



AMERICAN MEDICAL INSTITUTE INC.

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Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

SAP standards are established by the faculty in consultation with the Director of Education. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

SAME AS, OR STRICTER THAN

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The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

EVALUATION PERIODS

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)
Remedial course work may be part of or separate from regular qualitative measure
- Quantitative Measure (Pace)
- Maximum time frame

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP.

In a 600 hour program evaluations would be conducted as follows:

Patient Care Technician

Clock hours (after first payment period)	Clock hours (end of second payment period)
300 hours	600 hours

ACADEMIC YEAR DEFINITION

900 Clock hours and 26 weeks.

QUANTITATIVE MEASURE

To be considered making SAP, students are required to attend a minimum of 67% of his/her educational program in no longer than 100% of the published length of the

program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

A school may use a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 67% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:
For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Clock hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
600 hours	25 weeks	900 hours	37.5 weeks

**Example: If an undergraduate academic program is 27 weeks and $1.5 \times 27 = 40.5$ the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

Cumulative hours completed

Cumulative hours attempted

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period, but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

QUALITATIVE MEASURE

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 70 at the end of each term.

Students not attaining a grade of 70 or above on the written tests shall have an opportunity to study and re-take the tests one additional time without being placed on probation for 18 classroom hours with the date clearly indicated on the appropriate permanent records, and the student is advised of such action. Probation period will be defined by "Prob."

Students on probation who have not gained a grade of 70 shall remain in class only if improvement is shown in comprehension and effort, by making a higher grade on each written test. The student will be given the test as many as two (2) additional times following the probationary period. Those students failing to make a grade of 70 after re-taking the test twice will be dropped as making unsatisfactory progress. Students dismissed for unsatisfactory progress will be re-admitted at the director's discretion. Student cannot be readmitted until after a minimum of one grading period.

Qualitative Measure – Grade Point Average:

Successfully completing a minimum 2.0 GPA is required by the end of each term. All clock hours for the term at the census date, including withdrawals, are included in the equation to determine GPA for the term.

The **AMI** uses the five-letter grading system. Letters A, B, C, F and I indicates incomplete. Units earned/allowed are awarded for grades of A, B, C, D. Grade points are assigned for each unit of course work undertaken as follows:

Grade	Numerical Value	Grade Point
A	90-100	4.0

B	80-89	3.0
C	70-79	2.0
F	Below 70	0.0
I	0	0.0

SYMBOL	DEFINITION
W	Withdraw
I	Incomplete
T	Transfer
CR	Advance Placement
N	No Credit

Grade Point Averages

Averages Grade points are assigned to all grades and some symbols listed in the grading system table. Grade point averages are calculated by totaling the number of grade points earned, then dividing that total by the number of clock hours carried toward the GPA.

Quantitative Measure – Credit Requirements:

Successful completion of 70% of the credit load must be completed by the end of each course. All attempted clock hours for the course, including withdrawals and/or extensions, are included in the equation to determine this percentage for the term.

Using Previous Example:

Clock hours completed divided by Total clock hours = % completed: $5 \div 9 = 56\%$

Grade Point Average (G)	Percentage of Completed Clock hours
2.0 or >	> 70%
2.0 or >	< 70%
< 2.0	> 70%
< 2.0	< 70%

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress

CHECKING SAP:

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options:

- School must evaluate SAP at the end of each payment period for a program that is one academic year or less in length.
- For programs longer than one academic year:
 - School may evaluate at least annually to correspond to the end of a payment period
 - School may evaluate at the end of each payment period.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any Title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

FINANCIAL AID WARNING

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be **ineligible** for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

APPEAL PROCESS

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The basis on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students 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.

The Executive Director will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of clock hours that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that presented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, CHANGE OF MAJOR, WITHDRAWALS, AND TRANSFER CLOCK HOURS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. A school's Leave of Absence Policy must specify that all requests for an LOA be in writing, be signed, and be dated. Before a school grants an LOA, there must be reasonable expectation that the student will return from the leave. The school's LOA policy must specify that the reason for the student's leave must be included on a student's application for an LOA.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Non-credit remedial courses do not apply. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

Repeating a Course:

The student is allowed to repeat any course in the program under the following conditions:

- a. They have not accumulated two failing grades
- b. The course must be repeated within six months
- c. The student must pay the fees to repeat the respective course. Cost are based on the number of clock hours.
- d. Space is available to repeat the course

Incomplete Grades:

Incomplete grades are given only when a student is unable to complete a course because of illness or other serious concerns. A failing grade is given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to schedule a re-examination date and time. If the absence is unavoidable, the student will be given an incomplete grade until they take the exam and then the grade will be adjusted. If the student does not arrange to take the exam then the incomplete grade will be changed to a failure. Instructors must file an incomplete form with the director of the school. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing the course work and taking examinations.

Change of Major or Program: If a student changes his/her major or program, the school does not count for SAP purposes, classes taken in the first major or program that do not apply to the second or subsequent major or program.

Transfer clock hours accepted toward the completion of a student's program must count as both hours attempted and hours completed. It is the school's option to include grades earned for transfer clock hours in its cumulative GPA calculation.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event a student must withdraw, he/she must consult with the Executive Director and/or Director of Education Programming and notify in writing of his/her official last day.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education Programming will record the circumstances and last day in writing and include the information in the student's official file.

COURSE RETAKES:

A full-time student in a term based program only, may retake (one time only per previously passed course) any previously passed course. "For this purpose, passed means any grade higher than an "F", this retaken class may be counted toward a student's enrollment status based on inclusion of the class.

A student may be repeatedly paid for repeatedly failing the same course (normal SAP policy still applies to such cases) and if a student withdraws before completing the course that he or she is being aid title IV funds for retaking, then that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

If a student withdraws from all Title IV eligible courses in the payment period or period of enrollment and continues to attend only the course(s) that he or she is completing or repeating for which he or she may not receive Title IV eligible program only if he or she is attending one or more courses in that program for which the student is receiving Title IV HEA program funds.

Systems for Providing Progress Reports

The Training Progress Reports form is used to provide companies, agencies, etc., information of students' progress while in class and after graduation. We report current grades, attendance, work behavior, and lab performance. Progress reports are handed out to students at the end of each grading period by the Registrar or Director of Education. Student progress evaluations and academic advising is provided at the end of each grading period.

Grading and Marking System Used

The school uses a numerical grading system, i.e. 70 or above is required to pass the written tests. Laboratory projects may be either checked or initialed by the instructor to show satisfactory completion of each project.

Requirements for Graduation

Students must have a grade of 70 or above on all written tests, complete all laboratory projects satisfactorily, maintain the minimum required GPA 2.0, and complete all program requirements

within a period of time which does not exceed 1.5 times the program length. A Certificate of Completion or Diploma will be awarded upon graduation.

Incomplete Grades Policy

A grade of “incomplete” will be given to any student withdrawing within the last quarter of the course, who is not entitled to a refund. The student may re-enter the course in which he received an “incomplete” grade within twelve (12) months following the day he withdraws without paying additional tuition, provided tuition has been paid in full or upon payment of unpaid balance if tuition was not paid in full.