



UINTAH BASIN TECHNICAL COLLEGE SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Uintah Basin Technical College (UBTech). It is listed on the website to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education, our institutional accrediting agency (established by the United States Department of Education).

Evaluation Periods:

<u>Program</u>	<u>Hour</u>
Culinary Arts	450
Auto Technology	427
Diesel Technician I	300
Diesel Technician II	450
Medical Assistant	450
Practical Nurse (PN)	450
Surgical Technician	450
Pharmacy Technology	300
Construction Technology	315
Networking and Cybersecurity	450
Information Technology	300

Transfer Students – midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hour's possible, based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Uintah Basin Technical College (UBTech) will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum

time frame allowed.

Maximum Time Frame:

Course	Maximum Time Allowed	
	<u>Hours</u>	<u>Scheduled</u>
Culinary Arts (Full Time 30 hrs./wk – 30 weeks/900 hours)	45	1350
Auto Technology (Full Time 30 hrs./wk) – 28 weeks/855 Hours)	42	1283
Diesel I (Full Time 30 hrs./wk) – 20 weeks/600 Hours)	30	900
Diesel II (Full Time 30 hrs./wk) – 30 weeks/900 Hours)	45	1350
Medical Assistant (Full Time 30 hrs./wk) – 32 weeks/900 Hours)	45	1350
Practical Nurse (Full Time 30 hrs./wk) – 30 weeks/900 Hours)	45	1350
Surgical Technician (Full Time 30 hrs./wk) – 30 weeks/900 Hours)	45	1350
Pharmacy Technician (Full Time 30 hrs./wk – 20 weeks/600 hours)	30	900
Construction Technology (Full Time 30 hrs./wk – 21 weeks/630 hours)	32	945
Networking and Cybersecurity (Full Time 30 hrs./wk – 30 weeks/900 hours)	45	1350
Information Technology (Full Time 30 hrs./wk – 21 weeks/630 hours)	32	945

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by Uintah Basin Technical College (UBTech). Students must maintain a written grade average of 67% after completion of all courses written and practical requirements prior to graduation.

Students must make up failed or missed tests and incomplete assignments. Numerical grades

are considered according to the following scale:

90 - 100	A
80 - 89.9	B
70 - 79.9	C
67 - 69.9	D+
Below 67	Not Passing

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of evaluations.

Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students failing to meet minimum requirements for attendance or academic progress after the warning period may appeal to be placed on probation (see below for appeal procedures). If the appeal is approved by the school, the student will be placed on probation for one evaluation period only unless an academic plan is approved. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, prior to the leave of absence, hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll, will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or any other allowable special or mitigating circumstance. The student must submit a written appeal to Uintah Basin Technical College (UBTech) on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

Noncredit remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon Uintah Basin Technical College satisfactory academic progress standards maximum time frame.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.