SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

1. **Regulatory Authority:** 34 CFR §668.34:34 CFR §668.22(d); CFR 668.32 (f) ABHES Accreditation Manual, 18th Edition, Appendix B

2. **Revision History: 02/22**

3.

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The maximum time frame is reduced for transfer and readmitted students, based upon the remaining length ofThe ma

Los Angeles, CA 90010

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RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students who do not maintain satisfactory academic progress lose eligibility for financial aid until satisfactory academic progress is met. Students may regain satisfactory academic progress by completing enough coursework to raise his/her GPA and/ meet the minimum completion requirements. At that time, students may request an SAP review and if they meet the minimum standards, their SAP status will be updated.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Examples of approved LOA circumstances include, but are not limited to, documented family emergency, serious illness, active military duty or other extenuating reasons, which are unlikely to reoccur. Students who find it necessary to take a leave of absence must submit an electronically signed and dated written request to the Records Officer. A student must request a leave of absence in advance of the start date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (14 consecutive calendar days, holidays and scheduled breaks excluded) c
policy, he or she will be dropped.

The electronically signed written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have
timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. If the student is a Title IV loan recipient,

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