

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](#). 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 at least 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 the total length, measured in clock hours or competencies, and corresponding [academic year](#) of each course or program offered by the institution.

- ___ **12.** Establishes evaluation periods (which may coincide with payment periods established with the US Department of Education for purposes of Title IV funding, if applicable) in accordance with the following:
- ___ **a.** For courses or programs with a total length that is one [academic year](#) or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the [academic weeks](#) while the second evaluation period is the period in which the student completes the course or program; and
- ___ **b.** For courses or programs with a total length that exceeds one academic year, each full [academic year](#) is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the course or program is either:
- ___ **i.** Treated as a single evaluation period if the remainder is less than or equal to half of an [academic year](#); or
- ___ **ii.** Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the [academic weeks](#) while the second evaluation period is the period in which the student completes the course or program.⁹

9 The following four examples demonstrate the correct evaluation periods for programs of various lengths in which each program utilizes an [academic year](#) of 900 clock hours to be completed in 30 [academic weeks](#):

a) Program #1 (600 Clock Hours)	
1st Evaluation Period Ends:	300 Clock Hours and 10 weeks
2nd Evaluation Period Ends:	600 Clock Hours and 20 weeks
b) Program #2 (1000 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 15 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 weeks
3rd Evaluation Period Ends:	1000 Clock Hours and 34 weeks
c) Program #3 (1500 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 15 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 weeks
3rd Evaluation Period Ends:	1200 Clock Hours and 40 weeks
4th Evaluation Period Ends:	1500 Clock Hours and 50 weeks
d) Program #4 (1800 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 15 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 weeks
3rd Evaluation Period Ends:	1350 Clock Hours and 45 weeks
4th Evaluation Period Ends:	1800 Clock Hours and 60 weeks

- ___ 13. Establishes that the institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. (The institution may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. All evaluations must be completed within seven (7) school business days following the established evaluation periods.)
- ___ 14. Identifies whether evaluation periods are based on actual hours completed or scheduled hours.
- ___ 15. 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.
- ___ 16. 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.)
- ___ 17. Indicates how a student can reestablish satisfactory academic progress and/or financial aid eligibility, if applicable.
- ___ 18. 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 institutes satisfactory academic progress requirements by a specific point within the [*maximum time frame*](#) established for the individual student.
- ___ 19. 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.

- ___ **20.** 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 or has prevailed upon appeal of the determination that has resulted in the status of probation.
- ___ **21.** Requires the institution to notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.
- ___ **22.** Details reasonable provisions regarding temporary interruptions or Leaves of Absence.
- ___ **23.** Addresses the status of students re-entering the institution and requires that they re-enter in the same progress status as when they left.
- ___ **24.** States whether course incompletes, withdrawals, or repetitions apply to the institution, and if so, states the policy.
- ___ **25.** States that course in-completes, 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.
- ___ **26.** 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.
- ___ **27.** Describes how students have access to satisfactory academic progress evaluation results.