

East-West Healing Arts Institute
Policies & Procedures

Satisfactory Academic Progress for Federal Student Aid

Rights and Responsibilities of Students receiving Financial Assistance

Students have certain rights and responsibilities regarding maintaining eligibility for their Federal Student Aid as described below:

Satisfactory Academic progress

Federal regulations and accreditation standards require East-West Healing Arts Institute to monitor academic progress of all matriculated students toward completion of their program (graduation) unless enrolled in personal enrichment courses. This process is called Satisfactory Academic Progress (SAP). This policy is enforced in conjunction with all other school policies and procedures. SAP is monitored weekly using two factors; grades earned for each completed class and cumulative attendance rate (percent of scheduled hours attended).

Grading Policy Defined

Grades provide clear feedback on progress toward graduation. Successful completion of a course requires a grade of A, B, or C. Grades of D and F do not constitute successful completion of a course. Satisfactory Academic Progress is defined as a passing grade of 70% or more per course (C) and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Students with unsatisfactory academic progress have the opportunity to work with the School Administrator to develop a plan utilizing one of the following options at the School Administrator's approval to improve their academic progress: taking an alternative quiz, exam, make-up time for hands-on homework, written assignments, case study, or clinic internship.

Students participating in the Title IV Federal Financial Aid Programs are required by Federal Law to maintain Satisfactory Academic Progress in order to remain eligible for Federal funding.

Monitoring Grades and SAP

SAP is monitored weekly. Minimum SAP requirements to maintain Financial Aid Eligibility include maintaining a 70% (C) or more per course and an appropriate rate of progress toward completion of the program (67% of scheduled hours completed). Federal regulations require the SAP be evaluated minimally at the end of a Title IV payment period (halfway through the program).

Attendance, Tardiness, Makeup and Tests

Students are required to sign an attendance sheet for every class they attend. No student is allowed to sign in for another student. Student attendance records are also maintained electronically. Students are required to attend 100% of their classes to successfully complete the full program. Students who are 10 or more minutes late for class or who return late from a scheduled break, including lunch will be considered tardy. For each term, two incidents of being tardy or leaving early in one class will count as one unexcused absence. Regular absence can lead to a variety of negative consequences up to and including dismissal from the program. The School Administrator will meet with the student regarding tardiness and

this may result in a written warning or lead to probation. Students are required to make up all missed class hours, class work, and exams within three weeks of the missed class. If a student has extenuating circumstances, the student should meet with the School Administrator. As a requirement of graduation, all missed work must be made up prior to the end of the fourth week of Term V.

If a student misses a class, the student is responsible for making up the course work and paying the making up charges. It is the student's responsibility to make arrangements with the instructor to make up all hours missed. Make-up requirements are determined by the instructor and may include making up the class the next time it is offered, tutoring (\$35 per hour tutoring fee will be charged by the instructor), and/or doing an assignment on campus (at no charge). The student will complete the assigned make-up work, verify a Make-up Sheet is filled out and signed by the instructor, and turn it in to the School Administrator. Classes must be made up prior to graduation and within the allotted 150% time frame for the program. Missing classes may postpone graduation due to enrollment and scheduling of classes. Students are strongly encouraged to meet with the School Administrator regarding any absences and their effect on progress through the program.

Financial Aid Probation

Students failing to meet the academic requirements will be placed on probation for one month. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the end of the month.

Students will be able to receive aid for the probation month. However, for financial aid eligibility to continue, students must meet both the minimum academic requirements by the end of the probation month. The probation notice will inform the student what class(es) must be brought to a passing grade and/or the attendance that must be successfully achieved in order to meet the minimum academic requirements.

Financial Aid Suspension

If a student fails to meet minimum academic requirements for two consecutive months, the student will be notified in writing they have been placed on Financial Aid Suspension. The suspension notice will detail what class must be brought to a passing grade and attendance must be successfully achieved to meet the minimum academic requirements. Suspension notices are distributed within 10 days of the end of the month. Students remain suspended from financial aid, and are responsible for required tuition payments until they meet the minimum academic requirements or are dismissed.

Financial Aid Appeals Process

Students who have been placed on financial aid probation, or suspension, or who have exceeded the 150% maximum timeframe limit may file an appeal if they have extenuating circumstances. Students must submit the following documentation within 15 days of notification:

- A letter explaining the extenuating circumstances, and
- Third-party documentation supporting the reason for the appeal

The documentation will be reviewed and students will receive written notification of the result of their appeal within 15 business days from submission of their documentation. If the appeal is granted, the student will be able to receive aid for the month listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements by the month specified in the notification. All results are final.