

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

Academic Policies

Grade Policy	Letter Grade	Numerical Grade
Grades are based on the following numerical system:	A	90 -100%
	B	80 - 89%
	C	70 - 79%
	D	60 - 69%
	F	59% or less

Grades are issued to students in writing at the completion of each course and are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Grades provide feedback on progress toward graduation. Grade of A, B, or C are acceptable. Grades of D and F do not constitute successful completion of a course. These grades affect GPA (grade point average). Grades that do not affect GPA are I/incomplete and W/withdraw. Because we do not offer remedial, non-credit and P/F courses, they do not affect GPA. Progress reports are provided at the end of each term. All students must complete required coursework in 150% of allotted time for program and maintain grades at or above 70% (C) in all classes to graduate.

Satisfactory Academic Progress Policy

Students must maintain satisfactory academic progress to remain enrolled in the program. Satisfactory Academic Progress (SAP) is defined as a passing grade of 70% or in every course and an appropriate rate of progress towards completion of the program (67% of scheduled hours completed). The School Administrator monitors grades and attendance every week, conducts an SAP check at the end of each month, and notifies students in writing about unsatisfactory academic progress.

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 coursework, written assignments, case study, or clinic internship. Students may also choose, with administrator approval, to tutor with the instructor or take the same course with the next group at his/her own cost within the allowing 150% of program time frame. This policy promotes East-West Healing Arts Institute's commitment to honor individuals who face learning difficulties.

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 (see Satisfactory Academic Progress for Federal Student Aid)

Incomplete Grades

Incomplete grades ('I') do not affect GPA. Completed grades earned and course hours attended will be used to calculate SAP & GPA at the end of that term. Incomplete grades must be completed by the end of the next term. Incomplete grades that are not completed by the end of the next term will be assigned an 'F'. Both the 'F' earned and the attended course hours will be used to calculate SAP & GPA at the end of the term.

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

Repeated Courses

Students who do not pass a course by 70% are assigned an 'F' may, with approval of the School Administrator, repeat a course with the next group at their own cost. The new grade earned will replace the previous grade and be used to calculate SAP & GPA. If a student repeats a class that they failed or withdrew from, only the hours that make up for absences in the previous class will be used for calculation of SAP and progress towards program completion. Students are not allowed to repeat a course that they have successfully completed.

Withdrawal from a Class

Students who withdraw from a class due to modification of their Enrollment Agreement from full-time to part-time status, or by going on approved leave of absence, may be required to repeat the class in its entirety. The class hours completed before a student withdraws will be used in the calculation of Satisfactory Academic Progress for Federal Student Aid Satisfactory Academic Progress for Federal Student Aid, and maximum time frame for Federal Student Aid. Students who withdraw from a class with a passing grade may have the option to continue the class where they left off. Students who withdraw from a class with a failing grade will be given a warning and required to repeat the class in its entirety.

Academic Warning, Probation, and Dismissal

Students on academic warning and/or probation must participate in academic advising as deemed necessary by the school as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal, even though their minimum academic performance or rate of progress may be above the dismissal levels.

Academic Warning

Students will be given an academic warning when their grade falls below the passing grade for a course, or if they fail to make satisfactory progress towards completion. Grades will be checked at the end of each month and warnings will be issued by the 10th of the following month. A student will be removed from warning and returned to regular status if the student meets or exceeds the academic standards by the end of that month. Students who do not meet academic standards by the end of the warning month will be placed on academic probation. Federal Student Aid recipients with an academic warning are notified that they could be in danger of losing their financial aid eligibility and what they must do to maintain eligibility (see Satisfactory Academic Progress for Federal Student Aid).

Academic Probation

Students on academic warning who do not raise their grade and rate of progress at or above academic standards by the end of the warning month will be placed on academic probation for one month. A student that meets or exceeds academic standards by the end of the probation month will be removed from probation and returned to regular status. Federal Student Aid recipients that have been placed on academic probation are notified that they may lose their financial aid eligibility and what they must do to maintain eligibility (see Satisfactory Academic Progress for Federal Student Aid). A student on probation that does not bring up their grades or attendance to academic standards by the end of the probation month faces dismissal.

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

Dismissal

If a student still has not brought grades to or rate of progress to academic requirements by the end of the following month after probation status, the individual may be dismissed from East-West Healing Arts Institute.

The School Administrator will notify the student of academic dismissal in writing. East-West Healing Arts Institute reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students, clients, faculty, or other members of the East-West Healing Arts Institute community, or failure to comply with the policies and procedures of the East-West Healing Arts Institute. A tuition refund, including Return to Title IV calculation may be due in accordance with East-West Healing Arts Institute policy.

Appeals

A student who has been put on probation or academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the School Administrator and the Review Committee within 15 calendar days of receiving notification of probation or dismissal. The student must explain the circumstances that contributed to unsatisfactory academic performance and how he or she will improve future performance. The Review Committee will consist of three members that including program supervisor, a faculty and one advisory board member. The decision of the Review Committee is final and may not be further appealed.

Reinstatement

A student who did not complete the program and was academically dismissed may apply for reinstatement to the institution by submitting a written request to the School Administrator. The request should be in the form of a letter explaining the reasons he/ she feels they should be readmitted. The decision of the Review Committee regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to completing the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the current published rate at time of readmission.

Maximum Time Frame:

The maximum time-frame to complete the program is 150% of program length. For the 40 week Full-Time program, the maximum time-frame is 60 weeks. For the 60 week Part-Time program, the maximum time-frame is 90 weeks. Regardless of enrollment status or length of time to completion, Title IV Financial Aid recipients are awarded financial aid for the 800 clock hour program (8/9 of an academic year), and no additional financial aid will be allowed, or awarded after the maximum timeframe has been reached.

Attendance and Absence Policy

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

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

considered tardy. 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.

Excused Absences

East-West Healing Arts Institute discourages missing any class time. Absences must be made up in a timely manner. Any absence not reported to the school is considered an unexcused absence. When students are aware they will be missing class time, they must inform their instructors and the School Administrator in writing on the Absence Request Form at least seven days before the day(s) they will be absent. The student will then have an excused absence. The student is responsible for any missed work and class hours. All absences will be cumulative. Regardless of the circumstances surrounding an absence, students are allowed only two absences (two schedule program days) for weekday (Western Series) and two absences for weekend (Eastern Series) per term for full-time students. More than two absences in any course per term will result in a meeting with the School Administrator. At this meeting, the student will be asked to sign a written warning. Any subsequent absences greater than the two allowed absences may result in probation or dismissal. Extenuating circumstances will be considered and must be approved by the School Administrator and accompanied by the proper documentation.

Unexcused Absences

An unexcused absence occurs when a student does not immediately contact the school about an emergency or illness that results in an absence. Having unexcused absences for two consecutive weeks without contacting East-West Healing Arts Institute may result in termination from the program. East-West Healing Arts Institute will first attempt to contact the student by phone or email with a warning that dismissal may occur. Students may be allowed to reapply for the next available group if they meet the current requirements, have a successful interview with school administrator, and pay the required tuition at the current rate.

Make-up

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. 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.

Satisfactory Academic Progress for Federal Student Aid

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
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 the progress of all matriculated students toward completion of their program (graduation) unless enrolled in personal enrichment courses. The Satisfactory Academic Progress (SAP) policy for Federal Student Aid is enforced in conjunction with all other school policies and procedures. Satisfactory Academic Progress is defined as a passing grade of 70% (C) in every course and an appropriate rate of progress towards completion of the program (67% of scheduled hours completed). The School Administrator monitors grades and attendance every week, and SAP at the end of every month. For Title IV recipients, an official Satisfactory Academic Progress Assessment for Federal Student Aid (passing grade of 70% in all classes and having attended minimum of 67% of scheduled clock hours) is conducted at the end of the 0-400h payment period to determine eligibility to receive financial aid for the 401-800h payment period.

Grading Policy Defined

Grades are issued to students in writing at the completion of each course and are based on class participation, exams, hands-on techniques, written tests, homework, special projects, attendance, and timely completion of all assignments and clinical sessions, etc. as indicated on the course syllabus. Grades provide feedback on progress toward graduation. Grade of A, B, or C are acceptable. Grades of D and F do not constitute successful completion of a course. These grades affect GPA (grade point average). Grades that do not affect GPA are I/incomplete and W/withdraw. Because we do not offer remedial, non-credit and P/F courses, they do not affect GPA. All students must complete required coursework in 150% of allotted time for program and to maintain grades at or above 70% (C) in all classes to maintain SAP and to graduate.

Monitoring Grades and Satisfactory Academic Progress

The School Administrator monitors grades and attendance weekly, and SAP at the end of every month. For Title IV recipients, an additional official Satisfactory Academic Progress Assessment for Federal Student Aid (passing grade of 70% in all classes and having attended minimum of 67% of scheduled clock hours) is conducted at the end of the 0-400h payment period.

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 attended). Federal regulations require the SAP be evaluated minimally at the end of a Title IV payment period (halfway through the program).

Course Incompletes

Incomplete grades ('I') do not affect SAP for Federal Student AID, however attended course hours in the incomplete class are used in the SAP calculation.

Course Repeats

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

When a student repeats a class that they previously failed or withdrew from, the new grade earned will replace the previous grade and be used in the calculation of SAP for Federal Student Aid. For a repeated class, only the attended hours that make up for absences in the previous class will be used for calculation of SAP for Federal Student Aid.

Course Withdrawal

Students who withdraw from a class due to modification of their Enrollment Agreement from full-time to part-time status, or by going on approved leave of absence, may be required to repeat the class in its entirety. Class withdrawals ('W') do not affect SAP for Federal Student Aid. Class hours completed before a student withdraws will be used in the calculation of SAP for Federal Student Aid, and maximum time frame for Federal Student Aid. Students who withdraw from a class with a passing grade may have the option to continue the class where they left off. Students who withdraw from a class with a failing grade will be given a warning and required to repeat the class in its entirety (see Course Repeats)

Transfer of Credit

Transfer of credit granted for a course (See Transfer of Credit/Advanced Standing) requires demonstration of having previously taken and passed a comparable class, as well as passing a proficiency exam. The grade for the class assigned transfer credit is the grade earned on the proficiency exam, and is used in calculation of SAP for Federal Student Aid. The clock hours for the class assigned transfer credit will be used in the calculation of SAP for Federal Student Aid.

Loss of Financial Aid Eligibility for Unsatisfactory Academic Progress

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. If a student is not making Satisfactory Academic Progress for Federal Student Aid when evaluated at the end of the 0-400h payment period, they lose their eligibility to receive Title IV funds. Students will be notified in writing within 3 days that they have lost their financial aid eligibility for failure to meet SAP. Students who lose their financial aid eligibility are responsible for their remaining balance of tuition and fees. Students that lose financial aid eligibility have 15 days from notification to appeal that result on the basis of: injury or illness, death of a relative, or other special circumstances (see Financial Aid Appeals Process). Students that successfully appeal termination of their financial aid will be placed on Financial Aid Probation (see Financial Aid Probation and Reestablishing Financial Aid Eligibility) and may reestablish aid eligibility if they fulfill the requirements of their academic plan and make SAP.

Financial Aid Probation and Reestablishing Financial Aid Eligibility

Students who have successfully appealed the loss of their financial aid eligibility for unsatisfactory academic progress will be put on financial aid probation and work with the School Administrator to establish an academic plan. The academic plan 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 to make SAP and reestablish eligibility for Title IV funds.

Financial Aid Appeals Process

Students who have lost their financial aid eligibility due to not making Satisfactory Academic

East-West Healing Arts Institute
Policies and Procedures
Satisfactory Academic Progress &
Satisfactory Academic Progress for Federal Student Aid

Progress may appeal the result on the basis of: injury or illness, death of a relative, or other special circumstances. The appeal must be submitted within 15 days of notification of loss of aid eligibility to explain why the student failed to make Satisfactory Academic Progress, and what changes in circumstances have occurred that will allow the student to meet academic requirements and SAP.

The appeal 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 placed on Financial Aid Probation and work with the School Administrator to establish an academic plan specifying what is required for the student to make Satisfactory Academic Progress. Once SAP is established, the student will be able to receive aid for the payment period listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements during the payment period specified in the notification. All results are final

Students 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 payment period listed in the notification. However, for financial aid eligibility to continue, students must meet the minimum academic requirements by the payment period specified in the notification. All results are final.