

## Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at IWC. The policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. The SAP policy complies with guidelines established by the Accrediting Council for Continuing Education and Training (ACCET) and the federal regulations established by the United States Department of Education. SAP will be evaluated at the end of the evaluation periods based on a student attending the minimum percentage of hours possible for the attendance schedule. Students must complete the program within the maximum time frame and will also be evaluated for academic success. Students failing to meet attendance and academic requirements will be placed on Financial Aid Warning until the next evaluation period. Students failing to meet SAP during the Financial Aid Warning period will be placed on Financial Aid Suspension. Students may appeal the Financial Aid Suspension and be put on an academic plan upon a successful appeal. Students who receive an approved Leave of Absence will return into the same status from which they left upon their return from LOA. Students may be dismissed due to failing to meet SAP if they will be unable to complete the program within the maximum time frame. Specific detailed information is listed below for the following:

1. Evaluation Periods
2. Attendance Progress Evaluations
3. Maximum Time Frame in Weeks and Hours
  - a. Impact of TIV on maximum time frame calculation
  - b. Repeated Course Work
4. Academic Progress Evaluations
5. Determination of Financial Aid Progress Status
  - a. Warning
  - b. Suspension
6. Re-establishment of Satisfactory Academic Progress of Financial Aid
7. Interruptions, Course Incompletes or Withdrawals
8. Appeal
9. Dismissal due to Unsatisfactory Progress

### 1. EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures students have at least one evaluation by midpoint in the course.

<b>Course</b>	<b>Clocked (actual) Hours</b>
Massage	450 and 900
Esthetics	350 and 700

## 2. ATTENDANCE PROGRESS EVALUATIONS

Massage Students are required to attend a minimum of 100% of the hours possible based on the applicable attendance schedule, in order to be considered as maintaining satisfactory attendance progress. Esthetics students are required to complete 100% of the 700 clock hours. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. At the end of each evaluation period, IWC will determine if the student has maintained at least 100% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## 3. MAXIMUM TIME FRAME AND REPEATED COURSEWORK

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

### Maximum Time Frame in Weeks and Hours

<b>Course</b>	<b>FT/PT</b>	<b>Hrs./Wk.</b>	<b>Hours Required to Graduate</b>	<b>Normal weeks to complete</b>	<b>Max hours to complete</b>	<b>Max weeks to complete</b>
Massage	MT	19.5	900	50	1350	75
Esthetics	PT	19.0	700	37	1050	55

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 100% of the scheduled contracted hours.

- a) **Financial Aid Status Impact on Maximum Time Frame:** Weeks and hours attempted count towards the maximum time frame for completion regardless of Financial aid status. All students who are receiving financial aid, are not receiving financial aid, or are not eligible to receive financial aid will still continue to accumulate hours and weeks attempted that count towards the maximum time frame for completion.
- b) **Repeated Coursework:** Students will be permitted to repeat failed courses one

time. Repeated courses will count towards the maximum time frame for completion. Repeated courses will not increase TIV eligibility.

#### 4. ACADEMIC PROGRESSEVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by IWC. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	90 – 100%	Excellent
B	80 – 89%	Very Good
C	75 – 79%	Satisfactory
F	75% OR BELOW FAIL	Unsatisfactory

#### 5. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of the evaluation. Students deemed not maintaining SAP may have their Title IV Funding interrupted unless the student is on warning or has prevailed upon appeal.

##### 5a. WARNING

Students who fail to meet minimum requirements for attendance or academic progress at the end of the payment period are placed on warning. The student will be advised in writing of the actions required to attain SAP by the next evaluation. Students on Warning are eligible to continue receiving Title IV funds.

##### 5b. SUSPENSION

Students who fail to attain SAP by the end of the warning payment period will have their financial aid suspended. Students may appeal this decision. While in

suspension, students may remain enrolled in the program without receiving financial aid as long as they are still able to complete the program within the maximum time frame for completion.

6. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or suspension period, at the next scheduled evaluation.

7. INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, CHANGE OF MAJOR, SECOND DEGREE

Change of majors, the pursuit of a second degree, and summer terms do not apply to Indiana College of Sports and Medical Massage. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to IWC in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

8. APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the IWC on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will resume satisfactory academic status, will be provided an academic plan, and federal financial aid will be reinstated, if applicable. If the appeal is not approved, the student may stay in classes on a cash pay basis assuming the student can complete the program within the maximum timeframe for completion.

9. DISMISSAL DUE TO UNSATISFACTORY PROGRESS

A student who was dismissed from IWC due to unsatisfactory progress may appeal the dismissal to the Director of Education (DOE) in writing within 5 business days of

the dismissal date. The owner will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted to IWC; however, the student will follow the same Financial Aid Warning policies, if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint in order to be eligible for Title IV aid in the next payment period and to remain enrolled at IWC.

#### NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the IWC's satisfactory academic progress standards.

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted

#### LEAVE OF ABSENCE (LOA) POLICY.

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during an LOA. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at the time of taking the LOA.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA as well as provide supporting documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to IWC.

A student may be granted an LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control
- IWC Faculty Recommendation
- Financial Hardship