

**Name of Institution:** \_\_\_\_\_

**d/b/a (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Current Catalog Publication Date:** \_\_\_\_\_

**NOTE:** An institution's Satisfactory Academic Progress (SAP) policy must comply with ACCET Document 18 – Satisfactory Academic Progress Policy and include the elements identified below.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY CHECKLIST**

1. Does the institution participate in federal Title IV programs?  Yes  No
2. Does the SAP policy appear in the institution's catalog?  Yes  No
3. Is the assessment system clearly communicated to students at orientation and/or the beginning of each course?  Yes  No
4. Is the SAP policy cumulative, does it include all periods of attendance, and is it consistently applied to all students attending similar programs?  Yes  No
5. Does the policy clearly identify the consequences of failing to meet minimum standards?  Yes  No
6. Are students required to demonstrate that they meet the SAP standards established by the institution or be dismissed from training (following an appeal, if applicable) in accordance with the institution's policy, including when it is no longer feasible for students to meet the requirements to successfully complete their programs?  Yes  No
7. Does the institution establish regular and timely SAP evaluation periods, along with a system of early notifications (e.g. warnings) that increases the likelihood of students successfully completing their programs?  Yes  No
8. Are students informed of their progress on a regular and timely basis, including after each evaluation period or increment?  Yes  No

## 9. General Elements of SAP

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- \_\_\_\_\_ A. Qualitative Measure (A minimum grade point average of a C, 2.0 on a 4.0 scale, or 70% on a 100% scale by the end of the program)
- \_\_\_\_\_ B. Quantitative Measure (The minimum percentage or amount of work which allows the student to complete the program within the maximum time frame.)
- \_\_\_\_\_ C. Increments for Evaluation: Each program is divided into evaluation periods or increments, based upon the published program length, as follows:
- Financial Aid Purposes: For institutions participating in federal Title IV financial aid programs, evaluation periods or increments for determining student financial aid eligibility must align with payment periods. These evaluation periods or increments may not be longer than 50% of the program or 50% of an academic year, whichever is less.
  - Academic Purposes: To ensure that students are informed of their progress on a regular and timely basis, evaluation periods or increments for academic purposes may be no longer than 25% of the program or 25% of the academic year, whichever is less.
- \_\_\_\_\_ D. Maximum Timeframe (The maximum time frame is not to exceed 150% of the published length of the program measured in academic years, academic terms, credit hours attempted, clock hours completed, or elapsed calendar time)
- \_\_\_\_\_ E. Failure to meet SAP Standards
- \_\_\_\_\_ 1) Consequences for failure to meet SAP standards and how the student is notified;
- \_\_\_\_\_ 2) If applicable, warning policy for a warning period which may not exceed a single payment period (Optional);
- \_\_\_\_\_ 3) Appeals policy which must require a viable written academic plan for the student, before an appeal may be granted by the institution; and
- \_\_\_\_\_ 4) If applicable, probation policy (Optional)
- \_\_\_\_\_ 5) Reinstatement.

10. Additional Elements of Satisfactory Academic Progress (SAP)

\_\_\_\_\_ A. The effect of Incomplete Grades, Course Withdrawals, Course Repetitions, and non-credit remedial course work on SAP including qualitative/quantitative measures, when applicable.

\_\_\_\_\_ B. Transfer/Readmitted Students, including qualitative/quantitative measures.

\_\_\_\_\_ C. Does the policy include incremental measures?  Yes  No

If yes, has the institution demonstrated through analysis that students are able to meet the specified requirements by graduation?  Yes  No

Explanatory Narrative (as applicable)

Submitted By: \_\_\_\_\_  
Authorized School Representative/Title

Date:

\_\_\_\_\_  
Signature

Reviewed by: \_\_\_\_\_  
ACCET Staff

Date: