

According to Federal regulations, (34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards prior to the awarding and/or disbursing of any federal student aid funds. **A review of SAP is conducted prior to each disbursement date for all Title IV recipients.** The Satisfactory Academic Progress Policy ensures student success and accountability and promotes timely advancement toward objectives at Downey Adult School (DAS). SAP guidelines are based on reasonable expectations of academic progress. Accordingly, these guidelines should not be a hindrance to any student in good academic standing and will be measured using two standards.

1. Qualitative - All students must maintain a minimum of cumulative grade point average (GPA) requirement
2. Quantitative - Meeting a minimum number of hours per week.

Grade Point Average Requirement

All students must meet a minimum cumulative grade point average of 75%

| | |
|---------------|---------|
| 100-90% | A |
| 89-80% | B |
| 79-75% | C |
| Less than 75% | FAILING |

The following grades are not counted in the grade point average:

NC No Credit

Pace of Progression Requirement

You must complete a minimum number of hours per week in order to ensure completion of the program within the maximum time frame.

US Department of Education’s regulations specify that for an undergraduate program, the maximum time frame may not exceed 150% of the published length of the program measured in academic years, credit hours attempted, or clock hours completed as appropriate. At Downey Adult School, we measure program length in clock hours.

The following table illustrate how may hours per week are required for each eligible program:

| CTE Program | Hours Required per Week | | |
|-----------------------------------|-------------------------|----------|-------|
| | Full Day | Half Day | Night |
| Court Reporting | 25 | | |
| Court Reporting Online | 25 | | |
| Dental Assistant | | 20 | 20 |
| Vocational Nursing | 32 | | |
| Medical Assistant | 40 | 20 | 16 |
| Medical Assistant with Phlebotomy | | 20 | |
| Medical Assistant Hybrid | | | |
| Medical Biller/Coder | 28 | | 16 |
| Medical Biller/Coder Online | 22 | | |
| Massage Therapy | | 20 | 16 |
| Pharmacy Tech | | 20 | 16 |
| Paralegal | 22 | | |

Monitoring of Satisfactory Academic Progress

To ensure that a student is making sufficient progress throughout the course of study, DAS, divides all eligible programs into equal evaluation periods called payment periods. These periods will not be longer than half of the program or academic year (900 hours), whichever is less. If a program is 700 clock hours, the increment will not exceed 350 clock hours.

The following table illustrates the number of required hours and the number of payment periods in each eligible program:

| Eligible Programs | 1st Payment Period | 2nd Payment Period | 3rd Payment Period | 4th Payment Period |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|
| Vocational Nursing | 1-384 | 384-768 | 768-1152 | 1152-1536 |
| Court Reporting | 1-450 | 451-900 | 901-1110 | |
| Dental Assistant | 1-400 | 401-800 | | |
| Medical Assistant | 1-330 | 331-660 | | |
| Medical Biller/Coder | 1-330 | 331-660 | | |
| Medical Biller/Coder Online | 1-330 | 331-660 | | |
| Massage Therapy | 1-300 | 301-600 | | |
| Pharmacy Tech | 1-310 | 311-620 | | |
| Paralegal | 1-312 | 313-624 | | |

Financial Aid Warning

Students not meeting SAP due to insufficient GPA or Pace of Progression (hours), will be placed on *Financial Aid Warning* and may continue to receive Title IV student aid for one (1) payment period which falls within their respective award year.

Regaining Financial Aid Eligibility

Students not meeting SAP standards will be placed on *Financial Aid Warning* without an appeal or other action needed from the student.

To review DAS’s full SAP policy, please visit our school’s Financial Aid Department policy manual, which is found at www.das.edu.