

Satisfactory Academic Policy (SAP)

Satisfactory Academic Policy is defined as:

- Maintaining the required minimum grade for each course
- Students must pass all courses in each semester/term in order to continue in a program
Students who do not pass all courses will be withdrawn from the program
- Students must maintain 95% attendance as defined by the attendance policy
- Students are evaluated at the mid-point and conclusion of each semester/term
- All program requirements must be completed within a maximum time frame of 2 times program length

| Program | Total Clock Hours | Minimum grade for each course |
|-------------------|-------------------|-------------------------------|
| Cosmetology* | 1000 | 70% |
| Culinary Arts* | 800 | 70% |
| Dental Assisting | 1062 | 70% |
| Electricity* | 750 | 70% |
| HVAC | 660 | 70% |
| Medical Assisting | 999 | 70% |
| Plumbing* | 750 | 70% |
| Practical Nurse | 1080 | 75% |

Attendance Warning

If a student fails to meet the cumulative 95% attendance criteria at any point during the program, he or she will receive a written warning as specified in the Attendance Policy. During the warning period students remain eligible for Financial Aid. Failure to correct the problem beyond the second warning period will result in the loss of eligibility for any additional financial aid and termination from the program.

Academic Warning

At the midpoint of each course, a student who fails to meet the minimum standard will receive formal notification. During the warning period, students remain eligible for Financial Aid. Students who do not meet specific program academic requirements by the end of a semester/term will be terminated from the program.

Appeal Process

Informal Appeal Process

Resolution of student’s concerns should be attempted between the student, instructor, staff member, or administration. If this cannot be resolved to a mutual satisfaction, or if the concerns are of a more serious nature, then the Formal Appeal process may be initiated.

Formal Appeal Process

The STI Director will deal with all issues. The student will meet with the Director to present her/his information on the issue. The Director will conduct an investigation and will issue a decision. The student

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has the right to request a meeting with the Superintendent to further discuss the issue if the situation has not been resolved. The decision of the Superintendent will be final.

Reinstatement of Financial Aid

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal, or regains satisfactory academic progress status by meeting the qualitative and quantitative requirements.

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