



SATISFACTORY ACADEMIC PROGRESS (SAP)

Students at American Institute of Medical Sciences & Education are required to make satisfactory progress toward the completion of a program. Academic progress standards apply to all students. However, each course has its own method of calculation of various components which constitute a final grade. To maintain satisfactory academic progress, a student must achieve a passing grade in all exams, be in compliance with attendance policies, with school policies regarding professionalism, and be up- to -date with all financial obligations. Each program/course has its own academic and "HANDS ON" standards that must be met. To be eligible for FSA funds, students receiving financial aid must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in a certificate program approved for aid. To be considered to be making satisfactory progress at AIMS Education you must meet all of the following criteria.

Qualitative Standards:

The law specifies that by the end of the Program, the student should have secured a D or C grade whichever is the passing grade for that specific module. The student should pass in every module to be eligible for certification.

Quantitative Standards:

To accurately measure a student's progress in a program, more than a qualitative standard is required. A student who maintains a high grade by doing great in the quiz and exams, but keeps a low attendance, would meet the qualitative standard, but not the quantitative and wouldn't progress towards graduation. Therefore to meet the quantitative academic progress the school sets up a maximum time frame within which the student needs to complete the courses. If the school finds that the student cannot mathematically finish the program within this period, he or she becomes ineligible for Aid.

For an eligible program at AIMS EDUCATION, the time frame cannot exceed 150% of the published length of the program measured in academic years or weeks. If the published length of the program is 2660 clock hours which is 24 months, the maximum time limit should not exceed beyond 36 months.

Completion Rate Requirement

Each student must successfully complete 90% of the total clock hours for that particular enrollment period. Students will have to attend minimum 20 to 32 hours per week in order to maintain their financial aid eligibility.

Overall Requirement

Overall you must successfully complete 90% of the total clock hours for the program. NOTE. All classes enrolled in, including repeated courses, withdrawals, incompletes and transfer credits will be counted toward credits attempted.

Grade Point Average Requirement

Students must maintain a minimum of "C" or "D" in each module. For course repeats only the highest grade is counted.

Grade "D" - For the following Programs

- Medical Assistant
- Medical Billing Coding
- Pharmacy Technician
- EKG / Phlebotomy

Grade "D" - For the following Modules in All Programs

- Medical Terminology
- Anatomy and Physiology

Grade "C" - For all other programs and Modules.



Maximum Time Frame Requirement

Students may receive financial aid if they complete the program within the below time frame:

- 2 year Program – 36 months
- 1 year program – 18 months
- 1 Semester Program – 6 months

Basic skills courses that are eligible for financial aid will be included in the maximum time frame. You may apply for Financial Aid from day one to anytime before the last semester.

Remedial Course work

Remedial course work prepares a student for study at the postsecondary level. However, if the student is admitted into an eligible program and takes remedial coursework within the program, can be considered as a regular student.

Remedial Course Requirement

Consequences

Financial aid recipient’s satisfactory progress is evaluated after the completion of each module. For all programs qualifying for Title IV Evaluations will be based on courses completed at Aims and transfer credits. Should the evaluations indicate the terms of the policy have not been met; the student will be placed on probation for the following payment period.

Students who do not meet the SAP requirements while in the probation will be denied Financial Aid until they have met the requirements stated in this policy.

Reinstatement

The policy does not preclude a student from enrolling in subsequent self-funded payment period and reestablishing satisfactory progress. Financial Aid may be reinstated by the Financial Aid Office when a student is again making satisfactory academic progress as stated above.

You may be reinstated by successfully completing a self funded full or half period and maintain satisfactory academic progress during that period. If this does not bring you into compliance with the overall requirements of this policy you may submit an appeal for review.

Appeals

You may appeal for reinstatement of aid to the Financial Aid Committee. An appeal letter, with a counselor’s signature and documentation of any extenuating circumstances that may have caused non-progression, must be completed and returned to the Financial Aid Office before the committee can make a determination

A ruling on the appeal will be made within five working days from the date the Financial Aid Committee convenes. All decisions made by the Committee are final.

These requirements are mandated by federal regulations (HEA Sec.484(c), 34 CFR 668.16(e), 668.32(f), 668.34) - satisfactory academic progress is the law. The SAP policy applies to all students including first time financial aid recipients. Past academic history (if any) at AIMS EDUCATION is evaluated before financial aid is awarded.

PLEASE READ AND SIGN FOR AIMS EDUCATION SAP POLICY AND RETURN TO THE FINANCIAL AID OFFICE.

Student’s Name (please print)

_____-_____-_____
Social Security Number

Email Address _____

Telephone No. (_____)_____

Student Signature _____

Date _____