



### SATISFACTORY ACADEMIC PROGRESS (SAP)

NETTTS has established standards of academic progress that include grading and pace of progression measurements that were designed to assure students succeed in their training programs. Those students receiving Federal Financial Aid must achieve SAP standards to maintain their eligibility to receive Federal funding. Students are responsible for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advising and tutoring are available upon request.

#### Academic Advisories

In order to help assure that students are successful in their training programs, student progress will be reviewed at the end of each two-week period of training. Those students on a path to less than satisfactory academic performance will be required to meet with a member of the staff to develop a plan so that the student can improve. The plan of action may include academic advising, tutoring, extra help or other appropriate course of action. A written record of the advisory session will be maintained in student records.

Academic advising and tutoring are available to all students upon request

### Grade Point Average (GPA) Measurements

| Commercial Drivers License Program   |                      | Commercial Drivers License Preparation Program                     |                      | Heavy Straight Truck Training Program                              |                      |
|--|----------------------|--|----------------------|--|----------------------|
| <i>Evaluation Point<br/>(Based on Total Published Program Semester Credit Hours)</i> | Minimum Required GPA | <i>Evaluation Point<br/>(Based on Total Published Clock Hours)</i> | Minimum Required GPA | <i>Evaluation Point<br/>(Based on Total Published Clock Hours)</i> | Minimum Required GPA |
| At the completion of 14 semester credit hours  | 1.75                 | At the completion of 40 clock hours                                | 1.75                 | At the completion of 40 clock hours                                | 1.75                 |
| At the completion of 22 semester credit hours  | 2.0                  | At the completion of 160 clock hours                               | 2.0                  | At the completion of 80 clock hours                                | 2.0                  |

| HVACR Technology Program – Academic Year I                                   |                      | HVACR Technology Program – Academic Year II                                  |                      |
|--|----------------------|--|----------------------|
| <i>Evaluation Point<br/>(Based on Total Published Semester Credit Hours)</i> | Minimum Required GPA | <i>Evaluation Point<br/>(Based on Total Published Semester Credit Hours)</i> | Minimum Required GPA |
| At the completion of 11 semester credit hours                                | 1.75                 | At the completion of 33 semester credit hours                                | 2.0                  |
| At the completion of 22 semester credit hours                                | 2.0                  | At the completion of 44.0 semester credit hours                              | 2.0                  |

### Pace of Progression Measurements (PACE)

| Program Intervals<br>(Based on Total Program Hours) | Minimum Pace Of Progression<br>(Based on Total Program Hours) |
|---|---|
| Below 25%   | 50.0%   |
| 25% to < 50%  | 66.7%   |
| 50% and Above                                       | 66.7%   |

#### Maximum Time Frame (MTF)

All students are expected to complete their training program within an acceptable period of time. The maximum time frame for students to complete their training is 150% of the published total hours or credits of a program.

### **Evaluation Period**

In order to assess financial aid recipient's eligibility for continued funding as well as assess the academic progress of all students, each student's performance will be evaluated against these standards.

### **Academic/Financial Aid Warning**

If at the end of the evaluation period a student has not met either the GPA or pace of progression standard, the student will be placed on Academic/Financial Aid warning for one evaluation period. Those students utilizing federal financial aid will be able to continue receiving financial aid during the warning period.

| <b>Program</b>                                 | <b>Length of Warning Period</b>                         |
|--|---|
| Commercial Drivers License Program             | The next 8 semester credit hours of scheduled training  |
| Commercial Drivers License Preparation Program | The next 40 hours of scheduled training                 |
| Heavy Straight Truck Training Program          | The next 20 hours of scheduled training                 |
| HVACR Technology Program                       | The next 11 semester credit hours of scheduled training |

If at the end of the warning period a student who has been on Academic/ Financial Aid warning has met both the cumulative GPA and pace of progression standards, the warning status is ended and the student is returned to good standing. Otherwise the student may be suspended from the program. Students in suspended status will not be eligible to receive Federal Financial Aid.

### **Suspension of students NOT on Academic/Financial Aid warning status**

1. If at an evaluation point a student has failed to meet the school's standard for measurement of maximum time frame (MTF), the student may be subject to dismissal. Students in this status will no longer be eligible to receive Federal Financial Aid.
2. If at an evaluation point the school determines it is not possible for a student to raise his or her cumulative GPA or pace of progression to meet the school's standard before the student completes his or her program of study, the student may be subject to dismissal. Students in this status will no longer be eligible to receive Federal Financial Aid.

### **Appeals and Probation**

Students who are dismissed after failing to achieve minimum requirements may appeal this decision. The student must submit a written appeal to the Director of Safety & Training, along with any supporting documentation, stating the reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. This written appeal must be received by the Director of Safety & Training within five (5) business days of termination. Should the student fail to appeal the decision will stand.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a minor), the student's instructor, and the Director of Safety & Training. A decision on the student's appeal will be made within three (3) business days by the Director of Safety & Training and will be communicated to the student in writing. Should a student prevail upon his/her appeal and be determined to be making satisfactory academic progress, the student will be automatically re-entered in the course and financial aid funds will be reinstated.

Appeals that are approved must contain an academic plan that if followed ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

### **Academic/ Financial Aid Probationary Status**

A student who has successfully appealed shall be placed on Academic/Financial Aid probation for one additional evaluation period. The student shall be put on an academic plan.

If at the end of the evaluation period the student on probationary status has met the school's cumulative GPA and pace of progression standards, the student shall be returned to good standing. Otherwise, the student may be dismissed from the school. Students dismissed will not be eligible to receive Federal Financial Aid.

These policies apply to all Veterans. Veteran students using GI Bill® educational benefits must adhere to the school's Standards of Academic Progress (SAP) to remain eligible to receive VA payments. If a VA student is not meeting the requirements of the SAP at an evaluation period, the VA student will be placed on academic probation for the subsequent evaluation period. If the VA student does not meet the requirements of the SAP at the next evaluation period, the student will be suspended from using their VA educational benefits until satisfactory standards of progress have been achieved.

### **WITHDRAWALS**

Students who withdraw from a course will receive a "W" and the credits for the course(s) will count as credits attempted but not credits earned in the satisfactory academic progress calculation.

A student making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory academic progress at the point of re-entry. If a student seeks to re-enroll after being dismissed for not meeting satisfactory academic progress standards, or a student withdraws while on Academic/Financial Aid probation status, the student must submit an appeal in accordance with the Appeals and Probation policy described above. If the appeal is approved, the student will be placed on Academic/Financial Aid probation of one additional evaluation period and be placed on an academic plan. As noted above, if at the end of the evaluation period the student on probationary status has met the school's cumulative GPA, the student shall be returned to good standing. Otherwise, the student will lose eligibility for financial aid and may be dismissed from the school.

Non-credit remedial courses have no effect upon a student's satisfactory progress in this school.

### **REPETITION**

Students must repeat any failed course in order to comply with satisfactory academic progress standards. Credits for all repeated courses will count as credits attempted in the SAP calculation, but will only be counted as credits earned when the student passes the course. The higher of the grades will be used when calculating the student's CGPA. In all cases the training must be completed within the maximum time frame.

### **INCOMPLETE GRADE**

Students not completing academic requirements for an evaluation period must complete the work within 15 training days of the last day of the evaluation period or the incomplete grade reverts to a failure.

### **CREDIT FOR PREVIOUS TRAINING & TRANSFER OF CREDIT POLICY**

Programs offered at New England Tractor Trailer Training Schools (NETTTS) are career oriented in nature with objectives designed to prepare graduates for immediate employment in their chosen field of study upon graduation.

NETTTS students seeking to continue their education at other post-secondary institutions should be aware that NETTTS does not claim or guarantee that credit earned at NETTTS will transfer to another institution and acceptance of the credit earned at NETTTS is determined at the sole discretion of the institution in which the student desires to transfer his/her credits. Students are advised to obtain information from all institutions they are considering attending in order to understand each institution's credit acceptance policies. It is the student's responsibility to confirm whether or not NETTTS credits will be accepted by another school.

Students who are enrolling in NETTTS with prior related education from an institution that is accredited by an agency recognized by the U.S. Department of Education may have their previous coursework accepted for credit at NETTTS. Prior to entrance, transfer applicants must submit an official transcript from their former institution that clearly indicates the courses taken, grades achieved and credits awarded.

If necessary, a catalog description/objective of the previous coursework completed may need to be submitted to NETTTS staff. The catalog description of the coursework taken may be needed to determine the comparability of those courses offered at NETTTS. All credits transferred from applicable courses must have an earned grade of 'C' or better. NETTTS staff will make the final determination regarding previous coursework with respect to when it was taken and its appropriateness for evaluation or acceptance. Finally, the applicant may be required to meet with

a member of the NETTTTS educational staff to further evaluate the educational preparedness of the individual to enter NETTTTS as an advance standing student.

Regardless of the number of transfer credits awarded, all students must complete a minimum of 50% of the credits required for graduation through actual attendance at NETTTTS for all programs taken.

Prior courses taken that become accepted for transfer credits will not be used to determine a student's grade point average (GPA), but will be considered in calculating the pace of progression and the maximum time frame, which is one and one-half (1.5) times the normal program length in credit hours. Transfer credits are normally denoted by a "TR" and the credits will count as credits attempted and credits earned. For example, if a student enrolls in a 36 credit hour program and 10 credits are accepted by transfer, the maximum time frame for that student to complete the program remains at 36 credits ( $36 \times 1.5 = 54$  credits MTF).

Those students who transfer credits from an accredited postsecondary institution will receive a grade of TR as noted in the grading policy.

For students who change programs within NETTTTS, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

Students can obtain comparable program information related to tuition and program length by contacting the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd. Suite 302, Arlington, VA 22201, Telephone 703-247-4212. [WWW.ACCSC.ORG](http://WWW.ACCSC.ORG)