

## NACCAS' Policies & Procedures January 2017

### **Policy IX.01 – Evaluation of Students: Satisfactory Academic Progress Policy and Checklist For Programs Measured in Clock Hours or Competencies**

A copy of this checklist is to accompany each Satisfactory Academic Progress Policy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study for [Standard IX](#) (see page 20). For each of the items below, review the relevant section of your policy to determine if it contains all of the information required. Then list the item number on your policy where the information can be found. Enter an N/A for any item that does not apply to the institution's policy. For example, a school may not participate in or offer federal financial aid programs.

The Institution's Policy:

- \_\_\_ 1. Is written and identified as a Satisfactory Academic Progress Policy.
- \_\_\_ 2. Applies to every student enrolled in a NACCAS-approved program.
- \_\_\_ 3. Is provided to applicants prior to enrollment.
- \_\_\_ 4. Is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).
- \_\_\_ 5. Includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Institutions may evaluate cumulative qualitative (theory and practical) elements separately as long as they each meet the required threshold.
- \_\_\_ 6. Includes a [maximum time frame](#) in which a student must complete the educational course or program that is no longer than 150% of the NACCAS approved length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms, or clock hours completed.
- \_\_\_ 7. Includes the institution's policy regarding the status of students who exceed the [maximum time frame](#).
- \_\_\_ 8. Ensures that a leave of absence extends the student's contract period and [maximum time frame](#) by the same number of days taken in the leave of absence.
- \_\_\_ 9. Contains qualitative factors that will be evaluated to determine academic performance using a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm.
- \_\_\_ 10. Contains a grading scale that includes a minimum acceptable level of progress requiring at least the equivalent of a 70% cumulative grade average or project completion rate, or a letter grade of C, or have an academic standing consistent with the institution's requirements for graduation, whichever is greater.
- \_\_\_ 11. Establishes evaluation periods, whether in clock hours, weeks, or months, that are similar in length.

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- \_\_\_ 12. The first evaluation must occur no later than the mid-point of: the academic year or the course and/or program, whichever occurs sooner. (Note: All evaluations must be completed within seven (7) School Business Days (see Glossary Term) following the established evaluation points.)
- \_\_\_ 13. Identifies whether evaluation periods are based on actual hours completed or scheduled hours.
- \_\_\_ 14. Specifies that students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.
- \_\_\_ 15. May allow for an initial status of satisfactory academic progress *warning* for students who are not considered meeting minimum standards for satisfactory academic progress. (The institution may elect to place the student on satisfactory academic progress *probation* without first placing the student on *warning*. See item below.)
- \_\_\_ 16. Indicates how a student can re-establish satisfactory academic progress and/or financial aid eligibility, if applicable.
- \_\_\_ 17. May allow for the status of *probation* for students who are not considered meeting minimum standards for satisfactory academic progress if:
  - \_\_\_ a. 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; and
  - \_\_\_ b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
  - \_\_\_ c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
  - \_\_\_ d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- \_\_\_ 18. May allow a student to appeal a satisfactory academic progress determination. If the institution permits a student to appeal a satisfactory academic progress determination, the policy must describe:
  - \_\_\_ a. How the student may re-establish eligibility for financial aid, if applicable;
  - \_\_\_ b. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances;
  - \_\_\_ c. Documentation the student must submit regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation; and
  - \_\_\_ d. How the results of the appeal are documented in the student's file.

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- \_\_\_ 19. States that a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*.
- \_\_\_ 20. Requires the institution to notify students of any evaluation that impacts the student's eligibility for financial aid, if applicable.
- \_\_\_ 21. Details reasonable provisions regarding temporary interruptions or Leaves of Absence.
- \_\_\_ 22. Addresses the status of students re-entering the institution and requires that they re-enter in the same progress status as when they left.
- \_\_\_ 23. States whether course incompletes, withdrawals, or repetitions apply to the institution, and if so, states the policy.
- \_\_\_ 24. States that course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.
- \_\_\_ 25. Establishes that transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.
- \_\_\_ 26. Describes how students have access to satisfactory academic progress evaluation results.