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ACADEMIC PROGRESS

The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the CDE Career Institute, whether receiving Federal Title IV Funds, partial funding assistance, Workforce Investment Act funds or self-pay

Process Overview & Responsibilities

Federal regulations require all schools participating in state and federal financial aid, Title IV, programs to monitor Satisfactory Academic Progress (SAP). **These standards are applicable to all students attending this institution.**

Students enrolled in programs must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students as published in the School Catalog prior to enrollments and at new student orientation. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each payment period and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV, students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, funding.

The Director in the Financial Aid office reviews the Title IV, SAP policy to ensure it meets all federal requirements.

Evaluation Periods:

SAP evaluation periods are based on actual clock hours at the school. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV, financial aid. The maximum time frame equals 1.5 the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation. You must be aware that a Leave of Absence will extend the student's contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

Academic Year Definition:

940 clock hours for the Medical Transcription/Insurance Billing Program and 930 clock hours for the Computerized Office Assistant Program (for Federal Student Aid, Title IV, funding)

Quantitative (Pace) Requirement:

Students are expected to complete in the published number of clock hours however they are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress. The time frames below are based on a 24 hour per week schedule.

	Normal		Maximum	
	Hours	Weeks	Hours	Weeks
MTB	940	40	1410	58.75
COA	930	39	1395	58.13
PCA	300	13	450	18.75
MOA	390	17	585	32.5

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Example: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would 69 % (minimally acceptable pace to complete the program within the 100% normal time frame is 67%)

Qualitative Measure of SAP:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned course study. Students must maintain a cumulative theory grade average of at least 70 %(C) (2.0 GPA) at the end of each progress report period (payment period).

Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore, not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted, and the performance must be repeated until a satisfactory level of performance is achieved. The school uses the following grading scale:

4.0	90-100	A
3.0	80-89	B
2.0	70-79	C
1.0	60-69	D
0.0	Below 60	F

A grade of “C” is considered a passing grade.

** An "Incomplete" will be changed to an "F" grade if a class is not satisfactorily completed within the maximum time frame for completion. (see Maximum Time Frame for Completion).

Students enrolled in programs containing Internships, that fail to start the Internship or who voluntarily do not complete the required minimum hours or are asked to leave the site will be required to meet with the Admissions staff to determine any extenuating circumstances that may allow for additional placement. If none exist, the student will receive an Incomplete, “F” for the Internship.

Students receive class grades based on the evaluation method described in the individual program outline. Grade points earned for each course will be multiplied by the unit value assigned to the course to determine quality points earned for that course. Quality points are totaled for all courses in the program and then divided by the program’s total number of units to determine the student’s GPA. **Financial Aid**

Warning:

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance must meet the minimum of 67% rate of attendance.
3. Clock hours, the student must meet half the hours of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150%-time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic development Status, with a loss of Title IV, funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, eligibility. During this period the students will not be eligible to receive Title IV, funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS:

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV funding**, with the right to appeal. The student may have the opportunity to have their Title IV financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School President, who in turn will meet with the Student Services Director, to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or **other special circumstance**. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School President receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School President will notify the student in writing of the decision and that decision is final.

Financial Aid Probation:

If Financial Aid Probation Status is granted, the student will regain Title IV, eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to attendance make up sessions, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, funds for ONE payment period only.

Students who regain SAP at the end of the next payment period will have regained full eligibility for Title IV, funding.

The student on financial aid warning, probation or Title IV, funding suspension for a payment period may not receive Title IV, funding for the subsequent period unless the student makes SAP

Reinstatement of Title IV Aid:

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding

Leaves of Absence and Interruptions:

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) (not to be extended beyond 180 days) and documentation to support the required leave of absence is submitted to the school president (i.e. LOA Application request, Doctor's excuse, etc.) the student will return to school in the same progress status held prior to the leave of absence. Classes missed and clock hours that have elapsed during

a leave of absence will extend the student's contract period by the same number of clock hours and will not be included in the student's cumulative attendance percentage calculation.

Reinstatement before 180 days

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges; however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school President for placement.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's President and complete a Withdrawal Form with using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV funds policy.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student the School President will determine the date of withdrawal as the last date of attendance. This process is discussed in more detail in the Return to Title IV, funds policy.

Re-entry Students after more than 180 days/interruptions:

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will be charged for contracted hours at the current tuition rate. All re-enrolling students will be evaluated by the school President for placement in the curriculum. Re-enrolling students will be required to re-take previously passed courses as well as purchase new textbooks or E Textbooks if those courses have been updated. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of clock hours as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.