

Satisfactory Academic Progress Policy (SAP)

All students (i.e., full-time, part-time, Title IV and non-Title IV recipients) must abide by the following SAP requirements to earn a Completion Certification from this college.

Evaluation Periods

ATI College's standards of Satisfactory Academic Progress (SAP) are monitored by qualitative and quantitative components as noted in the chart below. Students must complete their program of study within one-and-a-half (1.5) times of the normal program length.

SAP is evaluated at the end of each payment period. For students who attend day classes, there are four (4) payment periods; for students attending evening classes, there are five (5).

Both qualitative and quantitative components are listed on the chart below:

Evaluation Period of Normal Length of Program	PP1	PP2	PP3	PP4	PP5	PP6
Module/course End Grade to Meet SAP	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA
Minimum Semester Credit Required to Meet SAP	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit	67% of Attempted Sem. Credit

In order to advance to the next payment period, the student MUST successfully complete the instructional weeks AND also successfully complete the credit or clock hours in the prior payment period.

At the point of an evaluation where the student is not making satisfactory progress for the first time, the student will be placed in a "financial aid warning status," and the student will remain eligible for Title IV aid for ONE (next) payment period despite a determination that the student is not making satisfactory academic progress.

At the end of one payment period on financial aid warning status, the student must meet the institution's satisfactory academic progress standards to qualify for further Title IV program funds.

Following the warning period if the student fails to meet satisfactory progress at the end of that payment period, if the student appeals and the institution approves the appeal, the student will be placed on "probation satisfactory progress status" and the student will remain eligible for Title IV aid for ONE (next) payment period.

Appeal means a process by which a student who is not meeting the institution's satisfactory academic progress standards and petitions the institution for reconsideration of the student's eligibility of Title IV assistance. Students must initiate the appeal process to regain eligibility under a probation status. The student may file an appeal on the basis of the death of a relative (providing a death certificate), an injury or illness of the student (supported by a physician statement), or other circumstances that can be documented as resolved. The student must submit why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

If the institution denies the appeal, student will no longer be eligible for Title IV aid.

If at the end of the payment period the results of your satisfactory progress evaluation would impact your eligibility for Title IV funds, the institution will notify you of such impact and procedures to follow.

Academic Requirements

Students must fulfill all of the following requirements:

- Pass all midterms and final exams to earn a grade for each module/course. Failed and/or missed exams may be retaken with the consent of the Instructor; the exam must be retaken within five-days from the original exam date. Retaken midterms and final exams cannot exceed grade of "C" (70%). A grade of "I" (Incomplete) will be given if failed and/or missed exams are not retaken within the time allotted and the student will be placed on academic probation. It is the student's responsibility to make arrangements to retake failed and/or missed exams. The College will exclude a grade of "I" for prior attempts when calculating a student's GPA (Grade Point Average), but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- Maintain at least a 70% attendance rate in each assigned module/course. Less than 70% attendance can be made-up if arrangements are made with the Instructor and the Student Services Advisor. Making up of attendance must be done within the module in which it is missed. Further arrangements may be made, if necessary, upon individual assessment by the Student Services Advisor. Grades of "I" will be assigned if the 70% attendance requirement is not met within the time allotted and the student will be placed on academic probation. The College will exclude a grade of "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).
- Incomplete course work (i.e. quizzes, presentations, projects) must be completed and evaluated in the prescribed time period. Incomplete course work can be made-up if it is due to unforeseen, justifiable and documented reasons and that there is still a possibility of earning a grade. It is the responsibility of the student to bring pertinent information to the attention of the Instructor and/or Student Services Advisor to determine the remaining course work requirement which must be satisfied to remove or replace a grade of "I". The final grade is assigned when course work is completed and evaluated. An incomplete grade must be made up within 1.5 times the normal duration of the program. The College will exclude a grade of "I" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%).

If a grade of D or F is assigned, the student must retake that module/course and will be placed on academic probation. The College will exclude a grade of "D" or "F" for prior attempts when calculating a student's GPA, but it will be included in the credits from all attempts when calculating the maximum time frame (150%). To "repeat-delete", students must: (1) File a "Repeat/Retake Request Form" with the Student Services Advisor, (2) Arrange for a repeat schedule, (3) Only repeat the course/module for which they received the grade of D or F.

Students must complete their programs within 1.5 times the normal program length. Students will become ineligible for further financial aid assistance if they fail to complete their program of study within 1.5 times the normal program length and will be charged additional tuition.

Achieve a cumulative GPA of 2.0 or above at the end of each module/course. If a cumulative GPA of 2.0 is not achieved, student will be placed on academic probation.

Student must satisfy the problem conditions if placed on academic probation.

Course & Midterms/Final Exam Make-Up

To make up class work and/or examinations, student must:

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1. Have "unforeseen, but fully justifiable" reason(s) and must provide a written explanation.
2. Bring all relevant information and documentation for the Instructor and Student Services Advisor to review.
3. Agree to the terms for how and when the make-up will take place.

Academic Probation Policy

ATI College will apply its academic probation policy to any student who's academic and/or attendance standing does not meet the school's satisfactory academic progress policy requirements. Students on academic probation for the total length of the module following the probation announcement must satisfy the problem condition(s) prior to the start of the subsequent module and are is not eligible for financial aid while on academic probation. The Instructor, Student Service Advisor and School Director will determine if problem conditions have been rectified before the student is allowed to start subsequent modules/courses.

The student may appeal their academic probation by writing a letter and providing supporting documentation to be evaluated by the academic probation committee.