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Satisfactory Academic Progress Policy

For determining satisfactory progress, the school defines a progress evaluation period as a single subject within in the program.

- a. In order to maintain satisfactory progress students must maintain at least a 70% overall grade average.
- b. For programs with course time of 41 to 200 hours, the school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated.
- c. For programs with course time over 200 hours the school shall record a student's grades at the midpoint and end of each progress evaluation period or at least every eight weeks.
 - 1) The school shall place a student making unsatisfactory progress for the program at the end of a progress evaluation period on academic probation for the next progress evaluation period. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student may be continued on academic probation for one more progress evaluation period.
 - 2) If a student on academic probation fails to achieve satisfactory progress or the first probationary progress evaluation period, the student's enrollment shall be terminated.
 - 3) The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods shall be terminated.
 - 4) When a student is placed on academic probation, the school shall advise the student prior to the student returning to class. The date action taken, and terms of probation shall be clearly indicated in the student's permanent file.
 - 5) The school may allow a student whose enrollment was terminated for unsatisfactory progress to re-enroll after a minimum of one progress evaluation period. Such re enrollment does not circumvent the approved refund policy.
 - 6) The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.
- d. If a student has reached the point where they are fully obligated for the full tuition the student may request a Grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status.
 - 1) Therefore, if student withdraws from the program for satisfactory reasons (i.e., illness, death in the family, military service etc.) the student is allowed to file for an incomplete. This will allow the student to return to finish the program within 12 months from the withdrawal date. Classes withdrawn from will be graded as incomplete and upon return the student may re enroll in these classes at no additional cost of tuition. However, if the student's reason was for unsatisfactory grades and does not complete the course within 12 months he/she will be terminated from the program.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits (VA students) must meet the Satisfactory Academic Progress Policy standards. If a VA student does not meet the SAP standards within the timeframes noted in the Satisfactory Academic Progress Policy, the student's VA educational benefits will be terminated. A VA student may petition the school to be recertified for VA educational benefits after one term has elapsed. The school may recertify the VA student only if there is reasonable likelihood that the student will be able to maintain satisfactory academic progress for the remainder of the training program.

Maximum Time Frame for Training

To maintain satisfactory academic progress, the clock hours attempted in a program cannot exceed 1.5 times the clock hours the program requires for graduation. At the end of a grading period, the maximum time frame will be evaluated for students receiving a failing grade. The evaluation will ensure that the total program clock hours plus any clock hours to be repeated due to failing a class do not exceed the maximum time frame.

EXAMPLE

Clock Hours Required for Graduation	Maximum Clock Hours Attempted
200	300
300	450
900	1350