

SATISFACTORY ACADEMIC PROGRESS

Policy last updated: 11/11/11

All WTBC students are expected to satisfy academic progress requirements. Satisfactory academic progress is reviewed, evaluated, and measured on both a qualitative measure and a quantitative measure for each evaluation period

Satisfactory Academic Progress – Academic Policy and Actions

A student should have achieved a cumulative 80 grade point average at the end of each grading period. (Approximately every 5 weeks.) The Academic Dean reviews the Progress Report each month for Cosmetology and after each module for Business. Students who fall below an 80 cumulative grade point average (GPA) receive (1) an encouragement letter; (2) a warning letter; and (3) a probation letter. Those who do not bring the overall GPA to 80 or above during the probationary period are withdrawn from school.

Satisfactory Academic Progress – Financial Aid Policy and Actions

For Financial Aid purposes, compliance with standards for satisfactory academic progress will be assessed at the end of every payment period, which may vary according to the student's program. Payment periods end at the point when the student successfully completes the scheduled clock or credit hours for that payment period. Students who fail to meet either the qualitative or quantitative standards at the end of their payment period will no longer be eligible for financial aid. Students may, however, choose to submit a letter of appeal to the Financial Aid office. Any letter of appeal must at a minimum include why the student failed to make SAP and what has changed that will allow the student to make SAP before the end of their next payment period. The student's appeal will be considered and the appeals committee will inform the student in writing if their appeal is granted. If their appeal is granted, the student will be placed on Financial Aid Probation. They will be able to receive financial aid for one additional payment period during which they must correct any SAP deficiencies. If a student is able to correct their qualitative or quantitative deficiencies, they may become eligible again for Title IV financial aid.

West Tennessee Business College has established GPA and percentage of course completion rates which are reasonable and allow students to continue their normal progression towards required graduation rates. The maximum time for completion of a program is 1.5 times the normal program length. Because failure to meet these requirements could result in the loss of Financial Aid and ultimately affect the student's ability to successfully complete their academic program, students should make every effort to be proactive in ensuring that their Cumulative GPA and their progression toward degree completion is a priority.

Reestablishing Satisfactory Progress

A student may reestablish satisfactory progress after failing to maintain the minimum standards by doing the following:

- (1) The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements; or
- (2) The student must successfully complete a course/ courses acceptable for transfer to West Tennessee Business College from another post-secondary institution so that the recalculated GPA and successful completion percentage meet or exceed the minimum requirements; and
- (3) The student will be placed on academic probation for a period of one term after reestablishing satisfactory progress.

EXCEEDING THE MAXIMUM TIME FRAME

Students who exceed the maximum time frame will be allowed to remain in classes of study under the following arrangements:

1. Students may be assessed additional tuition for the time in which they remain in the extended enrollment period.
2. Students are not eligible for student aid and will be responsible for all financial arrangements at the institution.
NOTE: Students who fail to meet satisfactory progress are not enrolled in an eligible program for the purpose of student aid eligibility.
3. Students must seek to correct academic deficiencies by taking remedial courses, retaking courses they have failed, or practicing previously learned skills. However, in no case can a student exceed one and one-half times the standard program length as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled. The student may receive a certificate of completion but not an official diploma as credential.
4. Students will not re-establish satisfactory progress as a result of the extended enrollment status but will be seeking to complete the program only.

COMPLETION RATES

If p/Review of academic standing is conducted at the conclusion of each term. Students not meeting WTBC standards will receive an academic warning and counseling as to their options for continuing enrollment as a regular student. The warning period is established for students who seek to correct academic deficiencies. Students are evaluated for satisfactory progress at the conclusion of each evaluation period of the maximum time frame of the program.

INCOMPLETES, WITHDRAWALS, REPETITIONS, PASSIFAIL, TRANSFERS

Incomplete Classes

All class work must be completed at the end of each term. Any class work not completed at the end of the term will result in a failing grade and loss of credit for the hours attended. The hours will be calculated in the attempted hours for the evaluation period.

Withdrawals

Students who officially withdraw from class will be allowed to repeat the class, and the hours will not be calculated as attempted in an evaluation period when assessing satisfactory academic progress.

Repetitions

Students are not allowed to repeat a class in which a passing grade was achieved. A student may repeat one failed class at no charge. Students will be charged additional tuition to repeat more than one class. The achieved grade on a repeated class will not replace the previous grade for that class. Any class repeated due to a failing grade will be a permanent part of the student's official record and the hours calculated as attempted during the evaluation period. A student may not repeat the same class more than one time.

Pass/Fail

All grades will stand as a permanent record of the student's performance during the time he/she is a student at WTBC. All grades will be considered in calculating the GPA, and all hours will be calculated in the attempted hours.

Transfers

All transfer hours accepted by West Tennessee Business College are counted as both attempted and completed hours in Satisfactory Academic Progress calculations.

LEAVE OF ABSENCE

Leaves of absence are considered as official time-outs and are not calculated in the evaluation periods as attempted. Since no classes are attempted, no GPA is calculated for the time the student is officially out.

A leave of absence may prolong the program length due to course availability and/or scheduling conflicts.

CHANGE OF PROGRAM

If a student decides to change programs, he or she must see the Academic Dean or Night School Coordinator for approval. If the change occurs after a student starts classes, a change of program fee may be assessed.

Students will be evaluated for satisfactory academic progress each time a change of program is requested. Satisfactory academic progress is then calculated according to the requirements of the new program.

A change of program must be made before the midpoint of the first academic year in order for a student to receive a tuition credit. A student may, however, incur additional tuition costs by changing to a higher cost program.

NON-REGULAR STUDENT STATUS

Students who have been academically dismissed may request to continue in a non-regular student status. Non-regular students will be given the opportunity to correct academic deficiencies by retaking courses they have failed or withdrawn from in order to be eventually reinstated as a regular student.

Students may remain in non-regular status for one term. Students are not eligible for financial aid during this term.

Grades for courses taken during non-regular status will be included in the cumulative GPA average, and the quality point average will be recalculated. If the qualitative and quantitative progress requirements have been met, the non-regular student will be reinstated as a regular student.

In no case may a student exceed one and one-half times the normal program length as a regular student and receive the original academic credential for which he or she is enrolled.

APPEAL OF SATISFACTORY PROGRESS - ACADEMIC

A student may appeal any satisfactory progress determination. The appeal must be in writing and presented to the Academic Dean within three days of the student's receipt of notification of unsatisfactory progress. The request should include a detailed explanation as to why the student believes the satisfactory progress determination should be reviewed and any circumstances which should be taken into consideration. The basis of this request may include mitigating circumstances during the previous term. Examples of mitigating circumstances are severe illness, pregnancy, and family emergencies. The Appeals Committee will review all relevant information and render a decision. The student will be notified in writing within one week of receipt of the appeal request.

APPEAL OF SATISFACTORY PROGRESS – FINANCIAL AID

If a student is denied Title IV Financial Aid due to SAP deficiencies and is appealing that determination, the appeal must be in writing and presented to the Financial Aid Office within three days of the student's receipt of notification of unsatisfactory progress. The request should include a detailed explanation as to why the student believes the satisfactory progress determination should be reviewed and any circumstances which should be taken into consideration. The basis of this request must at a minimum include a detailed explanation as to why the student failed to make satisfactory academic progress as well as what has changed that will allow the student to make satisfactory academic progress by the end of the next payment period. The Appeals Committee will review all relevant information and render a decision. The student will be notified in writing within one week of receipt of the appeal request.