

# **The following policy is part of the EHOVE Adult Career Center Student Handbook**

## **Satisfactory Progress**

A student's satisfactory progress will be reviewed at the end of each grading period, billing period and/or academic course specific to the student's program. Progress is measured by: attendance, clock hours completed and grades. The following policy applies to all Career Development programs unless otherwise stated in a specific Program Handbook.

## **Academic Progress Policy**

During each grading period, billing period and/or academic module the student must complete at least 90% of the clock hours. Less than 90% attendance at the end of this period will result in a written warning. If attendance has not reached 90% by the end of the next grading period, billing period and/or academic module, attendance probation will be issued. The program instructor or coordinator will issue all written warnings and notices of probation. If the student cannot mathematically bring attendance up to 90% before the class is complete, the student will be dismissed.

During each grading period, billing period and/or academic module, the student must have a minimum of a 78% grade average ("C"). Less than 78% grade average ("C") at the middle of this period will result in academic probation. If the grade average has not reached 78% ("C") by the end of that grading period, billing period and/or academic module, the student may be dismissed. The instructor or coordinator can issue a verbal warning at any time and a coordinator will issue all written warnings and notices of probation. If the student cannot mathematically bring the grade average up to 78% ("C") before the class is complete, the student will be dismissed.

## **Financial Aid Progress Policy**

According to Federal and State regulations, students receiving financial aid must maintain Satisfactory Academic Progress (SAP). The financial aid office at EHOVE Career Center will monitor a student's academic progress as a condition of eligibility for financial aid. EHOVE Career Center will review a student's academic progress in a program at the end of each payment period to determine if a student is eligible for a subsequent Title IV payment (otherwise known as a financial aid disbursement). This evaluation takes place at the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended the hours. A student is considered to be making SAP when the following requirements are satisfied:

1. Qualitative Standard (cumulative grade average) – Students must maintain a minimum cumulative grade average of 78% or “C”.
2. Quantitative Standard –
  - a. Pace of Progression – Students must complete a minimum of 90% of the possible clock hours each payment period.
  - b. Maximum Time Frame – Students must be on pace to complete their program within 150% of the published length of the program as measured by clock hours and expressed in calendar time.

Example: A program is 1200 hrs, 40 weeks long  
40 weeks x 150% = 60 weeks maximum time frame

Programs at EHOVE Career Center are scheduled in a cohort manner. It is anticipated that students will start and end a program within the prescheduled dates. Programs are progressive in nature, meaning advancement to the next course within a program is only granted with successful completion of prior courses. (Example: you must successfully complete Surgical Procedures I before advancing to Surgical Procedures II). These sequence requirements are detailed in specific program handbooks. EHOVE Career Center understands that extenuating circumstances may occur for students that could require additional time to complete coursework. An extension may be granted on a case by case basis with permission of the Program Coordinator. Students are required to complete a program within 150% of the originally scheduled timeframe. (see above example)

If a student meets SAP, they are considered to be “financial aid eligible” and will receive the subsequent financial aid disbursements.

If a student does not meet SAP, the following applies:

- 1<sup>st</sup> violation – Students are sent a financial aid warning letter with a copy of the SAP policy.
- 2<sup>nd</sup> violation – Students are sent an ineligible for aid letter. Students can appeal the ineligibility, if there were mitigating circumstances, to be placed on financial aid probation.

### **Financial Aid Appeals**

If a student loses eligibility for Title IV funding due to lack of Satisfactory Progress, the student may submit an appeal in the form of a letter along with any supporting documentation to the Financial Aid Officer describing mitigating circumstances beyond the student’s control that may have caused a failure to meet the satisfactory progress standards. The Financial Aid Officer will convene a review board and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal.

## **Appeal Decisions**

All appeals will be reviewed by the Director of EHOVE Career Center. The appeal decision is final and written notification of the decision will be delivered to the student. Appeal decisions will be one of the following:

1. **Financial Aid Probation** – An approved appeal places the student on Financial Aid Probation. The probation period is one period only and students **MUST** meet SAP standards at the conclusion of the probation period. Student's progress will be reviewed at the conclusion of the assigned period. Failure to meet requirements will result in immediate cancellation of aid eligibility and future appeals may be denied.
2. **Denied** – Denial of the appeal will mean the student is not eligible for financial aid benefits.

If a student's aid is terminated, other arrangements must be made to cover the remaining cost of the program or the student will be removed from the program. If financial aid eligibility is lost, a student can regain eligibility. This can be done only by taking action that brings the student into compliance with both the qualitative (grade average of 70% (C) or better) and quantitative (90% attendance) components of the SAP policy.

## **Remedial Courses**

EHOVE Adult Career Center does not grant credit for remedial courses.

## **Transfer Credits**

If a program coordinator grants a student transfer hours from another institution, the hours will count towards their completion rate.

## **Repeated Credits**

Repeated course work will count towards total hours completed.

## **Incompletes**

EHOVE Adult Career Center does not issue a grade of Incomplete. If the student does not complete the work in the specified time the final grade will be an F, which negatively impacts the grade point average.

## **Withdrawal**

If a student withdraws in the middle of a course, that specific course will not be listed on their transcript. The unfinished course will not be counted in the grade point average.

**Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.**

## **Reinstatement**

Students are permitted to withdraw and return to the same program one time. Financial aid may not be available upon return to the program, depending on academic progress at time of withdrawal and the timeframe in which the students returns. A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only when the student is meeting the standard or wins an appeal. A student who is ineligible for aid will be responsible for paying all fees.

## **Grievance Procedure**

The philosophy of EHOVE Adult Career Center reflects the rights and privileges of each student. All faculty members are concerned with the development of each student.

Realizing that school related problems may occur, the following procedure is initiated:

1. A conference with an instructor should be requested during the next work day.
2. If the problem is unresolved during the instructor/student conference, the student should request a meeting with the Department Coordinator. This request should be made within two (2) working days of instructor/student conference.
3. If the problem is unresolved, the student shall file a written grievance with the Adult Director (or designee) fully describing the grievance within two (2) working days of the meeting request.
4. The Adult Director may schedule a meeting with the student. The student and student's selected counsel, the Department Coordinator and the involved faculty member may attend.
5. Should the grievance procedure not be resolved at the Adult Director level, an opportunity for appeal to the Superintendent shall be provided. The appeal should be sent to the Superintendent in writing within three (3) working days of the Adult Director meeting, and the Superintendent may schedule a meeting with the student. This meeting may be attended by those listed under #4.
6. Should the grievance procedure not be resolved at the Superintendent's level, an opportunity for appeal to the EHOVE Career Center Board of Education shall be provided. The appeal should be sent in writing to the EHOVE Board of Education within three (3) working days of Superintendent-student conference, and the EHOVE Board or its designee) may schedule a meeting with the student prior to the final resolution of the grievance. This meeting may be attended by those listed under #4 and #5.