



# AMBI

AMERICAN MASSAGE &  
BODYWORK INSTITUTE

## Satisfactory Academic Progress (SAP)

All students must meet established minimum standards of attendance and achievement with regard to GPA and successful course completion while enrolled at AMBI.

### Rules Governing Dismissal for Unsatisfactory Satisfactory Academic Progress

**Maximum Timeframe (MTF):** Students are required to complete their education within 150% of the published program length. There are 7 courses in the Diploma program, and therefore any student failing more than 3 individual courses will be dismissed by AMBI for violation of MTF.

**Cumulative Grade Point Average (CGPA):** At all times, students must maintain a 2.0 GPA or higher. If a student fails a course, he/she is required to re-take the course, with the highest grade used for CGPA calculations. If, upon re-taking a course, a student fails the same course a second time, they will be dismissed for unsatisfactory academic progress.

Student Academic Progress will be reviewed by the institution on a monthly basis to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be calculated as of the date that the student completes each financial aid payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

In either of the above scenarios, the student who violates either MTF or CGPA will be ineligible for re-admittance for a period of one year. If they decide to re-enroll after one year has ended, they will be required to sit for the entire program length again. Please see appeal procedures in this catalog for more information about the process for appealing an academic decision, such as SAP.

**Financial Aid Warning:** Students who fail to meet either of the two progress standards as determined by a SAP evaluation will be 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. At the end of the FAW period, the student must be meeting the published



attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain eligible for further federal student financial aid.

**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 their federal aid eligibility by submitting a written appeal in accordance with this policy and, if approved by the institution, by being granted “Probation” by the institution. In the event the student submits a successful appeal and is granted probation, federal student aid eligibility will be reinstated for that payment period. Students who are granted probation as a result of a written appeal and institutional approval, must meet the institution’s 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 the institution, in order to maintain eligibility for Title IV, HEA federal student assistance funds.

**Appeals:** Students who have been designated as not making satisfactory academic progress may appeal this determination with the institution 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 school administrative staff or financial aid director and must be received within 15 days of date that the institution notified the student of their loss of federal aid eligibility. The student’s appeal must include documentation regarding the unusual or mitigating circumstances that caused the student to fail to meet the institution’s standards as well provide information regarding what conditions have changed that would demonstrate that the student could re-establish satisfactory academic progress in the future. The institution will review the student’s appeal and related documentation and its resulting decision will be final.

**Reinstatements:** 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. Attendance and 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. See the section of this policy about “Course Repetitions” for further information.

**Course Incompletes, Repetitions, and Non-Credit Remedial Courses:** AMBI may offer a grade of “incomplete” and this will impact your SAP. If a student withdraws from a program of study and re-enrolls in the same program within 180 days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who returns to a program after more than 180 days have elapsed since withdrawal may be eligible for federal aid for any classes the student must repeat to obtain academic credit. Students should meet with a financial aid advisor to discuss the conditions under which federal aid may be awarded for repeated courses. The institution does not provide non-credit remedial courses.

**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 provisions contained in this policy. Students seeking reinstatement of federal aid must also meet with the school administrative staff or financial aid director. An academic plan may be developed by the institution and may include specific performance requirements that the student must successfully complete to maintain eligibility for federal student aid.



# Student Disclosure Information

## Grading Systems

Students of AMBI are tested, both via examinations as well as with practical demonstrations (to include formative assessments of learned material), and must successfully complete each course with a passing grade, or the course must be repeated.

### *Grading for all Courses*

| Letter Grade | Description   | Percentage   | CGPA |
|--------------|---------------|--------------|------|
| A            | Outstanding   | 89.5 – 100   | 4.0  |
| B            | Above Average | 79.5 – 89.49 | 3.0  |
| C            | Average       | 69.5 – 79.49 | 2.0  |
| F            | Failure       | Below 69.5   | 0.0  |
| I            | Incomplete    | N/A          | N/A  |

**I = Incomplete.** All coursework is due by the final day of each course. In rare, documentable emergency situations, a student may be granted an extension of up to 7 calendar days from the last scheduled day of a course to complete all course requirements (make-up work). If the student fails to complete the necessary coursework within 7 calendar days, a grade of zero will be assigned for all missed assignments. This zero grade is averaged with a student’s other grades to determine the final grade for the course.

## Successful Completion of All Programs

A student has successfully completed a course when he/she has earned a passing grade of “C” or better (a 2.0 GPA or higher), and has successfully met the required attendance of 90% attended for a course.

## Attendance Policy

Regular and consistent attendance is expected of all students, and is an essential component in academic success. When a student enrolls, the student agrees to accept responsibility for regularly attending each course. Attendance information is recorded daily and kept as part of the student’s permanent academic record.

AMBI reserves the right to dismiss any student who incurs excessive absences. A student that misses an assigned test (written or practical) will receive a grade of zero unless the instructor deems the absence to be

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of a justifiable nature. If deemed justifiable in nature, the instructor will work directly with the student to make up the missed work in a timely fashion.

The AMBI massage therapy program consists of 20 hours per week of supervised training and 5 hours per week in online independent study. The program consists of six 100-hour courses, and one, 150-hour course, for a total of 750 hours of training. Any student failing to meet the 90% rule, or 90 clock (course 6 exception) hour attendance requirement is subject to disciplinary action, up to and including: being placed on attendance probation; failing a course; or dismissal for repeated violations.

Students of AMBI are advised that if they are absent for fourteen consecutive days (including weekends and holidays) they will be withdrawn from school. Day 14 of consecutive absences will be noted as the withdrawal date for refund calculations.

## Tardy Policy

Tardy arrivals or early departures are recorded by the instructor, and are calculated in the overall attendance record. Students are required to attend courses regularly, which include: being on time daily; not leaving early; and coming back from scheduled breaks on time.

## Student Grade Reporting

At the completion of each course, the student will be notified of their final score, or GPA, for the course.