

SATISFACTORY PROGRESS/ ADVISING and ATTENDANCE POLICY

(For students receiving Veterans Administration (VA) Educational Benefits)

In addition to the Satisfactory Academic Progress Policy stated elsewhere in this catalog, all students receiving Veterans Administration Educational Benefits will also be subject to this stricter policy. All students using VA Educational Benefits will be evaluated for satisfactory progress and advised on a monthly basis. The evaluations are based on the data at each individual evaluation point and not cumulative data. Attendance Rate is determined by comparing the program's scheduled monthly hours against the actual attendance hours clocked at each Evaluation Point. Absent hours are included in a student's attendance calculation. This is a clock hour school and students only receive actual hours clocked. The institution does not require excuses for absences and therefore excused and unexcused absences do not apply. If the student fails to meet the minimum academic requirement of 70% as well as the attendance requirement of 70%, they will be notified in writing. A record of this will be documented in the student's file. If the student does not meet the required 70% academic and 70% attendance requirement by the end of the following evaluation period, the VA will be promptly notified which will result in the termination of VA Educational Benefits. Further, this will result in a student debt with the VA. NOTE: If, at any point, it is mathematically impossible for the student to regain good Attendance Standing or Academic status by the following Evaluation Point, they will be administratively withdrawn from the program at that point and no longer permitted to continue classes. A report will be submitted to the VA to terminate their VA Educational Benefits at this point.

Students using VA Educational Benefits who request and are approved for a Leave of Absence will have the absence reported to VA and their VA Educational benefits will be stopped effective on the date of the start the scheduled approved absence or the last date of attendance whichever is earlier. The student will then be required to be re-certified for their VA Educational Benefits upon their return from the Leave of Absence.