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SATISFACTORY ACADEMIC PROGRESS POLICY

All students are evaluated for satisfactory academic progress at the end of each payment period (academic term).

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To make satisfactory quantitative academic progress, a student must have successfully completed at least 75% of the credits attempted at each term.

Qualitative progress is determined by the student's cumulative grade point average (GPA). Grades for all classes attempted are part of the cumulative GPA. The minimum cumulative GPA required for satisfactory qualitative academic progress is 2.0 for the A.A. and B.A. programs and 3.0 for the M.I.A. program.

Grades of "F" and "I" are counted as credit hours attempted but not achieved and have a 0.00 value toward the GPA. A student receiving an incomplete ("I") grade in a class is given until the first Friday of the following quarter to complete the necessary course work, or the grade will revert to an "F". Repetitions of course work are counted as credit hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame, which is 1.5 times the credit hours required to complete the A.A., B.A. or M.I.A. program. A class cannot be attempted more than three (3) times.

Students who withdraw from a course of the program will receive a grade of "W", which has no impact on GPA. The credit hours for the course(s) are counted as attempted but not achieved.

Academic Warning

Any student not meeting the required academic progress at the evaluation period will be placed on academic warning for one payment period (academic term) beginning the next payment period (academic term). The student is eligible for financial aid during academic warning period. Any student failing to bring his/her cumulative GPA up to the minimum 2.0 for the A.A. and B.A. programs, and 3.0 for the M.I.A. program after the payment period (academic term) on academic warning will be terminated from the Institute.

Appeal Process

A student who has been terminated may apply for reinstatement after one quarter has elapsed. The appeal should be addressed to the Executive Director and must be accompanied by documentation of mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of academic progress. Reinstatement is at the discretion of the Executive Director.

Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours.

Program	Credit Hours Required	Maximum Credit Hours Attempted
A.A.	90	135
B.A.	135 (does not include transfer of 45 general education units as required)	202
M.I.A.	45	67

Students exceeding the maximum attempted credits are no longer eligible to receive financial aid.

Transfer Students

A student transferring credit into the Institute is required to complete the balance of the number of classes for graduation. The maximum time frame to complete remains 1.5 times the credit hours required.

The cumulative GPA of students transferring credit into the Institute will be calculated only on the work completed while at this school. The minimum cumulative GPA remains 2.0 for the A.A. and B.A. programs and 3.0 for the M.I.A. program.