SATISFACTORY ACADEMIC PROGRESS POLICY

First Institute is committed to the success of its students and to ensure that enrolled students have the ability to successfully complete their program. The Satisfactory Academic Progress (SAP) policy applies to all students enrolled in First Institute programs and includes all periods of a student's enrollment.

PERSONNEL AND/OR DEPARTMENTS
Financial Aid, Student Services, Administrative Staff and Faculty.

ACADEMIC YEAR / PAYMENT PERIOD
The Medical Assisting and Medical Assisting Blended are non-term programs measured in credit hours and consist of two payment periods. The academic year is 53 weeks, 40.40 financial aid credits and 56 academic credits. The second payment period begins after the first 26.5 weeks and 20.20 financial aid credits have both been completed.

The Dental Assisting and Dental Assisting Blended are non-term programs measured in credit hours and consist of two payment periods. The academic year is 50 weeks, 38.00 financial aid credits and 50 academic credits. The second payment period begins after the first 25 weeks and 19 financial aid credits have both been completed.

The Massage Therapy program is a non-term program measured in clock hours. The academic year is 792 clock hours and 44 weeks of instructional time. The second payment period begins after the first 396 hours and 22 weeks have both been completed.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations require all schools participating in federal financial aid programs monitor SAP. All periods of a student's enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV financial aid.

Each student's academic progress is formally evaluated at the end of the payment period and students must demonstrate that they are making Satisfactory Academic Progress (SAP) toward the successful completion of course requirements in their selected program of study within a reasonable period of time. The SAP Policy consists of both a qualitative and quantitative cumulative component, includes all periods of attendance and is applied consistently to all students at First Institute.

Both the qualitative and quantitative requirements for SAP are evaluated at the end of the payment period of a program. Students are considered to be meeting SAP if they meet the following criteria:

QUALITATIVE PROGRESS - (GRADE POINT AVERAGE)
The policy requires that students must maintain a minimum cumulative grade point average (GPA) of 2.00. Students must earn a passing grade (A, B or C) for each course to earn credit for that course. A student must

repeat any course in which they earn less than a 70% or C average. An "Inc" (Incomplete) or "W" (Withdrawn) grade does not affect GPA.

QUANTITATIVE PROGRESS – (PACE OF COMPLETION)

CREDIT HOUR COMPLETION RATIO

The Medical Assisting, Medical Assisting Blended, Dental Assisting and Dental Assisting Blended programs are credit hour programs and the student is required to make quantitative progress toward program completion. Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. A student must successfully complete a minimum of 67% of attempted credit hours at the end of each payment period. All credit hours completed and attempted are tracked on a cumulative basis during each payment period and the required number must be attained to achieve SAP. Credit hours that are not completed successfully will count towards the maximum credits attempted for the program. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which credit hours were not completed successfully. Transfer credits, if applicable, are also calculated in the completion ratio.

CLOCK HOUR COMPLETION RATIO

The Massage Therapy Program is a clock hour program and the student is required to make quantitative progress toward program completion. A student must attend at least 67% or 265.32 hours of the scheduled clock hours on a cumulative basis at the end of the payment period. Grades of "F" (Fail), "Inc" (Incomplete) and "W" (Withdrawn) are calculated in the completion ratio and will result in a lower completion ratio. Students must repeat all classes in which clock hours were not completed successfully. All clock hours that are not completed successfully will count towards maximum clock hours attempted for the program. Transfer credits, if applicable, are also calculated in the completion ratio.

MAXIMUM TIME FRAME (MTF)

The maximum timeframe (MTF) for the completion of a program is defined as no more than 150% of the published length of a program as expressed in credit hours and weeks for the Medical Assisting, Medical Assisting Blended, Dental Assisting and Dental Assisting Blended programs and in clock hours and weeks for the Massage Therapy program. Students who maintain satisfactory academic progress must complete the program within the allowable maximum time frame listed below:

	Normal Time Frame	Maximum Time Frame
Dental Assisting &	50 weeks / 38.00 fa credits	75 weeks / 57.00 fa credits
Dental Assisting Blended	50 qtr credits	75 qtr credits
Medical Assisting &	53 weeks / 40.40 fa credits	79.5 weeks / 60.60 fa credits
Medical Assisting Blended	56 qtr credits	84 qtr credits
Massage Therapy Program	44 weeks / 792 clock hours	66 weeks / 1,188 clock hours

An approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame are no longer eligible to receive financial aid or to continue academically.

MONITORING ACADEMIC PROGRESS

Student progress will be reviewed by First Institute on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. The informal progress review monitors progress on GPA, pace of completion and maximum time frame. If a student falls below the minimum qualitative or quantitative requirements, the student is required to meet with Student Services to discuss remedial actions and strategies for improvement. If there is no improvement at the next progress review, the student will be notified in writing with actions needed to improve academic progress. The student will be required to meet with Student Services and develop an academic plan if there is no improvement after written notification. Students may request a progress report from Student Services at any time during their program.

Blended Online Programs

Students in a blended program with online course content are subject to the same attendance and academic policies as on-campus. Students participating in a blended program are expected to actively participate in the course through academically related assessments, activities, and discussions with both instructors and classmates, and on-campus scheduled classes.

Academic related activities:

Academic related activities are used to determine a student's official last date of attendance at First Institute and determine the effective date of active and withdrawn enrollment statuses. A student must participate in a discussion or submit online at least one academic related activity for each online day scheduled for the week to be considered in attendance and actively participating. Online class attendance will be documented based on the class activities assigned online class activity as defined in the course syllabus and course activities checklist. An online class week is defined as 12 AM CST Monday and ends on Sunday 11:59 CST, unless otherwise indicated. The following activities are considered academically related activities for attendance:

1. Submission of a gradable assignment, such as a paper, test, exam or quiz.
2. Participation in a gradable online discussion, as directed by an instructor, with classmates, in a way that is substantively and academically related to the enrolled course.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

To determine student financial aid eligibility, Satisfactory Academic Progress (SAP) is evaluated at the midpoint of the program and aligns with the students' payment periods. The Medical Assisting and Medical Assisting Blended programs are 53 week program with 40.40 financial aid credits and the Dental Assisting and Dental Assisting Blended programs are 50 week programs with 38.00 financial aid credits. These programs are credit hour programs with two payment periods. Medical Assisting and Medical Assisting Blended students are evaluated for SAP at the completion of 26.5 weeks and 20.20 financial aid credits. Dental Assisting and Dental Assisting Blended students are evaluated for SAP at the completion of 25 weeks and 19.00 financial aid credits. The Massage Therapy program is a 40 week, 792 clock hour program with two

payment periods. Massage Therapy students are evaluated for SAP at the end of 22 weeks and 396 clock hours.

At the midpoint when students are evaluated for SAP, students must have successfully completed at least 67% of attempted courses. To be considered meeting SAP at the evaluation, Medical Assisting and Medical Assisting Blended students must have completed no less than 13.53 financial aid credits and Dental Assisting and Dental Assisting Blended students must have completed no less than 12.73 financial aid credits. Massage Therapy students are enrolled in a clock hour program and must complete at least 265.32 out of the 396 clock hours at the SAP evaluation.

Midpoint SAP Evaluation	Dental Assisting & Dental Assisting Blended Credit Hour Program	Medical Assisting & Medical Assisting Blended Credit Hour Program	Massage Therapy Clock Hour Program
# Weeks	25 weeks	26.50 weeks	22 weeks
Financial Aid Credits/Clock Hours Attempted at SAP Evaluation	19.00 fa credits	20.20 fa credits	396 clock hours
Minimum FA Credits/Clock Hours Complete Required to meet SAP (67%)	12.73 fa credits	13.53 fa credits	265.32 clock hours

Students who meet First Institutes' standards for qualitative progress (GPA), and quantitative progress (pace of completion) within the maximum time frame are determined to be meeting SAP.

Students who do not meet First Institute's standards for both qualitative and quantitative progress with pace of completion are not meeting SAP. Students who do not meet the requirements at the end of the payment period are placed on Financial Aid Warning and receive notification from Student Services of their SAP Financial Aid Warning status. In conducting the SAP evaluation, the institution takes into consideration:

Incomplete Grades / Course Withdrawals: Students who receive an incomplete grade "Inc" for a course must complete that course to receive credit or clock hours for that course. Students who are withdrawn from their program and receive a withdrawn grade "W" must repeat the course if a student reenrolls. An incomplete grade does not affect a student's cumulative GPA for SAP, but counts as credit hours/clock hours attempted toward both the pace and maximum time frame. First Institute does not offer withdrawal failing vs. withdrawal passing.

Repeated Courses: Students must repeat any failed course. Students who repeat a course have their GPA recalculated to include both grades received for the repeated course. A repeated course will count toward both the pace and maximum time frame.

Noncredit Remedial Courses: First Institute does not offer noncredit remedial courses.

Transfer Credit/Clock Hours: Transfer credit/clock hours that have been awarded are included in the calculation of credit/clock hours attempted and earned, but do not affect the GPA.

Readmitted Students: Students who have completed credit/clock hour courses from a previous enrollment at First Institute and transferred to a second enrollment are included in the calculation of credit/clock hours attempted and earned and grades transferred to a second enrollment are included in the cumulative GPA.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program. First Institute does not offer common courses in its programs therefore; transfer of credit does not apply to courses from one program to another. SAP status of a student will be applied in continuation from one program to another, but the maximum time frame of each program will be counted separately.

Enrolling in a Second Program of Study: First Institute does not offer an option for two programs to be taken concurrently but a student may take another program after completing one program. SAP and maximum time frame of each program will be counted separately.

FINANCIAL AID WARNING

Students who fail to meet either of the two progress standards as determined by the SAP evaluation will be notified by Student Services, placed on Financial Aid Warning (FAW) status, and the student will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. Students on FAW must take corrective action in order to meet the quantitative and qualitative standards on a cumulative basis and within the maximum time frame to be considered as making satisfactory academic progress and to graduate from the program.

PROBATION

Any student who fails to meet the published attendance and academic standards as a result of a SAP evaluation, and who is not eligible to be placed on Financial Aid Warning is considered as not making satisfactory academic progress and is ineligible for federal student aid for the following payment period. A student may reestablish federal financial aid eligibility by submitting a written appeal, and if approved will be granted probation as a result of written appeal and institutional approval and will be reinstated for that payment period. A student who is granted probation must meet the institutions published attendance and academic standards on a cumulative basis at the next SAP evaluation, or must be in compliance with the terms of an academic plan established by First Institute in order to maintain eligibility.

APPEALS

Students who have been designated as not making satisfactory academic progress may appeal this determination based on mitigating circumstances. Mitigating circumstances may include the death of a relative, injury or illness of the student, or other special circumstances. The student's appeal must be made in writing to the Campus Director and must be received within 5 business days of the date that the institution notified the student of loss of eligibility. The students appeal must include documentation regarding the unusual or mitigating circumstances and information regarding what conditions have changed to demonstrate the student could re-establish satisfactory academic progress. The institution will review the students appeal within 5 business days the appeal was submitted and its resulting decision will be final.

REINSTATEMENT OF FEDERAL FINANCIAL AID

Students who have lost eligibility for federal student aid may reestablish their eligibility for aid in accordance with the appeal process contained in this policy. Students seeking reinstatement of federal aid must also meet with the Campus Director. An academic plan may be developed by First Institute and may include specific performance requirements that the student must successfully complete to maintain eligibility for federal student aid.

CREDIT TRANSFER

Credit hour transfer students from outside of the institute will be evaluated qualitatively only on the work completed while at this school. Students transferring from one cohort to another within this school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institute.

The qualitative requirements remain 67% for all students, but maximum time frame is based on the number of credits the student must complete in the current program. Clock hour program transfer students from outside the institute will be evaluated qualitatively only on the work completed while at the institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

RE-ENTRY

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial payment period. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had when their prior period of enrollment ended. All satisfactory academic progress will be measured on a cumulative basis from the beginning of the period of enrollment through the date that each payment period has ended.

If a student withdraws from a program of study and re-enters in the same program within 180 days of the withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any credit or clock hours for which the student previously received federal funding before being eligible for additional funding. If the student is returning within the original loan period, First Institute must re-disburse the money the school had returned. If the date of a student's return is outside of the period for which the loan was originated, First Institute must extend the loan period and set new dates for any future disbursements.

A student who re-enrolls into a program after more than 180 days have elapsed since withdrawal, is considered a new enrollment, and may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with the Financial Aid Administrator to discuss the conditions under which federal aid may be awarded for repeated courses.