

MEDICAL CAREER COLLEGE OF NORTHERN CALIFORNIA

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, student must make adequate academic progress toward completion of his/her program.

Same As, Or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Chief Academic Officer notifies the Office if the school changes academic policies.

Evaluation Periods

Student's SAP evaluations occur at the end of a payment period.

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)- Remedial course work may be part of or separate from regular qualitative measure)
- Quantitative Measure (Pace)
- Maximum time frame.

Medical Assisting with Limited Permit X-ray Technician

(35 semester credits)

1 st evaluation	12 semester credits	26 weeks
2 nd evaluation	24 semester credits	26 weeks

Academic Year Definition

MA/LPXT: 24 semester credits and 30 weeks.

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 90% of his /her educational program in no longer than 150% of the published length of the program as measured in clock hours and determined by the program.

Evaluations are conducted at the end of each payment period to determine if the students have met the minimum requirements and are based on the cumulative attendance percentages as of the last day of the evaluation period.

Pace is calculated by dividing the total credits accrued (successfully completed) by the total number of credits attempted.

At the end of each evaluation period, the school determines if the students have maintained 90% cumulative attendance since the beginning of the course.

This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (24) clock hours weekly.

Qualitative Measure

The qualitative measure, used to determine SAP, is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive an "F" course grade will be required to repeat that course.

Maximum Time Frame

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for student to complete the Program is as follows:

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

Normal Semester credits	Normal Timeframe	Maximum Semester credits	Maximum Timeframe
MA/LPXT 35	78 weeks	52.5	117 weeks

**Example: If an undergraduate academic program is 100 weeks and $1.5 \times 100 = 150$ the time cannot be rounded. If, at any time the student cannot complete the program within the normal time

frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving Title IV aid.

To calculate the pace at which the student is progressing the school would:

Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

Cumulative credits completed / Cumulative credits attempted

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

Financial Aid Probation

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the students' progress and determines that the student should be able to meet the SAP standards by the end of the subsequent payment period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan when he/she will require more than one payment period to satisfactory academic progress standards; the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by-course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan, the student with either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for Title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed if the student files another appeal. The reason for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- A personal situation or emergency.

All documents concerning a written appeal of an SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of all academic plan that may be developed.

Appeal Process

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute and appeal. The appeal must be in writing and given to the Chief Operating Officer, who will meet with the Financial Aid Committee to make a decision on the appeal.

The basis on which a student may file an appeal are injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.

Reinstatement of Title IV, HEA Aid

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Probation period will be removed from probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee. Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

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