

## NRS 394.553

### Account for Student Indemnification

In an event of school discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a student or enrollee who has suffered damage, as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

### Attendance Policy

All absences are recorded, regardless of reason.

- Students not in their seat at the schedule class time will be considered tardy.
- Students leaving school before their official dismissal will be marked as tardy.
- 4 tardy equals 1 absence
- 2 absences and the student will be put on probation for the remainder time in the program.
- 3 absences and the student will be terminated from the program.
- Students may request a leave of absence (LOA) to a student in the instance of family bereavement or medical emergencies pertaining to student of immediate family.
- A Leave of Absence may last up to 30 days. Requests for leave of absence must be made in writing in advance. All requests must include appropriate documentation. A LOA may be extended for a maximum of 30 days in a 12 week period. Students may request more than one LOA during a 12- week period provided the total time granted does not exceed 30 days. Time spent during an approved LOA is not considered accrued time for a course or program. Student status is not changed from active to LOA unless the request procedure and appropriate forms are completed. To request a Leave of Absence:
  - Submit a written request, stating the reason and the amount of time needed for the leave of absence to the Director.
  - Complete and sign all required forms.

### Standard of Academic Progress

#### GRADING SCALE

Grade	Standing	Percentage	GPA
A	Excellent	93-100%	4.0
B	Good	86-92%	3.0
C	Average	70-85%	2.0
F	Failing	0-69%	1.0
I	Incomplete	N/A	N/A
X	Leave of Absence	N/A	N/A
W	Withdrawn	N/A	N/A
T	Terminated	N/A	N/A

All Students must meet the following minimum standards of Satisfactory Academic Progress (SAP).

- Maintain a minimum cumulative grade point average of 2.0 at the 50% mark/point at 10 hours and/or 20 hours.
- Maintain a minimum cumulative grade point average of 2.0 at the completion of 20 hours for Life only or Health only, or 40 hours for Property & Casualty, or Life & Health;
- Achieve an attendance rate of 75% at the completion of 20 hours or 40 hours course;
- Complete the program of study within a Maximum Time Frame (MTF), which is one and one-half times the number of hours and weeks required for the specified program of study.

Students are monitored for SAP at the completion of 20 hours, or 40 hours and are advised of their academic progress at that point in time.

Students who have not maintained a minimum cumulative GPA of 2.0 and a cumulative attendance rate of at least 75% at the end of 10 hours, or 20 hours will be placed on probation for 4 hours.

At the end of the probationary period, if the student is still not meeting the SAP requirements, the student **will** either be **terminated** from school, or, they may appeal the finding. Students who successfully appeal are allowed to continue in school. Students who do not appeal or whose appeal is denied will be **dismissed**.