

# COMMISSION ON MESSAGE THERAPY ACCREDITATION (COMTA)

## DEFINITION OF SATISFACTORY PROGRESS

Institutions offering any COMTA accredited program must have a policy for determining what constitutes satisfactory academic progress throughout that program. These policies must meet the criteria stated below. Institutions wishing to establish or maintain eligibility to administer United States Title IV financial aid programs are also required to meet applicable government requirements in this area.

1. Written standards of satisfactory academic progress must be published and distributed prior to enrollment.
2. The institution must strictly adhere to its published standards of satisfactory progress.
3. The policy must include these key elements:
  - A. A quantitative measure of a student's progress (examples: overall average of 75%; or a cumulative GPA of 2.0)
  - B. Maximum timeframe in which students must complete the requirements for a certificate or diploma.
    - i. Timeframe cannot be more than one and a half times the specified length of the program.
    - ii. Timeframe must be divided into increments, during which a minimum percentage of the work is to be completed.
    - iii. Increment cannot be more than one (1) academic year in length. Programs less than one (1) year in length should measure at the midpoint of the program.
      1. Examples: a 600 clock-hour program that is usually completed in six (6) months would set a maximum timeframe of nine (9) months for completion. One half, or 300 hours, would have to be completed at the midpoint of four and a half (4 ½) months.
  - C. A statement of actions that will be taken as a result of failure to maintain satisfactory progress.
  - D. Define the effect on satisfactory progress of Course Withdrawals, Incomplete Grades, Repeated Courses, and Non-Credit Remedial Courses.
    - i. Withdrawals  
Example: Credit will not be given for classes students withdraw from.
    - ii. Incompletes
      1. Define the maximum time period that can elapse before an incomplete grade becomes a failing grade, and the effect on satisfactory academic progress.
      2. Example: to receive credit, incomplete work must be completed two weeks before the start of the next class or the class will have to be repeated.
    - iii. Course Repetitions
      1. Define the effect on the grade point average when a course is repeated.
      2. Example: The grades in the original and repeated classes will be averaged together.
    - iv. Non-Credit Remedial Classes
      1. The number of non-credit remedial courses must be limited. For Pell Grant purposes, no more than one (1) academic year of remedial work may be included in the student's program.

Appeals procedures must be clearly outlined for the student who may be denied financial aid as a result of not making satisfactory progress. Appeals should be in writing and well documented.

Conditions for reinstatement of financial aid must be specified if aid is denied because of unsatisfactory progress.

A probationary policy must identify the length of time a student may be on probation and during which the student must comply with the Satisfactory Progress Policy.