

Academic Requirements

Instruction and training in all EVIT programs meet Arizona Department of Education Career and Technical Education (CTE) Standards, as well as the specific licensing/certification standards as required by the third-party organizations related to the respective program e.g., AZ Board of Nursing. Additionally, each program is evaluated through State Performance Measures and Standards.

State Performance Measures and Standards

Please visit <https://www.azed.gov/cte> or <https://www.azed.gov/cte/programs> for further information.

Arizona State Adopted Competencies

To view competencies for a particular program, go to www.azed.gov/career-technical-education/tech-standards.

Academic Accommodations and Modifications

Please refer to EVIT Governing Board Policy, Chapter 6, Section 11, A-D. EVIT will provide reasonable accommodations to qualified students with documented disabilities. All Individual Education Plans (IEP) and 504 documentation are to be sent to sped@evit.com

The accommodations and modification requirements for adult and high school students differ.

Academic Load

Credits (High School)

Credit can be earned each session provided attendance requirements are met (minimum threshold of 85% attendance has been met) and a passing grade is achieved. Credits are transferred to home school registrars at the end of each semester. Credit is earned in each nine-week session completed with a passing grade and a minimum of 85% attendance.

Passing a class and receiving credit does not guarantee the student to be a State Completer or Program Completer; the student must successfully complete a required number of competencies to be a completer.

Credits (Adult)

Credit is defined as an amount of work represented in course competencies and verified by evidence of student achievement through laboratory work, internships, clinical and studio work, or other academic work leading to the award of credit. Credit can be earned each session providing attendance requirements are met and a passing grade is achieved. Students must attend at least 85% of their course hours to master the course competencies necessary to earn a passing grade.

Courses may vary in length and begin and end throughout the year. Standards for the awarding of credit may be time based (contact hours) and/or competency based. To obtain credit a student must be properly registered and must pay tuition and fees for the course. The fall and spring semesters are typically eighteen (18) weeks in length. Summer sessions vary in start dates and in length.

Passing a class and receiving credit does not guarantee the student to be a Program Completer; the student must successfully complete a required number of competencies or a combination of competencies and clock hours and meet a minimum grade to be a completer.

The term “Credit” does not carry the same meaning as “college credit”. EVIT Adult Education program credit may not be transferable to colleges, universities or other training institutions.

Transcripts

Official transcripts are issued to students with proof that the \$5.00 transcript fee has been paid to the Business Office. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974. There is no charge for unofficial transcripts. EVIT credits/courses are not automatically transferred to other schools. All schools have their own set of policies for accepting transfer credits.

Transfer Credit

Transfer credit from another institution will not be considered except in specific situations where students would be completing identical curriculum and coursework. Transfer credit consideration will be on a case-by-case basis by the Chief Academic Officer, academic program director and/or the campus Registrar. Program coursework may or may not transfer to other institutions. Students are advised to check the transfer policies of other institutions.

Prior Learning/Work Experience

Some programs allow prior learning or work experience consideration towards a particular program of study. Skill levels are typically evaluated via performance, knowledge test, or both, by the faculty member of the selected program. Based on the faculty member’s evaluation, students may be allowed advanced placement in their selected program. Please consult with your Enrollment Advisor if you feel you may qualify for prior learning or work experience placement.

Schedule Changes

It is the student’s responsibility to notify the faculty(s) and their program counselor if he/she will no longer be attending class.

Drop/Add

Drop/Add is authorized only during the first five (5) days of class. Students should first consider the ramifications of a drop/add request if they are receiving financial aid, veteran educational benefits or outside agency funding.

A student is allowed to drop/add a course providing the request is approved by the faculty. The faculty member is responsible for completing the drop/add form and notifying the student's Enrollment Advisor via email within 24 hrs. of the student’s request. The email must provide the student’s name, EVIT student ID #, the last date or first date of attendance, and a reason for the drop/add request. The Enrollment Advisor in turn, will notify the Registrar, Financial Aid, and Veterans Services as applicable.

Grading Scale

All EVIT classes adhere to the following grading Scale*

Grade	Percentage	Brief Description	GPA	Note(s)
A	90-100	Excellent	4.0	
B	80-89	Good	3.0	
C	70-79	Average	2.0	
D	60-69	Below Average	1.0	
F	0-59	Failing	0.0	
I	N/A	Incomplete	N/A	Not computed in grade point average An Incomplete (I) grade will turn to a Failing (F) grade if the incomplete work or project is not completed within 8 weeks of the last date of the class term.
P/Z	N/A	Pass/No Grade	N/A	P may be considered a Passing grade of C.
W	N/A	Withdrawn	N/A	Passing, not computed in grade point average
Y	N/A	Withdrawn	0.0	Failing, computed in grade point average
AUD	N/A	Audit	N/A	The student will maintain course attendance but will not receive credit for the course.

Grading Scale Category Weighting

Grades will be weighted based on the following categories:

- Assignments: 20%
- Lab/Practical Applications: 20%
- Summative Assessments: 60%

Additional Grading Requirements: Many programs such as Emergency Medical Technician, Nursing Assistant, Practical Nurse, and Surgical Technology enforce a stricter grading policy due to State, Federal or National accreditation, and/or certification requirements. Confer with your faculty or Enrollment Advisor for details.

Missed Assignment/Exam Policy

- Students must make-up any work that is missed due to an excused absence within as many days as he/she was absent, plus one. Make-up work for assignments, and alternate assignments for missed lab and practical practice, will only be allowed for an excused absence. It is the responsibility of the student to have the absence excused (parent/guardian must excuse the absence if the student is under 18) before make-up work will be accepted. Bellwork assignments cannot be made up if a student is tardy or absent. Exit ticket assignments cannot be made up if a student leaves early or is absent.

- If a student was unable to hand-in an assignment due to an excused absence, the assigned work is due the day the student returns. Late work without penalty will only be allowed for an excused absence if turned in the day the student returns; it is the responsibility of the student to submit late work for credit the day they return. It is the responsibility of the student to have the parent/guardian excuse the absence before the student returns.
- Missed exams must be taken the day the student returns. Make-up exams will only be allowed for an excused absence; it is the responsibility of the student and teacher to schedule the exam the day the student returns. It is the responsibility of the student to have the parent/guardian excuse the absence before the re-scheduled test date.

Late Work

Late work is defined as any work completed and turned in after a designated due date. Work is also late when a student turns in assignments after the equal number of days allowed for verified absences.

- Once the deadline of an assignment has been reached students may submit assignments for 50% credit of points earned up to 14 days past the due date. After this time period students may submit assignments for 25% credit of points earned up to one week prior to the end of the grading period.

Incomplete Grade

Students who are performing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the faculty, he or she shall define, in a written/electronic contract, how the course will be completed. Students must be passing the course in order to qualify for an incomplete.

Students must complete the requirements within the contracted time period. The maximum time allowed is eight (8) weeks from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within eight (8) weeks will have their grade recorded in accordance with the written contract. Students should NOT re-register for the course to complete the contract.

Satisfactory Academic Progress (Adult Programs)

Federal regulations require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards.

Federal regulations state that Standards of Satisfactory Academic Progress must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, Higher Education Act (HEA) program (Federal Financial Aid) eligibility.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average to comply with the SAP policy. If approved for readmission, the student will re-enter the program in a status of Academic Probation. A student may remain in a status of Academic Probation for only one course/semester. A student who fails to meet SAP after the first course/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study

funding until he or she corrects the condition that caused the loss of SAP standing. If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Evaluation Period (Adult Programs)

Standards of Satisfactory Academic Progress will be evaluated for all programs daily, monthly and at the end of each 85/90/300/310/375/450 clock hour payment term depending on program length. Programs less than 900 clock hours will be evaluated daily, monthly, and at the midpoint of the program. Programs over 900 clock hours will be evaluated every 450 clock hours.