

SATISFACTORY ACADEMIC PROGRESS

To successfully complete a program at ACT, adult students must meet the Satisfactory Academic Progress (SAP) requirements.

To meet SAP, a student must:

- Maintain a continuous “C” average
- Attend at least 90% of the program hours for each grading period
- Maintain a continuous 90% attendance rate for each Course
- Complete the course within the originally scheduled course hours

SAP will be reviewed each grading period by the instructor and each payment period by the financial aid office. For short term programs, instructors will report students failing to meet SAP to the Adult Coordinator weekly. If a student is not making SAP at the end of a payment period, they will be placed on financial aid warning for the payment period following the payment period in which the student did not make SAP. The student must meet with the program instructor and Adult Education Coordinator during which the requirements and academic plan for the warning period will be determined. The student must agree to the requirements to remain in the program. If the requirements are not met the student will be dismissed from the program. Students who are dismissed due to SAP; can re-apply and resume at their last successful completion point with the next class as long as they have paid any debt to the school for the prior period.

*Covid-19 Note: During the pandemic, any absence due to quarantine with proper documentation will result in non-class time (not counting toward SAP calculation) but will extend the students end date by the number of quarantine days.