

# HVAC Technical Institute

Standard Operating Procedure – 700D  
Administrative Capability – Satisfactory Academic Progress  
Date Implemented: 02/2015  
Revised Date: 12/2018  
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**34 CFR 668.16(e), 34 CFR 668.34**

## **PURPOSE**

HVAC Technical Institute has established a Satisfactory Academic Progress (SAP) policy to determine whether an eligible student is making satisfactory academic progress and qualified to receive assistance under the Title IV, HEA programs. Although our module reports advise students on their progress, an official SAP review is not completed until the actual mid-point of our programs, or end of a payment period.

The official SAP review measures whether a student is progressing adequately toward completion of their course using qualitative and quantitative measures.

## **SAP REVIEW**

### **Qualitative Measure**

A student is considered making SAP if the student's overall average is at least a "C" (75%);

### **Quantitative Measures**

And the student has attended the actual mid-point of the program (325 clock hours). Students are encouraged to maintain their absences to a minimum; 90% attendance of the course is what we hope our students strive to have.

### **Maximum Time Frame**

- HVAC/R Course – Students enrolled in our HVAC/R course must complete their program within 111% of the published length of their program. The HVAC/R course has a total of 649 clock hours. Therefore, students registered in our HVAC/R course, are allowed to attempt a maximum of 721 clock hours while pursuing their certificate.
- Electrical Technicians Course – Students enrolled in our Electrical Technicians course must complete their program within 111% of the published length of their program. The Electrical Technicians course has a total of 650 clock hours. Therefore, students registered in our Electrical Technicians course, are allowed to attempt a maximum of 722 clock hours while pursuing their certificate.

## **CONSEQUENCES OF NOT RECEIVING SAP**

Students not meeting SAP will be placed under *Financial Aid Warning*. *Financial Aid Warning* lasts for only one payment period, during which the student may continue to receive federal financial assistance and may be assigned without an appeal or other action by the student. No appeals for *Financial Aid Probation* are required as there are no subsequent payment periods.

## **ACADEMIC STANDARDS**

At the end of each module a student is provided a progress report detailing their grades and attendance. If the student is not reaching the standards an **Academic Probation Request** must be made by the student to continue in the course.

This can be completed in each module (except module 4) for a total of 3 times in one continuous course. After the third unsuccessful attempt (or two continuous modules), the student would need to withdraw and start again in a new program as a re-registered student.

## **ACADEMIC PROBATION REQUEST (APR)**

A student can request probation by using the Academic Probation Request form, which would allow the student to continue enrollment in the program. This form includes the reason the student was unable to attain the academic standards and a plan detailing steps needed to regain a good standing with the school.

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The request and documentation would be reviewed by the Director and a decision will be made. If approved, the student would be allowed to continue in the program (while adhering to the plan detailed on the form). If denied, the student would need to withdraw from the program.

## **RETURNING STUDENTS & REPEATED HOURS**

For all returning students, the hours needed to complete must not reach the maximum allowable hours (111% of the length of the program). This will be calculated depending on the total hours in the modules that need to be repeated.

## **INCOMPLETES & WITHDRAWALS**

Because we do not offer specific courses, grades such as incompletes and withdrawals are not given, unless dictated in a student's academic plan.

## **ENROLLMENT PERIODS**

In light that we have a continuous enrollment, all periods of enrollment, including summer and those when students are not receiving financial aid, count towards SAP.

## **TRANSFER STUDENTS**

We will accept any student looking to transfer into our programs from another educational institution as long as they can meet our admission requirements. However, in order to preserve our hands-on training, we do not accept the transfer of credits.

## **MAJORS & DEGREES**

We do not offer majors or degrees; therefore, this is not applicable to us.

## **NON-CREDIT REMEDIAL CLASSES**

We do not offer these types of classes; therefore, this is not applicable to us.

