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

PAGE#

______ 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 timeframe.)

______ 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)