

Satisfactory Academic Progress Policy

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are four financial aid payment periods; each quarter is considered to be a payment period, all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The LPN Program academic year consists of 48 weeks of instruction for students with 32 ½ clock hours per week. The Barber Program consists of program consists of 60 weeks of instruction for students with 37 ½ clock hours per week.

Definition of Satisfactory Academic Progress

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

Qualitative - A student must have a minimum grade average of 79 %

Quantitative - A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed each 12 weeks of instruction
- Students who have not met the Satisfactory academic progress requirements will be notified by mail within 5 business days of the end of the quarter. This includes notification that they are not eligible for Title IV financial aid disbursements until the clock hours for that portion of the payment period have been completed.

Quantitative measurement

The maximum time to complete of the certificate or degree must not exceed 150% of the published length of the program.

- LPN – 18 months (6 quarters)
- Barber – 21 months (7 quarters)

Eligibility Requirements Policy

Periods when a student does not receive Title IV funds must count toward maximum time frame. This means that when a student is paying cash, then uses Title IV funds, the time and classes

taken when paying cash are still used in determining SAP.

Incompletes

Incomplete grades must be made up within one week of the next rotation. Failure to do so will result in the grade being changed automatically to an “F”. The grade may not be appealed by the student. In determining satisfactory academic progress, it will not count until a passing grade is posted

Repeated Courses Policy

Repeated courses are counted in the “hours attempted” calculation for financial aid purposes and the repeat grade is treated in the cumulative GPA. All repeat courses are counted in the total hours attempted.

Withdrawal Policy

A student may withdraw from the program at any time by:

- Speaking with the program director: prior to withdrawal as well as providing the reason for withdrawing
- Complete the withdrawal form obtained from the secretary.

Courses being taken at the time of the withdrawal will be considered in “hours attempted” toward the maximum time frame. The time frame for the programs is 150% of the of the published length of the program

Non-credit remedial classes.

The Toledo Public Schools Adult and Continuing Education department does not offer non-credit courses

Financial Aid Warning

Any student failing to achieve SAP at the end of a payment period will be notified by mail or e-mail that they have been placed on Financial Aid Warning for the following payment period. A student who is placed on Financial Aid Warning may continue to receive financial aid, but will be expected to meet the minimum standards by the end of the warning quarter. Failure to meet the minimum standards after a warning term will result in financial aid suspension

Financial Aid Suspension

Financial aid is suspended when a student fails to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- A student has been assigned a warning status and fails to meet the requirements of the

warning status.

- A student is readmitted whose prior coursework is below the minimum Satisfactory Academic Progress threshold, and because of this the student is considered suspended and ineligible unless completing the appeals process.
- You have exceeded the maximum time frame limits for your program.

Student will be notified by mail or email if their financial aid has been suspended.

Appeal Process

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the dismissal notice. The appeal must be accompanied by documentation of the 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 satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Adult Education Director and Financial Aid Administrator will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Adult Education Director and Financial Aid Administrator is final.

You are still eligible to attend Toledo Public Schools, Adult and Continuing Education, without the assistance of federal or state financial aid. While attending at self-pay if classes are passed with a 79% and attendance is 80% you may reapply for financial aid. Program must be completed within 150% of scheduled completion

Financial Aid Probation

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

Reinstatement

In order for reinstatement to occur the student must follow the appeal process as previously stated with the Adult Education Director and Financial Aid Advisor making the final decision.