



## SATISFACTORY ACADEMIC PROGRESS POLICY

### PURPOSE

Federal regulations (668.34 and 668.35) require institutions to establish a reasonable Satisfactory Academic Progress policy for determining a student's progression toward earning a certification. This policy is consistent with the School's graduation requirements. All Financial Aid recipients must maintain Satisfactory Academic Progress in order to receive federal, state and institutional aid.

### POLICY

Students must maintain Satisfactory Academic Progress throughout the duration of their program to be eligible for federal, state, and institutional aid. Satisfactory Academic Progress is assessed by qualitative and quantitative measures and is evaluated at the end of each payment period in the student's program.

All Financial Aid recipients must maintain Satisfactory Academic Progress (SAP) in order to receive assistance. To be in good academic standing, every student (full-time or part-time) must meet the following minimum requirements:

### GRADING SYSTEM

A student must maintain a minimum a C grade in the program and attend at least eighty-five (85%) percent of the class hours offered and satisfy all financial obligations before he or she is eligible to graduate. The school then awards a certificate of completion for the program. The student is awarded the following grades based on a cumulative average of their class quizzes, midterm and final exam.

Score	Grade	Description
90-100	A	Excellent
85-89	B+	Very Good
80-84	B	Good
70-79	C	Fair
69 or Below	F	Fail
0	I	Incomplete
0	W	Withdrawn

The Financial Aid Office performs reviews of Satisfactory Academic Progress at the end of each payment period, at which time students who fail to meet the minimum Satisfactory Academic Progress requirements outlined above will have their financial aid terminated. Students who fail to meet Satisfactory Academic Progress will receive written notification from the Financial Aid Office.



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### **MAXIMUM PROGRAM LENGTH**

The maximum program length is the maximum time period a student is permitted to complete a program. A student must complete the entire training program in no more than 1.5 times or 150% of its standard program length. Failure to complete the program during the allotted time period will result in the student's termination.

#### **Medical Assistant or Dental Assistant program maximum program length:**

900 hours @150% max time frame equals to 1350 hours

### **MINIMUM STANDARDS OF ACADEMIC PROGRESS**

A student must meet the following minimum standards of academic achievement to successfully complete the program while enrolled at Royal Learning Institute.

- Passed all required courses at the end of the first 25% of the program
- Passed all required courses by the midpoint of the program and Completed all course requirements by the maximum program length

### **PROBATION**

Any student, who is absent more than 20% of the total number of instructional hours offered during the first half of the program, excluding approved leaves of absences, may be given a second chance by being placed on probation for one grading period. Students who fail to pass the program as stated above may also receive probation for one grading period. Those placed on probation will be notified in writing. A student on probation is considered a regular student making satisfactory progress. A student is removed from probation when he or she has met all requirements of satisfactory progress. If satisfactory progress is not achieved at the designated time, the student will be dismissed.

### **ACADEMIC APPEAL**

A student who believes his/her failure to meet the Satisfactory Academic Progress standards was due to extenuating circumstances beyond his/her control may appeal in writing to the Financial Aid Office. Students are encouraged to submit appeals as soon as possible after being notified of unsatisfactory academic progress.



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Appeals should thoroughly describe the student's extenuating circumstances that contributed to his/her lack of Satisfactory Academic Progress; if appropriate, documentation to substantiate the circumstances should be attached. In addition, the appeal must include the measures the student plans to take to ensure that he/she will demonstrate Satisfactory Academic Progress at the next evaluation.

Once an appeal decision has been made, subsequent appeals will not be accepted for that program year. Students who have submitted appeals will receive written notice of the appeal decision. Approved appeals will result in the awarding of financial aid for the program approved. Denied appeals will result in the termination of federal, state and institutional financial aid, until the student demonstrates good academic standing.

Please note, students who exceed the maximum timeframe of 1.5 times or 150% of the length of the educational program become ineligible for financial aid. This determination cannot be appealed.