

## SATISFACTORY ACADEMIC PROGRESS

ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:

- LPN -1422 hours: four payment periods (450,450, 261, 261)
- Full-Time Classes: 900 hours: two payment periods (450, 450)  
648 hours: two payment periods (324, 324)  
1500 hours: four payment periods (450, 450, 300, 300)

Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:

### Qualitative

Students must maintain a cumulative grade of Average or above (See Grading Scale).

Students must be working toward completion on a specific program.

### Quantitative

Students must complete within 110% of the normal length of the program. LPN's must complete within 105% of the normal length of the program.

Students must maintain a cumulative 90% attendance percentage. LPN's must maintain a cumulative attendance percentage of 95%.

\*Note: Periods in which a student does not receive aid will be counted toward the maximum time frame of 110% allowed to complete a program.

### Grading Scale (Adult Ed)

A	93-100	=4.0	Excellent
A-	90-92	=3.9	Above Average
B+	88-89	=3.5	Above Average
B	83-87	=3.2	Above Average
B-	80-82	=2.9	Above Average
C+	78-79	=2.5	Average
C	73-77	=2.2	Average
C-	70-72	=1.9	Below Average
D+	68-69	=1.5	Below Average
D	63-67	=1.2	Below Average
D-	60-62	=0.9	Below Average
F	59-Below	=0.0	Failure

### Grading Scale (For Practical Nursing Programs)

A	94-100	=4.0	Excellent
B	87-93	=3.0	Above Average
C	80-86	=2.0	Average
F	Below 80	=0.0	Failure

## Special Grading Circumstances

### Remedial Courses

ACC does not grant credit for remedial courses.

### Transfer Coursework

- ACC will review requests for credit for previous learning and transfer of hours on a case by case basis.
- Accepted transfer coursework will be counted toward the maximum timeframe.

### **Incompletes, Withdrawals and Repetitions**

- Due to the relative short-term nature of programs delivered at ACC, a student must demonstrate mastery of a program subject before progressing within the course of study. As such, “incompletes” are not issued for modules or courses within a program (and therefore are not impactful on SAP). Withdrawals, which also includes terminations, only occur when a student completely withdraws from a program (and therefore is no longer actively enrolled).
- Due to the Maximum Time Frame Completion Policy of 105% for LPN’s and 111% for Adult Ed, repetition of failed classes is not possible.

*\*Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.*

### **Financial Aid Notice**

Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. ***If it is determined that the student is not meeting SAP Standards, the student will lose financial aid eligibility for the next payment period.*** It is the student's responsibility to work out a plan of action with the Instructor, Financial Aid Office, and Program Coordinator. The plan of action will include requirements for minimum attendance (90%), minimum grades, and/or a weekly mandatory check in with the Instructor, Program Coordinator, and Financial Aid Office. Many students will be required to attend regular classroom hours plus a combination of homework assignments, clinical/lab time. ACC will check the student's progress weekly and will notify the student when SAP has been met.

### **Additional Notes:**

- A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only if a appeal is granted.
- A student who becomes ineligible for aid will be responsible for paying alt tuition, books, fees, and all other charges that were not covered by financial aid.

### **Satisfactory Academic Progress Appeal**

A student may submit an appeal in the form of a letter along with any supporting documentation to the Adult Director/Designee describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Adult Director/Designee will convene a review board and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal. If the appeal is approved the student will be placed on financial aid probation. Probation will allow student to still receive financial aid but will be required to meet SAP by the end of the probation period (usually one payment period).