the student will be placed on probation for the evaluation period, and the Director of Education's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.43 times the program length) and with the required CGPA for graduation.

At the end of the probationary period of evaluation, the student's progress will be evaluated based upon the academic plan. If the student is meeting SAP standards, the student will be notified and removed from a probationary status and will be graduated.

If the student fails to meet the terms of the academic plan at the end of a probationary period of evaluation, the student will be notified and dismissed from school.

Procedure for re-establishing Satisfactory Academic Progress (SAP)

A student can re-establish SAP by improving their CGPA and/or completion rate to the minimum requirements specified for SAP. A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

COURSE REPETITIONS

A student who receives an F or D grade must repeat the course and earn a passing grade. A student may also repeat a course with a grade other than F or D to earn a higher grade. The students who repeat a course will be charged for the course they are repeating.

Once a student fails a course, it may not be possible for him/her to graduate on time (1.43 times the program length). The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses (both initial and repeat attempt of a course) are included in the calculation of the completion rate.

INCOMPLETE GRADES

Incomplete grades do not affect the CGPA, but the credits attempted but not earned are included in calculating the completion rate.

WITHDRAWAL FROM A COURSE

Course withdrawals are not included in the calculation of the CGPA. Course withdrawals are included in calculating the completion rate.

TRANSFER CREDITS/HOURS

ACI does not accept transfer credits except from SkillPoint Alliance.

NON-CREDIT / REMEDIAL COURSEWORK

ACI offers courses for no credit and individual courses for credit without being enrolled in an approved program. Satisfactory academic progress standards do not apply to these courses. Students are not eligible



for financial assistance for these courses.

CHANGING PROGRAMS / ADDITIONAL CREDENTIALS

When a student changes programs or wants to enroll in another program to seek an additional credential, any courses applicable to the new program/credential must be included in the calculation of the CGPA and Maximum Time Frame for the new program.

Re-entry for students dismissed due to failure to meet SAP

If a student is terminated for unsatisfactory progress and pursuant to Title 40, Texas Administrative Code, Section 807.221.224, the student cannot be readmitted until a minimum of one grading period has passed. Upon reentering the program, the student would be placed on academic probation for one grade period. If the student does not show satisfactory progress during their academic probation period, they will again be terminated and will not be readmitted to the program.

Pursuant to Texas Education Code, Section 132.061(f), students who withdraw from a program for an appropriate reason, not related to their academic status, and who are paying full tuition, may request a grade of incomplete. A student receiving a grade of incomplete may reenroll during the 12 months following their withdrawal in the class or classes they are receiving an incomplete in at no additional tuition cost.