



SOLEXIAN

STANDARD OPERATING PROCEDURE

PROCEDURE NAME: **SATISFACTORY ACADEMIC PROGRESS POLICY**

PROCEDURE NO: 3000-100

PROCEDURE CATEGORY: ACADEMIC POLICIES AND PRACTICES

ORIGINATION DATE: April 2019

REVISION DATE: February 2023

Solexian acknowledges that satisfactory academic progress depends on both academic progress and attendance. As such, the Satisfactory Academic Progress (SAP) Policy includes both components.

SATISFACTORY ACADEMIC PROGRESS (including Attendance Warning, Probation, and Dismissal; and Leave of Absence Policy)

Academic Progress: Academic progress is monitored monthly.

SOLEXIAN's summative assessments are given monthly at the end of each session.

Students are tested on all four skill areas. Satisfactory progress is measured at 70% or C average.

First warning letter relative to academic progress: If the student's grade point average for a course falls below 2.0, the student is sent a warning letter by return-receipt email, and the Academic Coordinator notifies that student through a phone call or personal meeting. If the student brings up his/her grade point average by the end of the term (3 months for one level), there is no further action.

First probation relative to academic progress: If the student does not bring up his/her grade point average by the end of the term (3 months for one level), the student is scheduled to repeat that level, and is placed on academic probation. The student is notified through a return-receipt email that academic probation will be lifted only if the student passes the class level that the student is taking. In addition to the return-receipt email, the student is contacted by the Academic Coordinator and a personal meeting is set up to discuss academic concerns. If the student brings up his/her grade point average by the end of the term (3 months for one level), there is no further action.

Administrative withdrawal relative to academic progress: If the student fails to raise the grade point average by the end of the next class level, the student is administratively withdrawn. The student is notified of administrative withdrawal through return-receipt email and through a phone call made by the Academic Coordinator to notify the student of the same. The Academic Coordinator may meet with the student to further help the student understand why this happened and the options for filing an appeal.



The student may repeat a level while on probation to help raise the grade point average but must pass that repeated class to remain a student-in-good standing at Solexian. At the point that the student has had two academic probations, and failed two classes, the student will be administratively withdrawn. **Administrative withdrawal will result in the termination of an F-1 student's status. Reinstatement or departure from the United States will be required.**

Course Repetitions

A student who receives a grade of “F” for a level/course attempted is placed on academic probation and must repeat the course/level. A course/level may be repeated once during a program. The better of the two grades will be used to calculate the academic grade average.

Maximum Time Frame

The student must complete their course of study within a maximum of 2.0 times the standard course length, as measured by the offered contact hours. This limit of 2.0 times the regular program length is defined as the maximum time frame. Any time spent on an approved leave of absence is not counted against the maximum time frame.

Incomplete Grades

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is assigned only if the student has been making satisfactory progress in the course but is unable to complete the coursework because of unusual circumstances that are deemed acceptable by the instructor. The “I” grade is not calculated into the term GPA at the time it is awarded. All required coursework must be complete and submitted within two weeks after the end of the term for the program. If course requirements are not satisfied by the deadline, the “I” is converted to an “F” and will affect the student’s cumulative GPA.

Grade	Coursework Attempted	Coursework Completed	Calculated in GPA
A-D	Yes	Yes	Yes
F	Yes	No	Yes
Incomplete (I)*	Yes	No	Yes
Withdrawal (W)	Yes	No	No



Administrative Withdrawal (AW)	Yes	No	No
Repeated course (R)	Yes	No	No
Pass (P)	Yes	Yes	No
Audited course (AUD)	No	No	No

Grade Report Release

Students can expect grade reports to be available after the 4th complete day after the last day of a session or term. In some unusual instances, grade reports may be delayed longer and a period of up to 5 days would be required. Every effort is made to release grade reports as soon as possible after course completion. Note: Transcripts will not be released if there is an outstanding balance owed to the school.

ATTENDANCE POLICY

Solexian expects students to attend every scheduled class session.

Satisfactory academic progress starts with good attendance. To be making satisfactory academic progress, a student must attend at least 70% of the scheduled class hours on a cumulative basis during each evaluation period and to have a minimum 2.0 grade point average by graduation.

Full-time enrollment in the Intensive English Program constitutes a minimum of 18 hours per week. International students must enroll as full time students to maintain their F-1 student status. A student must attend a minimum of 70 percent of the scheduled class hours during each evaluation period and must have 70 percent cumulative attendance in each course in order to meet satisfactory academic progress and graduation requirements for the Intensive English Program.

Absences, Tardiness and Early Departure

SOLEXIAN uses the following definitions when evaluating student attendance:

- *Absent*: The student is considered *Absent* when the student does not attend the assigned class session or has not actively participated in that session’s class (sleeping, texting, emailing, surfing the Internet during class when it is not part of the class activities, etc., during class). When the student is considered absent, there are no minutes of attendance reported for that session.
- *Tardy*: The student is considered *Tardy* when the student enters the class more than five minutes after the designated start time. Only the actual number of minutes that the student is in class are counted in the attendance.
- *Early Departer*: The student is considered as an *Early Departure* when the student leaves the class five minutes or more prior to the class being dismissed.



Minutes of Attendance: The instructor is expected to accurately report attendance, as it is part of the overall calculation for attendance. Only the actual number of minutes that the student is in class are counted in the attendance. The number of missed minutes is counted in the overall record of minutes of attendance. The instructor is not allowed to excuse an absence. If the student has a medical or exceptional emergency circumstance, documentation of this absence should be provided to the Academic Coordinator for consideration. Arriving late and leaving early affects the determination of a student's percent attendance requirement.

Tracking Attendance: Attendance is tracked in every class period by the instructor, to the nearest quarter hour. Each day the class rosters are collected by the Student Services Office, and the data are recorded in the student's electronic records. The cumulative attendance information is contained in student progress reports for each evaluation point. Attendance is monitored every week for every class.

First warning letter relative to attendance: If the student attendance is below 70% after the first two weeks of class, the student is sent a warning letter through a return-receipt email. The Academic Coordinator contacts the student and meets with the student to explain the attendance requirements. If the student brings up his/her attendance, there is no further action.

First probation relative to attendance: If attendance is not improved by the end of the session (the fourth week of class), the student is placed on probation for the next session. The student is notified of probation through a return-receipt email. The Academic Coordinator also contacts the student and meets with the student to explain the attendance requirements again and determine what issues are getting in the way of attendance. If, during the next session, the student meets the attendance requirement, the probation is lifted at the end of the next session.

Second probation relative to attendance: If the student has successfully met the attendance, after being on probation, and a lack of attendance at the 70% mark occurs for a second time, the student is immediately placed on probation. The student is notified of this by the Academic Coordinator through a return-receipt email that also explains the consequences of not attending or failing to bring up the attendance to the desired percentage rate. In addition to the email, the Academic Coordinator also contacts the student and meets with the student to explain the attendance requirements.

If the student does successfully meet the expectations, the probation is lifted after the end of the next session. At this point, the student is sent a letter and a return-receipt email explaining that if the student falls below the 70% attendance for the third time, the student will be administratively withdrawn from the program, with no probationary period. At this time, the Academic Coordinator also contacts the student and meets with the student to explain the seriousness of the situation and tries to determine how to further help the student.

Administrative withdrawal for attendance: However, if during the next session, the student does not meet the attendance expectations at any point, while on probation, the student will be administratively withdrawn



from the class, and the program. The student is notified of administrative withdrawal through return-receipt email and through a phone call made by the Academic Coordinator to notify the student of the same.

At the point that the student has been on probation for a total of three sessions within a twelve-month period, the student will be administratively withdrawn from the program and Solexian. If the student falls below the 70% attendance for a third time or the student has attendance below 20%, the student will be administratively withdrawn from the program. Likewise, if the student misses 15 consecutive days of classes, the student will be immediately administratively withdrawn. Administrative withdrawal for attendance will result in the termination of an F-1 student's status. Reinstatement or departure from the United States will be required.

Leave of Absence (LOA): Any student may be granted a Leave of Absence (LOA) for legitimate emergencies. Generally, only one LOA shall be granted in a 12-month period, and for a maximum of 180 school days. More than 180 school days may be granted to allow a student to re-enter a class at the point at which the student left for the LOA. The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. The student who leaves a course without completing the course work will be administratively withdrawn from the course, or fail the course, depending on time of the student no longer attending the course, unless the student withdraws from the course.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. All requests for a leave of absence must be made in writing, signed and dated by the student, and submitted to the Academic Coordinator. The anticipated date of return must be indicated on the request. The Academic Coordinator will meet with the student personally to discuss the request and determine whether the leave will be granted. The student will be informed of the decision no later than two (2) days after receipt of the request. A student who misses 15 consecutive days of classes without an LOA will be administratively withdrawn. The student must contact the Academic Coordinator one week before their LOA authorization expires and register for the next session. If a student fails to attend school on the scheduled date of return from a leave of absence, that student will be administratively withdrawn. Any refund due the student will be paid within 30 days from this documented drop date.

When a student takes an authorized Leave of Absence, the record of attendance stops recording attendance from that point forward. When the student re-enters the program, the student must start a course from the beginning of the course, and the attendance for that course starts afresh, but the student's overall attendance monitoring continues from where it was prior to the leave of absence from that course. When a student takes an authorized Leave of Absence from a program, the record of academic achievement stays with the student. The "LOA" indicator is not counted against the student. However, if the student was on probation at the time of the authorized Leave of Absence, the probationary status is reinstated at the time that the student returns to a program. In the event that a student took a Leave of Absence from a program, and the program is terminated, the student will not be able to re-enter the program at a later time.

Student-initiated Withdrawal/(Self-Withdrawal): Any student may initiate his/her own withdrawal from the program and SOLEXIAN at any point. The student completes a withdrawal form which is submitted to the Academic Coordinator. Depending on the student's status at the time of withdrawal, the student may or may



not be accepted back into the program if the student re-applies to return to the program. When a student withdraws from a program, the record of attendance stops recording attendance from that point forward. If the student re-enters the program, the student must start a course from the beginning of the course, and the attendance for that course starts afresh, but the student's overall attendance monitoring continues from where it was prior to the withdrawal from that course. When a student withdraws from a program, the record of academic achievement stays with the student. The "W" grade is not counted against the student. However, if the student was on probation at the time of withdrawal, the probationary status is reinstated at the time that the student re-enters a program. If a student withdrew from a program, and the program was terminated, the student will not be able to re-enter the program at a later time.

Student Appeal of (Self-) Withdrawal: The student has the right to appeal his/her own decision of withdrawal/drop from a class and/or a program of study. If the student chooses to appeal, a written statement as to the reasons for not meeting academic progress, with supporting documentation must be provided to the President within five calendar days of the receipt of the withdrawal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress, and the circumstances as to why the student wants to reverse the self-withdrawal. Only extraordinary circumstances will be considered. The student must set forth a plan on how to improve/change relative to the circumstances leading up to withdrawal. The President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the President is final.

Administrative Withdrawal: Administrative withdrawal means that the student is immediately stopped from continuing in his/her studies. Administrative withdrawal is noted on the student's transcript. Any student who is administratively withdrawn for lack of satisfactory progress is responsible for meeting his/her financial obligations to the school.

Student Appeal of Administrative Withdrawal: The student has the right to appeal the decision of administrative withdrawal. If the student chooses to appeal, a written statement as to the reasons for not meeting academic progress, with supporting documentation must be provided to the President within five calendar days of the receipt of the administrative withdrawal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as a death or severe illness in the immediate family. The student must set forth a plan on how to improve. The President will assess all appeals and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the Institute's receipt of the appeal. The decision of the President is final.

Reinstatement: The student who is reinstated on appeal is automatically on a probationary status for the next course attended, during which time the student must meet the terms and conditions set out in the President's letter granting the appeal. At the end of that evaluation period, and at the end of every evaluation period



thereafter, the student's academic status will be reviewed. The student may continue probation as long as he or she meets the terms of the probation, or until such time as satisfactory academic progress is regained.