

## Satisfactory Academic Progress (SAP) Policies and Procedures

Revised April 2024

### SATISFACTORY ACADEMIC PROGRESS POLICY

The purpose of training is to prepare all undergraduate students for immediate employment in the field of study upon graduation. Satisfactory academic progress applies to all students enrolled in an educational program and whether they are using financial aid or not. Grading is administered to correlate the student's level of achievement on tests, studio projects, mid-terms, and final exams. The student is furnished with a progress report at the end of each term as well as notification of their academic and financial aid status. The satisfactory academic progress (SAP) of all students is evaluated for the purpose of establishing academic standing in the program. Satisfactory academic progress (SAP) is evaluated at the end of the term.

To maintain satisfactory academic progress (SAP) a student must satisfy the academic requirements and specific program requirements as well as make satisfactory academic progress, as required by federal law.

Students must demonstrate satisfactory academic progress toward completing their academic program by meeting our established standards of academic progress in these three specific measurable areas of cumulative grade point averages (CGPA), completion rate/rate of progress (pace), and maximum timeframe. Satisfactory academic progress (SAP) is measured using these qualitative and quantitative standards.

- **Qualitative** progress is measured by cumulative grade point average.
- **Quantitative** progress is measured by cumulative completion rate/rate of progress (pace) and maximum time frame. The institution ensures that the students will have an evaluation of their measured qualitative and quantitative standards at the end of the term (payment period).

Term and cumulative grade point averages (CGPAs) are calculated at the end of the term. At the end of the term, academic progress evaluations take place reviewing a student's academic standing.

Students that do not meet the minimum academic standards for satisfactory academic progress (SAP), are notified via student email, their progress report and postal mail regarding their academic standing at the end of the term. Students also have the option to review their academic standing via their online student portal.

## QUALITATIVE STANDARDS

Our grade-based standards are reviewed at the end of the term. Cumulative grade point average (CGPA) is reviewed to determine if the student is meeting basic requirements for the qualitative standards portion of our satisfactory academic progress. Below is our grading scale for these standards:

- **A – 4 points (100% - 90%)** Indicates superior grasp of material, earned through excellent performance on all assignments and examinations and a very strong indication of career success.
- **B – 3 points (89% - 80%)** Indicates a good level of proficiency and a strong indication of career success.
- **C – 2 points (79% - 70%)** Indicates a satisfactory level of achievement to enable successful employment or completion of further course work.
- **D – 1 point (69% - 60%)** Indicates probationary grade and a marginal level of achievement. Students earning this grade are expected to seek extra help to correct deficiencies or may be asked to repeat the semester. Conferences with the student, instructor, and the director will determine the best course of action to take to promote academic success.
- **F – 0 points (59%-0%)** Indicates an insufficient comprehension of material to permit promotion to the next semester. Students must consult with the Director of Education for further guidance concerning the repetition of the course.

Grades are computed by points earned divided by course points; then multiplied by 100 which will give a percentage earned for the course in which grades A, B, C, D and F are received.

Grades are posted online via the student portal for their midterm and final grades and are available upon request at any point in their term. At the end of the term, grades are posted online via the student portal and available on their unofficial transcript. Students are given a copy of their unofficial transcripts at the end of each term to keep track of their progress.

## CUMULATIVE GRADE POINT AVERAGE (CGPA)

- A student must maintain a minimum cumulative grade point average (CGPA) of 2.0 or higher.
- Satisfactory (S), Unsatisfactory (U), Incompletes (I) and Withdrawal (W) grades are not used in calculating CGPA.
- Credits earned by examination or transferred from another institution are also not used in calculating CGPA.

- When a student repeats a course, the highest grade achieved in that course is used in calculating CGPA.
- Academic standing is stated in the conditions of a cumulative grade point average (CGPA), which is calculated at the end of each term and is based on all grades and credit hours earned to date in the student's respective program. Remedial Courses are not calculated in the cumulative grade point average (CGPA) nor in the final grade point average (GPA).

### QUANTITATIVE STANDARDS

Quantitative standards are reviewed at the end of the term to evaluate if a student has met satisfactory academic standards. Quantitative standards apply to courses that are considered remedial coursework as well as having been repeated or withdrawn from. These factors impact the completion rate/rate of progress (pace) as well as the maximum timeframe that students are expected to complete. The quantitative standards are listed below:

### COMPLETION RATE/RATE OF PROGRESS (PACE)

- A student must successfully maintain a minimum of 67% of all credit hours attempted, including those attempted in remedial courses.
- Incomplete courses will be calculated at the end of the term to determine if the student is meeting pace. They will also be counted as credits attempted.
- Repeated courses will be calculated as credits that have been attempted for the calculation of pace.
- Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating cumulative completion rate.
- The grades of A, B, C, D and S indicate successful course completion for purposes of this policy. The grades of F, W and U indicate a lack of successful course completion.
- To keep in good academic standing a student must earn credit toward completion rate/rate of progress (pace) including courses withdrawn from.
- A student must successfully maintain a minimum of 67% of all attempted credit hours. A student who does not maintain the minimum pace at the end of the term is placed on academic warning.

#### *CALCULATION FOR COMPLETION RATE/RATE OF PROGRESS (PACE):*

Total number of credit hours earned divided by the total number of credit hours that have been attempted = % of completion.

### MAXIMUM TIMEFRAME

- ❖ A student must complete their academic program within a maximum of 150% of the published length of the educational program as measured in credit hours.
- ❖ Credits transferred from another institution are included as credits attempted and completed for the purpose of calculating maximum timeframe.
- ❖ At the end of the term the Director of Education reviews each student's academic performance to determine whether the student is approaching their maximum timeframe for credits hours that have been attempted. At this point, we will determine if the student is able to complete their program within the maximum timeframe and not at the point that they reach the maximum timeframe. In the event the student will not complete their program before reaching the maximum timeframe, the student will be notified via email and postal mail that they no longer can complete their program within the 150% maximum timeframe. Students have the right to appeal against the decision regarding their maximum timeframe status. See section below for "STUDENTS HAVE THE RIGHT TO APPEAL THEIR ACADEMIC PROBATIONARY STATUS" regarding how to submit an academic appeal.

#### *CALCULATION FOR MAXIMUM TIMEFRAME:*

A student completing a program requiring 65 credit hours only has 97.5 attempted credit hours to complete that degree. ( $65 \times 1.5 = 97.5$ ) Since ICB does not have .5 credit hours of a course, we will round up our Maximum Timeframe to 98 attempted credit hours.

## SATISFACTORY ACADEMIC PROGRESS STATUSES

***Good Standing*** - All students, whether they are using financial aid or not, is considered in Good Standing status if the student has: (1) successfully completed a minimum of 67% of the credit hours attempted; (2) not exceeded the maximum time frame; and (3) maintained at least the minimum cumulative grade point average (CGPA) of 2.0.

***Academic Warning (Financial Aid Warning)*** – Students not meeting the academic requirements, whether they are using financial aid or not, will be placed on academic warning status if the student's cumulative grade point average (CGPA) falls below the minimum of 2.0, the student fails to successfully complete at least 67% percent of the credit hours attempted, and the student is reaching the point of their maximum timeframe. A student in academic warning status will be given one subsequent term to return to Good Standing status.

Financial aid is available to eligible students in academic warning status. A student who does not return to Good Standing status within the subsequent term will be placed on academic probation status. Academic warning students who fail to meet satisfactory academic progress (SAP) after the warning period will lose their financial aid eligibility after the warning period ends.

All students will be notified via email, progress report and via postal mail of their academic warning status; and that they must bring their academic standing up to the academic requirements to return to Good Standing.

To maintain satisfactory academic progress (SAP) a student must maintain their qualitative and quantitative standards.

***Academic Probation*** – Students who did not return to good standing after their academic warning status after the subsequent term, whether they are using financial aid or not, will be placed in academic probation status. A student in academic probation status is not eligible to receive financial aid. This status continues during periods of non-enrollment. Students will be notified via email, progress report and postal mail of their academic probation status. Students who are placed on academic probation can submit an academic appeal to the Director of Education for consideration.

Financial aid is not available to students in this academic standing unless they submit an approved academic appeal.

## STUDENTS HAVE THE RIGHT TO APPEAL THEIR ACADEMIC PROBATIONARY STATUS

A student may appeal the determination of satisfactory academic progress (SAP) of their probation status from the college to the Director of Education based upon extenuating circumstances. Extenuating circumstances are situations such as the death of a relative, serious injury or illness of the student, or any other special circumstances.

The student must submit their appeal in writing to the Director of Education at the school before the beginning of the next term. Within the appeal, the student must address the mitigating circumstances that prohibited them from successful completion their courses, what their plan is moving forward to achieve successful completion of their courses and what has changed so they are able to successfully meet SAP requirements.

## ACADEMIC PLAN FOR STUDENTS IN ACADEMIC PROBATIONARY STATUS

An academic plan is a succession plan toward education completion that the student and the institution must review and follow. Within the academic plan it must list the processes for success of the student and what they will need to address to meet satisfactory academic progress (SAP). The academic plan must state what the student will do to maintain their cumulative grade point average (CGPA), along with successful course completion within the term, and completion of attempted credits before meeting the maximum timeframe of 150%.

A student's progress on academic warning status will be reviewed again at the end of the term to ensure that the student has met the requirements for satisfactory academic progress (SAP) as notated in their academic plan.

### RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

Students receiving financial aid can reestablish their financial aid eligibility by submitting an academic appeal in writing to the Director of Education. Students who successfully appeal will be placed in the subsequent term under financial aid probation status, and they will have the opportunity to try to get their academic status up to good standing. The student is eligible to receive financial aid if the student continues to meet the academic plan requirements and will be held to the requirements that are notated in the plan. Once the student returns to good standing the financial aid probation status will be removed. Failure to meet the requirements by the end of the financial aid probation period the student will be subjected to a second dismissal. Students will be notified of their academic and financial standing at the end of the term via their progress report, email, and postal mail.

## INCOMPLETES, WITHDRAWAL, AND REPETITION

### INCOMPLETES

Students with course incompletes are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress within the course as determined by their instructor.
2. The time needed to make up and complete course work is within the program maximum time frame.
3. The student is unable to complete some coursework because of unusual circumstances beyond personal control.

**Please note:** Incompletes are granted in unique situations only. The incomplete is discussed with the instructor and the Director of Education to determine if an incomplete is acceptable in certain circumstances. All required work needs to be submitted no later than two weeks after the end of the term to the instructor.

Once the student has completed all required coursework for the course, the "I" indicator for the grade must be converted to a letter grade of either A through F, or to an S or U indicator. Courses that contain the indicator of "I" will be counted in attempted hours but are not counted in any cumulative grade point average (CGPA) or grade point average (GPA) calculations. If the student does not meet the requirements within the allotted time frame, the "I" indicator will

then be converted to an “F” grade. Once the “F” grade is applied to the term the grade point average (GPA) and cumulative grade point average (CGPA) are recalculated for that term.

To request an incomplete for the course, the student must request to complete a “Course Incomplete Request Form” and gain approval from the instructor. Once approval is granted, the instructor will then submit the form to the Director of Education for documentation prior to the grade deadline.

### WITHDRAWALS

A student desiring to withdraw from the college should contact the Director of Education immediately. All official withdrawals from a course or from the school must be in written form and approved by the Director of Education. Withdrawing from the course will impact academic progress in a qualitative and quantitative manner. The “W” that is earned in the course will count as part of the completion rate/pace of progress (quantitative standard) calculation.

***Please note:*** The institution does not have an add/drop period for courses.

### REPEATING COURSES

A student can repeat any subject in which they receive a final grade of “F” during the term. The student will be charged the full tuition for the course that is to be repeated. Federal regulations limit the number of times a student may repeat a course and receive federal financial aid for that course. Repeating courses will affect your quantitative standards at the institution due to the repeated attempts for the applicable course(s) as well as the cost of tuition. Students using financial aid may receive financial aid under these conditions for repeating a course:

- ❖ A student may receive financial aid when repeating a course that was previously failed.
- ❖ A student may receive financial aid to repeat a previously passed course (D or better) ONE additional time.
- ❖ Once a student has completed any course twice and earned a passing grade (D or better) they are no longer eligible to receive financial aid for that course.

Examples provided below:

Course Name	1 <sup>st</sup> Attempt	2 <sup>nd</sup> Attempt	3 <sup>rd</sup> Attempt	Eligible for FA for a 3 <sup>rd</sup> attempt?
HUM 110	F	C	Scheduled	Yes (student passed course one time, eligible for 3rd attempt).

RAD 1016	D	C	Scheduled	No (student passed course twice, not eligible for 3rd attempt).
MTH 105	D	F	Scheduled	No (student passed course first attempt, on the second attempt they failed, no longer eligible for federal financial aid on 3rd attempt).
HUM 115	W	F	Scheduled	Yes (student has not yet passed course, the 3rd attempt is eligible for federal financial aid).
HUM 210	F	F	Scheduled	Yes (student has not yet passed course, the 3rd attempt is eligible for federal financial aid).

## FOUNDATIONAL WORK

Students who fail to meet the cutoff score from the ACCUPLACER will be required to take Foundations Math and/or English courses before taking College English and/or College Math.

### HUM 001 - Foundations English

A course to assist students in achieving a level of competence as writers that will prepare them to work successfully in advanced studies. Fundamentals of standard written English are developed and reinforced. Students whose score on the placement examination is below the minimum required must enroll in this course. This course does not apply toward the graduation



requirements of any program, and the grade is not counted in the grade point average. (3 semester credit hours)

### **MTH 001 - Foundations Math**

A course to develop and improve the basic skills of working with numbers and fundamental math operations. The number system; addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percent's; integers, exponents, and one-step algebraic equations are covered. Students whose scores on the placement examination fall below the minimum required must enroll in this course. This course does not apply toward the graduation requirements of any program, and the final grade for this course is not counted in the grade point average. (3 semester credit hours)

Remedial courses are either awarded an "S" or "U" for satisfactory or unsatisfactory academic proficiency in their courses. If the student receives a "U" in their remedial courses, the student is allowed one more attempt to pass the course with an "S" to move forward in their program. Remedial courses are not included in the calculation of maximum timeframe.

- **S – Satisfactory 0 points (100%-60%)** Indicates sufficient comprehension of material of a foundations course. A foundations course does not apply toward the graduation requirements of any program and the final grade for this course is not counted in the grade point average.
- **U – Unsatisfactory 0 points (59%-0%)** Indicates insufficient comprehension of material of a foundations course and the course must be retaken. A foundations course does not apply toward the graduation requirements of any program and the final grade for this course is not counted in the grade point average.