



Satisfactory Academic Progress Policy

The American Institute of Interior Design (AIID) offers a 28 semester credit hour program of study leading to a Certificate in Interior Design. Students must maintain a minimum Satisfactory Academic Progress (SAP) in order to continue their enrollment in the Interior Design program at AIID, as well as to remain eligible to receive federal financial aid. The requirements for satisfactory academic progress are outlined below in sections A-J.

For purposes of SAP, the program is divided into 3 evaluation periods, where a student's progress is measured. Evaluation periods are defined as follows:

- Evaluation Period #1: Period of time between a student's start date and the 14 semester credit completion point.
- Evaluation Period #2: Period of time between the 14 semester credit completion point and the 25.5 semester credit completion point.
- Evaluation Period #3: Period of time between the 25.5 semester credit completion point and the 28 semester credit completion point (Final Project Course - ID011).

The student must achieve Satisfactory Academic Progress at the end of each Evaluation Period according to the details outlined below in sections A-J.

A.) Attendance Requirements

The accelerated nature of the Interior Design Program at AIID places a premium on student attendance. Interior Design courses are condensed and fast-paced, and a student who does not maintain adequate attendance will quickly fall behind. Students are required to maintain a minimum pattern of attendance for successful completion of the program. If a student is unable to attend class for any reason, they are encouraged to notify the instructor as a courtesy. Absences are divided into two categories:

Excused Absence: If a student's reason for missing class is justifiable (doctor appointment, jury duty, etc.), s/he may be granted an "excused absence". If an absence is excused, it does not count towards the minimum attendance requirements below, and a student is expected to meet with the instructor outside of normal class hours to make up any material missed. Determination of whether an absence is excused is at the discretion of the instructor.

Un-excused Absence: If an absence has not been approved as "excused", it will be deemed "un-excused".

Minimum Attendance Requirements:

- No more than six (6) un-excused absences will be tolerated within each Evaluation Period
- Three (3) tardies are equivalent to (1) un-excused absence

Definitions:

- Absence - If a student misses more than 90 minutes from a given class, s/he will be considered absent
- Tardy - If a student is more than 10 minutes late to class but less than 90 minutes late to class, s/he will be considered tardy

*Failure to comply with these minimum attendance requirements will result in the student being withdrawn from the program, unless an appeal is filed (see section I.). Note that the Final Project Course (ID011) is exempt from attendance requirements due to the nature of Independent Study.

B.) Maximum Time Frame Requirement (MTF)

Students must complete the graduation requirements within 150% of the published length of the program, measured in semester credit hours attempted. Since the Interior Design program is a 40 semester credit hour program of study, a student must complete the program by attempting no more than 60 semester credit hours. Students not able to complete the program within the Maximum Time Frame will not be eligible for graduation, and will be withdrawn from the program. All time periods during a student's enrollment is counted towards the Maximum Time Frame for the program, regardless of whether the student receives financial aid (if applicable).

C.) Satisfactory Academic Progression

Students must progress through the program by successfully completing courses with minimum Cumulative Grade Point Average (CGPA) requirements at the end of each Evaluation Period. The minimum CGPA requirements to demonstrate satisfactory academic progression are as follows:

- Evaluation Period #1: CGPA \geq 1.5
- Evaluation Period #2: CGPA \geq 2.0

*Failure to achieve the minimum CGPA requirement at the end of Evaluation Period #1 will result in the student being withdrawn from the program, unless an appeal is filed (see section I.). Failure to achieve the minimum CGPA requirement at the end of Evaluation Period #2 will result in the student being withdrawn from the program.

D.) Minimum CGPA

In addition to achieving minimum Cumulative Grade Point Average (CGPA) requirements during each Evaluation Period for Satisfactory Academic Progression, students are required to achieve minimum CGPA for the program as follows:

1. Students must achieve a CGPA \geq 2.0 (C) at the end of Evaluation Period #2. Students who have a CGPA $<$ 2.0 at the end of Evaluation Period #2 will not be eligible to take the Final Project course, and will be withdrawn from the program.
2. Final Project Course (ID011): Students must score at least 70% (C) in the Final Project course in order to successfully complete the program and graduate, regardless of CGPA for the balance of coursework.

E.) Final Project Requirements

The Final Project Course (ID011) is a 3-week Independent Study course comprised entirely of a comprehensive take-home project that demonstrates understanding of all concepts studied during the prerequisite courses of the program. The unique nature of this Final Project course necessitates having its own set of rules and requirements:

1. All assignments from the prerequisite courses must be submitted and graded before the Final Project course will be available for students to begin. AIID will provide a reasonable turn-around time for grading such that students may begin the Final Project course in a timely manner.
2. Students must have a CGPA ≥ 2.0 at the end of Evaluation Period #2 in order to be eligible to take the Final Project course.
3. Students must score at least 70% (C) in the Final Project course for successful completion.
4. The Final Project course must be initiated within 4 weeks of completing the prerequisite courses, including weekends, published school breaks, and state and federal holidays. Any request to deviate from this requirement due to special circumstances must be made in writing and will be at the discretion of the school Director.
5. The Final Project course must be completed within the 3-week time frame allotted, unless the project due date falls during a published school break, or on a state or federal holiday. In this circumstance, the Final Project is due by the close of business on the first school day following.
 - Example: If a student picks up the Final Project instructions on a Monday, the project due date is by the close of business on the third Monday following.
 - Late Project Penalty: A late Final Project will be assessed a (2) point per day deduction for each day the project is past due, including weekends, published school breaks, and state and federal holidays.
6. Students will only be given one attempt to complete the final project successfully.

F.) Graduation Requirements

To maintain satisfactory status leading to graduation, students must achieve the following requirements:

1. Program Completion: Students must successfully complete the Interior Design program within 150% MTF as outlined above.
2. Minimum CGPA: Students must achieve minimum cumulative GPA requirements as outlined in the Minimum CGPA section of the Satisfactory Academic Progress Policy.
3. School Property Returned: All textbooks and library items must be returned to school before graduation will be awarded.
4. Financial Obligations Settled: All financial obligations to AIID must be settled with no balance due before graduation will be awarded.

G.) Readmission Policy

Readmission of Students Who Left in Good Academic Standing

A student who left the school in good academic standing can reapply for admission at any time without restrictions. The term “good academic standing” refers to a student who was not on probation at the time of withdrawal and was not dismissed by the school for other reasons, including SAP and conduct.

Readmission within 180 days:

If a student is readmitted to the program within 180 days of the initial date of withdrawal, s/he will be permitted to continue in the program where they left off. All credits achieved successfully will apply towards graduation requirements for the new term. The student will be responsible for the balance of tuition at the original cost, and the student will reenter the program with the same Satisfactory Academic Standing as the previous enrollment.

Readmission beyond 180 days:

If a student is readmitted to the program beyond 180 days of the initial date of withdrawal, s/he will be enrolled as a new student. The student will be responsible for tuition in full at the current cost. The student will be eligible to transfer credits from the previous enrollment to the current enrollment, as outlined below in section H.).

Leave of Absence (LOA):

The school does not offer a leave of absence. Any student requiring an extended leave will need to withdraw from the program and can apply to be readmitted at a later date. If the student is receiving Federal Student Aid, a Return to Title IV calculation will be performed (if applicable), and may result in a return of federal funds.

Readmission of Students Who Left in Poor Academic Standing

Students who were withdrawn while on probation or who were dismissed by the school may apply for readmission no sooner than 180 days after the withdrawal date. In addition to going through the normal admissions procedure, the student must submit an appeal in writing to the Director of Education stating the reason(s) a student believes s/he should be considered for readmission and identify any corrective actions taken that address the circumstances which caused the initial withdrawal. A written response to this appeal and decision on readmission will be provided to the student within seven business days following receipt of the appeal request. Readmission in this case is at the discretion of the Director of Education. For this circumstance, no credits achieved successfully will carry over to the new enrollment and the student will be responsible for tuition in full at the current cost. If accepted back into the program, the student will be on mandatory academic probation during the first Evaluation Period.

H.) Effect of Course Incompletions, Course Repetitions, Withdrawals, Non-Credit Courses, Transfer Credits, and Transfer Students

Course Incompletions: AllID does not recognize course incompletions (grades of “I”). Students must complete the requirements for each course by the due dates established in the syllabus. Students submitting work or taking quizzes or exams beyond the due date will incur a mandatory penalty for late work, as defined in the appropriate course syllabus. Late work will

not be accepted if submitted more than 7 days beyond the due date (ie., zero points will be recorded for the assignment, quiz, exam, project, etc., and will be factored into the final course grade).

Course Repetitions: If a student elects to take a completed course over, s/he may do so by enrolling in the next course available. Note that the Final Project course is not permitted to be repeated, however. Tuition will be prorated for the portion of the program that is taken again at the current tuition cost. Provided the student finishes the new course(s) within the Maximum Time Frame (MTF), the grade recorded on a student's transcript will be the higher of the two course attempts. Possible reasons for course repetition could include wanting a better grade, wanting to understand the material better, etc.

Withdrawals: If a student is withdrawn from the program for any reason prior to completing 60% of the program of study, the following calculations will be executed: (1) Refund and (2) Return of Title IV Funds (if applicable). Refer to the Refund Policy and Return of Title IV Funds Policy for more information. A status of "WD" will be placed in the student's transcript. For readmission procedures to complete training, refer to the Readmission Policy (section G).

Non-Credit Courses: An individual is permitted to take individual courses without being enrolled in the Interior Design program. However, such courses are considered non-credit courses, and therefore are not applicable towards graduation requirements. Any non-credit courses taken are exempt from Satisfactory Academic Progress monitoring, are not considered part of the institutional accreditation from ACCSC, and are not eligible for federal financial aid assistance.

Transfer Credits: The school does not have an articulation agreement with any other institutions, and therefore does not accept transfer credits from other schools. However, AIID does accept its own credits from a previous enrollment period, provided no more than 2 years have elapsed since completion of the original credits. Courses taken as non-credit courses are not eligible for transfer, and are not applicable towards graduation requirements.

I.) Appeal Process

From time to time there are circumstances beyond a student's control that prevent compliance with Satisfactory Academic Progress requirements, despite a student's best intentions. A student who is falling short on Attendance requirements, CGPA requirements, or Satisfactory Academic Progression requirements may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances including:

1. The student's health or injury
2. Family difficulties such as death or illness
3. Interpersonal problems such as divorce
4. Jury Duty
5. Military Service requirements
6. Other circumstances resulting in undue hardship to the student

In these events, a student may file a mitigating circumstances appeal with the school's Director of Education as soon as the situation arises. Appeal forms are available in the school office and will require supporting documentation, as well as the student's signature. All appeals will be reviewed and will be considered at the discretion of the Director of Education. Appeal decisions will be made within 5 days and the student will be notified by electronic communication. If an appeal is denied, the student will be withdrawn from the program and will be ineligible for federal financial aid as of the withdrawal date. If an appeal is approved, it will result in the student being placed on Probation (see section J.).

J.) Probation

A student is placed on probation following an approved appeal process for SAP violations including Attendance and Satisfactory Academic Progression, as outlined above. This status is a probationary period where a student's progress is being monitored with extra restrictions. The probation period is four (4) weeks from the violation date (or remainder of the program if less than four weeks remain). During the probation period, the student is eligible to receive federal financial aid.

The student will be notified in writing when they have been placed on academic probation noting what violation has occurred, and what specific action is required to return the student to good standing. Withdrawal from the program for not meeting the stated probationary requirements below will result in the loss of any additional financial aid eligibility beyond a student's last recorded date of attendance. The guidelines for academic probation are as follows:

Attendance Violations: While on probation the student will have strict attendance requirements. During this period, the student can have no more than (3) un-excused absences. The student may return to good academic standing by satisfying these attendance limits at the end of the probation period. If a student exceeds these limits, s/he will be withdrawn from the program and will be ineligible for federal financial aid.

Satisfactory Academic Progression Violations: If a student is not compliant with satisfactory academic progression during each Evaluation Period, that student must achieve compliance at the end of the probation period. The student will return to good academic standing by meeting the Evaluation Period requirements for satisfactory academic progression at the end of the probation period. If this requirement is not met, the student will be withdrawn from the program and will be ineligible for federal financial aid.