

RALPH R. WILLIS CAREER AND TECHNICAL CENTER STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

In order to maintain Satisfactory Academic Progress a student must.

Maintain a "C" average: LPN's must see LPN Handbook

Complete at least 90% of their assignments (proportionate to attempted assignments to date):

Not be absent for more than 11 days during the course: LPN's must see LPN Handbook

Complete their course within 150% of the originally scheduled course length.

Each student's progress will be reviewed each semester. The Attendance Officer will review the sum total of attendance for each student and forward this review to the Financial Aid Office prior to Title IV Aid disbursement for the next semester. The exception to this review will be reviewed upon the student's completion of an academic (900 hours), or every six months whichever comes first.

If a student fails to maintain satisfactory academic progress, he/she will be placed on probation; the probationary period generally will not exceed one semester. A probation form will be completed, outlining the student's deficiencies and probation completion criteria. This form will be signed by the student and a school official.

Students on probation shall be deemed to be maintaining SAP, and shall be eligible for financial aid during the probationary period, but they shall not receive financial aid refunds until the terms of their probation has been met. Students who fail to meet the terms of their probation are not eligible for financial aid, and shall be terminated from their course of study.

Should a student required additional time to repeat any segment of their coursework, additional tuition shall be assessed. Any incomplete coursework must be completed within the next grading period and by the originally scheduled completion date: incomplete coursework beyond the allowable 10% will have a negative impact upon the student's average, and will also automatically cause the student to be placed on probation.

Some students are required, as a condition of enrollment to attend noncredit remedial courses. While the student's progress in such courses is monitored by the institution, students need to remember that the completion of these noncredit courses is essential to the success of the career and technical program they are enrolled in at Ralph R Willis Career and Technical Center, and thus taken serious and completed in a timely manner. Students not making successful progress can be dropped from their career technical program.

A student may withdraw from school either temporarily or permanently. Such periods of non-enrollment are counted toward the student's maximum time frame usage. A student may be readmitted so long as they were maintaining satisfactory academic progress at the time of their withdrawal. Upon completed coursework for which they had earned a "C" or better (LPN's see LPN Handbook). A student, who was dismissed because of their failure to maintain satisfactory academic progress, or for discipline reasons, may be readmitted to school at the discretion of the school administrator.