

Lakewood School Satisfactory Academic Progress (SAP) Policy

We grade with a standard percentage grading scale. Students must have an average of 74% or better in each course to graduate and must complete all graduation requirements. Anatomy requires an 85%.

Students must complete the program requirements within 15 months of their start date. If not, the options would be to take an Incomplete and begin again at a later date, or take a Leave of Absence and transfer into a subsequent program. Discretion for allowing a Leave of Absence lies with the Core Program Instructor and the School Director. Anyone wishing to take one of these options, if allowed would need to comply with the policies outlined in 10.6, Leave of Absence, Withdrawal, and Dropping.

Students may have an option to transfer into a subsequent program to repeat information needed to be competent. Students wishing to transfer will need to make a request to the School Director. If allowed, additional tuition will be charged based on the amount of programming to be repeated.

For those receiving Federal Financial Aid, the requirement is for a student to enter a subsequent program at the exact point where they left their original program. This does not allow for a repeat of any information. Students wishing to repeat information may have an out of pocket cost for the additional training.

Students must complete first quarter to progress to second quarter, complete second quarter to progress to third quarter, and complete third quarter to progress to fourth quarter.

Students not maintaining satisfactory progress will be given an opportunity to come into compliance with satisfactory progress standards. Students receiving less than 74% on an exam will be issued a warning notice (either written or verbal) from the instructor, and be given until the next exam to show improvement. A student with an average score less than 74% in any course will be given a warning notice, and tutoring recommended. Following the subsequent test, if the average score is still below 74% (unless significant improvement over the last evaluation is evident), Academic Probation will result and tutoring will be required. If the score does not improve upon the next evaluation, it may be grounds for dismissal. If allowed to continue, a stringent plan for improvement must be proposed by the student, agreed to by the student's instructor and the school director, and be in writing, signed and dated.

Students receiving financial aid will not be eligible for their funding if they are not within the satisfactory guidelines listed below. Any student falling below the guidelines will have a maximum of two weeks to be within the guidelines.

No credit will be given to any student who withdraws from the program. No transcript will be issued until all program requirements are complete. A student wishing to appeal a determination that they are not meeting satisfactory academic progress must schedule an appointment with the issuing instructor and the school director and have sufficient documentation to support their appeal. Progress reports will occur at the end of each quarter. Students must be within the minimum SAP guidelines to progress to the next quarter of the program.

By the end of	1 st Quarter (10 weeks)	2 nd Quarter (20 weeks)	3 rd Quarter (30 weeks)	4 th Quarter (40 weeks)
Students must have at least this grade average in each of their Professional Development, Theory and Technique, and Kinesiology classes.	65 %	65 %	65%	74 %
Students must have at least this grade average in their Anatomy and Physiology Class	70%	70%	70%	85%

After this amount of time	1 st Quarter (10 weeks)	2 nd Quarter (20 weeks)	3rd Quarter (30 weeks)	4th Quarter (40 weeks)	150% (60 weeks)
Students must have completed at least this number of clock hours of the program	116 hrs of core (Reg + Supp)	240 hrs of core (Reg + Supp)	364 hrs of core (Reg + Supp)	488 hrs of core (Reg + Supp)	504 hrs of core (Reg + Supp)
	8 hrs workshop	24 hrs workshop	64 hrs workshop	64 hrs workshop	87 hrs workshop
	0 hrs clinic	10 hrs clinic	32 hrs clinic	32 hrs clinic	46 hrs clinic

Attendance and Tardiness

It is required that students arrive in time to sign in and be seated before class starts. Tardiness between 1 - 30 minutes will be recorded as half an hour absence. Tardiness on three occasions will result in a written warning. A fifth tardiness will result in probation, and a seventh tardiness could result in dismissal from the program.

A minimum of 90% of the Theory and Technique class must be attended to complete the class. A maximum of one Theory and Technique classes per quarter may be missed. A minimum of 90% of each of the Professional Development, Kinesiology, and Supplemental classes must be attended to complete the classes. All students must attend the Ethics Supplemental.

Students must attend a minimum of 6 Elective Workshop classes to complete the workshop requirement of the program. It is disrespectful to our visiting instructors if you are late or leave early, so please plan to attend the entire workshop.

Students must complete all the required student clinic hours. Tardiness policy applies to clinic.

You may miss no more than 16 (sixteen) hours total in one quarter. Excessive absence will result in the need for make-up classes, or dismissal from the program. The discretion for make-up classes lies with the Instructor and the School Director, and if allowed, will require additional payment. See the miscellaneous fees section 9.6 of the catalog for more information on fees.

A classmate is recommended for obtaining class information when absent. Students are responsible for all handouts, assignments, announcements and lecture content for class time missed. Students in the day class receive a total of 8 contact hours of credit per class day attended. Students in the evening class receive 3.6 hours of credit for Monday evening and 4.4 hours of credit for Thursday evening.