

Effective July 1, 2011

STANDARDS OF SATISFACTORY PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic programs who are not receiving federal financial assistance. However, a student must be making satisfactory academic progress at certain key evaluation points to maintain eligibility for federal financial aid.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete the program is 150% of the published length of the program measured in credit hours attempted.

Satisfactory Progress Reviews

In order to be considered making satisfactory academic progress, a student must maintain a specified grade point average and also proceed through the program at a completion rate that leads to graduation within the maximum time frame (as described above).

Definition and Standards

A student is considered to be making satisfactory academic progress when he/she meets the following requirement or is on financial aid warning or financial aid probation:

[----- **Minimum Requirement Standards** -----]

Program	1st Checkpoint *	2nd Checkpoint *	Max. Time Frame **
MA and DA - (Quantitative criteria)	After 36 credits attempted, a student must earn 24 credits	After 59 credits attempted, A student must earn 41 credits	After 88 credits attempted, a student must earn 59 credits
MA and DA – (Qualitative criteria)	Minimum CGPA = 2.0	Minimum CGPA = 2.0	Minimum CGPA = 2.0
PCT (Quantitative criteria)	After 28 credits attempted, a student must earn 19 credits	After 51 credits attempted, a student must earn 36 credits	After 76 credits attempted, a student must earn 51 credits
PCT (Qualitative criteria)	Minimum CGPA = 2.0	Minimum CGPA = 2.0	Minimum CGPA = 2.0

Transfer credits from other institutions that are accepted count as both attempted and completed hours.

Grades of W, T and I are not used in computing the CGPA (qualitative measure) or successful course completion percentage (quantitative measure).

Grade of F is included in the number of credits attempted and calculation of CGPA.

The school does not offer non-credit courses or non-punitive (pass/fail) grades.

For repeated courses, the original and repeated courses are included in the total number of credits attempted. For the calculation of CGPA, the original course grade is replaced by the repeated course grade.

* The failure to meet one or both of the measurement criteria at the 1st and/or 2nd checkpoints will result in the student being placed on financial aid warning.

** The failure of the student to meet either measurement criteria at the Maximum Time Frame checkpoint will result in the student being dismissed from the school.

Financial Aid Warning

Financial aid warning allows a student to be eligible for financial aid for a payment period and may be assigned without an appeal.

Financial Aid Probation

Financial aid probation allows a student to be eligible for financial aid for a payment period. Financial aid probation may only be assigned to a student who fails to make satisfactory academic progress and has appealed and has had eligibility for financial aid reinstated. At the end of the payment period, the student must meet the standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV.

If a student's GPA falls below the required standards of progress at either the first or second checkpoints, the student will be placed on financial aid warning until the next evaluation period and will be considered eligible for federal financial aid during the period. At the end of the financial aid warning period, the student will be removed from financial aid warning if the student's cumulative GPA once again meets the Satisfactory Academic Progress requirements. If at the end of the financial aid warning period the student's cumulative GPA is not up to the standards of progress specified, federal financial aid will be suspended and he/she will be dismissed from the school.

The Director of Education will notify the student in writing of his/her termination within 48 hours of the time the student's status is determined. The Financial Aid Office will also notify the student in writing of his/her financial aid eligibility status within 48 hours of the determination.

Appeals

Students have the right to appeal decisions and/or policies that may affect their progress. A student who feels there are extenuating reasons for his or her failure to adhere to specific decisions or policies, may file a written appeal with the Director of Education. The Director of Education, in conjunction with the School Director, will evaluate the extenuating circumstances presented by the student. Extenuating circumstances are defined as unavoidable and unexpected (e.g. illness, death in the immediate family or state of emergency caused by a disaster). A student petitioning the Director of Education with an appeal should describe the situation completely, provide outside documentation for verification purposes and explain why he/she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. The Director of Education and the School Director will base their decision on these supporting materials. If it is determined that the student's circumstances were extenuating, the appeal may be approved.

Reinstatement

If a termination is successfully appealed, the student will be reinstated. Financial Aid eligibility will be reinstated at the end of the first grading period following the termination, providing the circumstances that caused the termination are corrected.

WITHDRAWAL

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Director of Financial Aid.

If a student provides notice of withdrawal either verbally or in writing, the date on which the notice is given is the date of withdrawal.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. **Academic:** Failure of course work that would preclude graduation.
2. **Attendance:** Excessive absences as stated in the Attendance Policy.
3. **Misconduct:** Behavior unbecoming of a medical professional, or for offenses as listed in the STUDENT CONDUCT section.
4. **Financial:** Failure to meet obligations outlined in the student's financial plan.

Students dismissed for attendance reasons are ineligible for appeal except as noted under the Attendance Policy. A student who is dismissed for academic, misconduct or financial reasons may appeal to the School Director, who will make the final determination.

READMISSION

Readmission to the Illinois School of Health Careers following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education. Students may not reenter before the start of the next grading period.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll.

Following dismissal or withdrawal, a student may seek readmission into the same or a different program only one time.

Credit Transfer from Another School

Because programs at Illinois School of Health Careers are specially tailored to career preparation, course credits from other postsecondary schools, particularly those that emphasize general or liberal arts education, are generally not transferable. However, college graduates and transfer students may be given credit for courses completed at other approved colleges provided the courses are comparable to those required at Illinois School of Health Careers and provided the grades received for the courses were "C" or better. Transcripts of work completed should be submitted for review. Knowledge gained through previous training may be evaluated through student completion of an advanced placement examination. The school does not grant credit based on experiential learning.

The institution considers credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

NOTE:

For the purpose of new policy change pertaining to Satisfactory Academic Progress, the 2011 Summer Crossover Period will be subject to the SAP policy used for 2010-2011 Award Year.