

**SATISFACTORY PROGRESS POLICY AND CHECKLIST
FOR CREDIT HOUR PROGRAMS**

A copy of this checklist is to accompany each Satisfactory Academic Progress Policy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study for Standard IX, Criterion 5. For each of the items below, review the relevant section of your policy to determine if it contains all of the information required by the item in the NACCAS Satisfactory Academic Progress Policy. Then list the item number on your policy where the information can be found.

- _____ 1. Each school must apply, to any student eligible or actually receiving Title IV federal student financial aid, formal standards to measure that student's satisfactory progress through graduation. The progress standards must comply with applicable Title IV regulations.

- _____ 2. The satisfactory progress standards must be compiled in writing, and identified as a satisfactory progress policy. The policy must be provided to the public upon request, and given to each student by the first class session.

- _____ 3. The policy must be applied consistently to all Title IV students enrolled in a specific course and scheduled for a particular category of attendance (part-time/full-time).

The policy may, at the school's option, apply only to Title IV students, provided that the standards of the policy are the same as, or stricter than, those applied to students enrolled in the same course who are not receiving Title IV assistance.

- 4. The policy must include, at a minimum, the following elements:
 - _____ a. A quantitative component that consists of a maximum time frame in which a student must complete his or her educational program. The time frame must be no longer than 150 percent of the published length of the program, measured in academic terms (quarter, semester, or non-standard term), normally required to complete the educational program for students in the same enrollment status (e.g., full-time or part-time); or no longer than the period of time during which the institution offers 150 percent of the number of credit hours required to complete the program. An hour attempted is also defined as any credit hour for which a student has incurred a financial obligation.

Satisfactory Progress Policy – Credit

- _____ Any applicable leave of absence may extend the student’s contract period and maximum time frame by the same number of days as are in the leave of absence.

- _____ b. The school must specify which qualitative factors will be evaluated to determine academic progress, using a reasonable system of grades, work projects completed, and/or comparable factors measurable against a norm. The school must establish a grading scale which includes a minimum acceptable level of progress requiring at least the equivalent of a 70% grade average or project completion rate.

- _____ c. The school must monitor the academic progress of its students at the end of each term.

- _____ d. Determination of Status - The policy must specify that only students who maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for successful course completion and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

A student’s successful course completion percentage is based on the number of successfully completed credit hours (those with a grade of 70% or higher or as otherwise defined by the institution) divided by the cumulative number of credit hours attempted by the student at that time (those credits for which a student has incurred a financial obligation).

- _____ e*. Probation (Optional) - A school may provide that students not meeting the minimum requirements for successful course completion or academic progress are considered to be making satisfactory progress while on probation.

- _____ Schools that choose to use probation must publish in their policy the requirements students must meet to have the probationary status lifted, as well as the length and number of probationary periods allowed.

- _____ If during probation students will be deemed eligible to receive Title IV funds, the school’s policy must state that the students will be considered to be making satisfactory progress while on probation.

- _____ f. Reasonable provisions regarding temporary interruptions must be detailed in the school’s policy and must address the status of students re-entering school. For example, it would be unreasonable to place students not making satisfactory progress on a two-week leave of absence and

Satisfactory Progress Policy - Credit

subsequently, upon their return to school, consider them to be making satisfactory progress.

- _____ g. The school must publish its policies that define the effect of course incompletions (at which point an incomplete grade reverts to a failure), withdrawals, course repetitions (how repeating a course affects the student's previous grades), and noncredit remedial courses, if offered.
- _____ h. Appeal Procedure - A school must establish and publish procedures available to a student to appeal a negative progress determination. Cases of appeals must be documented.

* Mark N./A if your institution does not have this option.

- _____ i. Reinstatement of Aid - The policy must outline specific procedures whereby Title IV aid will be reinstated to students who have re-established satisfactory progress status.