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Satisfactory Academic Progress (SAP)

Non-Modular

Standards for Clock Hour Programs –

***Clinical Medical Assistant (Hybrid)***

***Medical Biller Coder (Online)***

***Paralegal (Online)***

***Vocational Nursing***

**Effective 2020/2021 Academic Year and supersedes all previous policies.**

The U.S. Department of Education requires all schools to establish and apply standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial aid under the programs authorized by Title IV of the Higher Education Act (HEA). As with any area of Title IV, it is critical to understand that students must meet all SAP requirements within the context of all existing federal and institutional regulations. Thus, students must meet all Title IV and institutional requirements and regulations in order to be eligible to receive federal financial aid.

Satisfactory Academic Progress (SAP) is determined at the end of every payment period by the Financial Aid Office. Students are required to make Satisfactory Academic Progress toward the completion of an eligible vocational certificate.

DAS offers the following federal program: Pell Grant. This SAP standard covers this federal program.

The following are the Satisfactory Academic Progress (SAP) Standards, which students must meet to maintain financial aid eligibility in clock hour programs. Clock hour students will be measured on a payment period basis and use only coursework listed in the specific program of study.

SAP Evaluation Items

**Cumulative Grade Point Average (Qualitative Measure)**

A student demonstrates progression through their specific program with letter grades.

Student who fails a class (earns a grade of ‘F’)

* If student earns 1st failing grade in the program he/she will be placed in Warning Status for the subsequent payment period.
  + VN Program (4 payment periods) - If after the subsequent payment period the student passes the class in which he/she failed, student will be placed back into good standing.

**GRADING SYSTEM –**

Downey Adult School uses the following scale as its standard grading system.

|  |  |  |
| --- | --- | --- |
| ***GRADE PERCENT*** | ***GRADE*** | ***DESCRIPTION*** |
| 90-100 | A | Excellent |
| 80-89 | B | Good |
| 75-79 | C | Satisfactory |
| 0-74 | F | Fail |
|  | NC | No Credit |
|  | W | Withdrawal |

***FAILING GRADE***

A grade of “F” is assigned when hours or coursework are not completed by the student. This “F” grade and hours are not counted in the student’s total clock hours.

***WITHDRAWAL POLICY***

Students who withdraw from the program will receive a grade of “Dropped” in each course enrolled in at the time of withdrawal.

**Cumulative Pace of Completion (Quantitative Measure)**

A student must complete 100% of the total number of hours scheduled for each payment period (Attempted hours divided by scheduled hours). For this calculation, there is no rounding.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program  Name | **Clock Hours/Weeks** | **Payment Period II**  **\*Check Point**  **(clock hours)** | **Payment Period III**  **\*Check Point**  **(clock hours)** | **Payment Period IV**  **\*Check Point**  **(clock hours)** | **Maximum**  **Timeframe** |
| Clinical Medical Assistant  (Hybrid) | 660 hours  20 weeks | 330 | N/A | N/A | 990 hours  30 weeks |
| Medical Biller Coder  (Online) | 660 hours  30 weeks | 330 | N/A | N/A | 990 hours  45 weeks |
| Paralegal  (Online) | 624 hours  39 weeks | 312 | N/A | N/A | 936 hours  58 weeks |
| Vocational Nursing | 1536 hours  48 weeks | 450 | 900 | 1221 | 2304 hours  72 weeks |

**Maximum Timeframe**

Student attending a clock hour program will be limited to 150% of the hours required to complete the student's program of study. The total number of hours may include the total program hours and any hours taken if a student is repeating any coursework within the same enrollment.

If a student is unable to complete a certificate program within the 150% timeframe calculation, the student is ineligible for financial aid as the student is not capable of completing the requirements within the regulatory guidelines.

**Satisfactory Academic Progress (SAP) Standards - Statuses**

Satisfactory Academic Progress is determined at the end of each payment period (scheduled clock hours). All payment periods at Downey Adult School are included when determining a student's satisfactory academic progress.

There are defined outcomes once SAP has been determined at the end of each payment period (each program may have different payment periods), below is an example of a payment period:

If the school states an academic year for a clock hour student is 900 hours (26 weeks). The principles below would be followed:

* Programs lasting less than one year (900 hours) in length would be split into 2 equal payment periods.
  + - Example: Program is 660 hours (32 weeks) in length
      * Each payment period would be 330 hours (16 weeks)
* Programs lasting more than one-year length (1536) hours would first split into 2 equal payment periods of 450 hours each.
  + - Example: Program is 1536 hours (48 weeks) in length
      * 1st payment period
        + Payment period would be 450 hours (16 weeks)
      * 2nd payment period
        + Payment period would be 900 hours (29 weeks)
      * 3rd payment period
        + Payment period would be 1221 hours (40 weeks)

Satisfactory Academic Progress Standards for clock hour students (for financial aid purposes) will be each payment period using defined grades.

**Financial Aid Good Standing Status**

Student has met all the requirements of satisfactory academic progress and will continue to be eligible for federal financial aid grants, as long as all other financial aid requirements are met.

**Financial Aid Warning Status**

Student did not meet all the requirements of satisfactory academic progress and are now placed on "Warning.” Students will receive financial aid if they are on "Warning" status as long as all other financial aid requirements are met.

Students have the length of their current program in which they have been placed on "Warning" to meet all of the conditions of satisfactory academic progress or they will be dismissed from the program.

Students must meet all of the SAP standards to be considered to be in good satisfactory academic standing. The school issues a formal warning payment period to students at the end of the first payment period during which they fail to meet one or more of the SAP standards.

Students who have not met all of the SAP standards are ineligible for Title IV aid at the end of the warning payment.

Students who meet all of the SAP standards during their payment period of warning are returned to good satisfactory academic standing for financial aid.

VN Program - Students who fail to reach all of the cumulative SAP standards after a warning payment period and are therefore not in satisfactory academic standing are ineligible to receive further Title IV funding.

**Financial Aid Dismissal Status**

Students who are not meeting cumulative SAP standards and are no longer eligible for warning status will be dismissed from the program. Students on financial aid that are dismissed are not eligible for Title IV aid. ***DAS does not offer an appeal process.***