

# STANDARDS OF SATISFACTORY PROGRESS



## ■ SATISFACTORY PROGRESS/PROBATION

A student is expected to attend class regularly and maintain normal progress toward the completion of the program. All absences and tardiness, regardless of reason, are recorded. Excessive absence will result in probation; and, if not corrected, will result in termination. Excessive absence is defined as below 80% for a quarter.

Attendance probation will occur if a student's attendance at the end of a quarter is below 80%. The student will then be placed on attendance probation for their next quarter of training. The attendance probation will be removed when the student has a quarter attendance of 80% or above. If the student does not achieve an attendance average of 80% or above in the quarter of probation, the student may be terminated.

Re-enrollment is at the discretion of the school. Students who have been terminated for excessive absenteeism or tardiness may petition for reinstatement through the proper appeals process. If re-enrolled, all instruction must be attended, or the student will be terminated, unless the school determines absences and tardiness were the result of mitigating circumstances.

A record of attendance is maintained on each student and is available to authorized personnel. A student must complete the program within one and one-half time frame of the program.

Academic probation will occur if a student has a grade below 70% for the quarter. The student will be placed on academic probation for their next quarter of training. The academic probation will be removed when the student earns a grade average of 70% or above. If the student does not earn a grade average of 70% or above in the quarter of probation, the student may be terminated.