

## STANDARD FOR SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard is applied to all students, regardless of financial aid status. Failure to maintain Satisfactory Academic Progress (SAP) may result in loss of any financial aid, and/or dismissal from the institution.

### ***Measurement Periods***

For all programs, Satisfactory Academic Progress will be reviewed by the administration at evaluation points of every six weeks or at the end of the externship when longer than 6 weeks to correspond with the end of the academic block. The evaluation point will precede the end of the payment period.

Example: Payment Period 1 = 18 weeks

A student will have SAP evaluated twice (Week 6 and at Week 12) prior to the end of the payment period.

### ***Three Measures of the Standard***

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### ***Three Measures of the Standard***

There are three components of the SAP requirements that all students must meet to remain an active student.

- 1. Qualitative Standard (GPA)** – In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA (CGPA) that corresponds to the specific point of the program noted in the tables which follow. The cumulative GPA (CGPA) will be reviewed at every evaluation point.
- 2. Quantitative Standard (Rate of Progress)** – A student must receive passing grades in a minimum of 67% of all courses. Courses receiving grades of W, F, and I are not considered completed credits but are considered attempted credits for calculation of the rate of progress. Attempted courses include all credit hours in which a student is enrolled at the end of any add/drop period. Students who repeat a course for any reason should be aware that each time they enroll in a course it counts as an attempt, but only one attempt is considered completed. The Rate of Progress (ROP) will be reviewed at the same evaluation point as the cumulative GPA.
- 3. Time Frame Standard (Maximum Number of Credit Hours)** – A student may attempt a maximum of 150% of the total number of credit hours required for his/her program. A student

who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him/her to graduate from the program within this maximum timeframe will be dismissed from school. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.

#### **SAP Standards**

##### **Diploma Programs: Culinary Arts and Pastry Arts**

Maximum Timeframe: 66 credits

Credits Attempted	ROP	CGPA
0 – 11	67%	1.0
12 – max allowed credits	67%	2.0

##### **Associate of Applied Science (AAS) Programs: Culinary Arts and Pastry Arts**

Maximum Timeframe: 135 credits

Credits Attempted	ROP	CGPA
0 – 20	67%	1.0
21 – 40	67%	1.5
41 – max allowed credits	67%	2.0

#### ***Failure to Meet Satisfactory Academic Progress Requirements Process***

At the end of an evaluation point, Auguste Escoffier School of Culinary Arts will place a student making unsatisfactory academic progress in a program on Academic Probation and FA Warning for the next progress evaluation period. A student placed on Academic Probation and FA Warning will be advised and the date the action was taken and terms of the warning will be clearly indicated on the appropriate permanent records. When placed on Academic Probation and FA Warning, a student must improve his/her academic performance so as to be removed from these violation statuses by the next evaluation point. A student who fails to be removed from Academic Probation and FA Warning by the next evaluation point will be dismissed from the school.

#### ***ACADEMIC PROBATION, APPEALS, AND FINANCIAL AID CONSIDERATIONS***

If a student is dismissed from school for failing to make overall Satisfactory Academic Progress (SAP) but has a block GPA over 2.0, they may appeal the decision by submitting an Appeal Letter to the Academic Review Committee. The appeal must describe the extenuating circumstances that caused the student to be unable to make Satisfactory Academic Progress and must be accompanied by documentation of the circumstances. Such circumstances are limited to the death of a close relative, illness, injury, or other special circumstances. The appeal must also describe what will change in the student's situation and explain how the student will be able to make Satisfactory Academic Progress if allowed to continue in the program. The appeal must be submitted within five (5) calendar days of receiving notification of the SAP violation.

The Academic Review Committee will act upon the student's appeal within five (5) school days of the filing of the appeal. Students are encouraged to continue attending class(es) until the appeal decision

has been rendered. If the appeal is successful, the student will remain on Academic Probation and be placed on FA Probation and will be required to agree to and sign an academic improvement plan—a plan that states specific steps to be taken that will enable the student to regain SAP by the next evaluation point, if possible.

If a student whose dismissal appeal was successful fails to earn the GPA necessary to regain SAP at the next progress evaluation point or if a student's dismissal appeal was not successful, he or she will be dismissed and must sit out for a minimum of one progress evaluation block prior to being eligible to apply for reentry. If a student fails to meet the Rate of Progress standards for SAP but has met the requirements of the academic improvement plan by earning the required GPA, the student will be removed from Academic Probation but will continue on FA Probation for an additional evaluation period (block). The student must agree to and sign an academic improvement plan to ensure the student will be able to meet Satisfactory Academic Progress by the next evaluation point.

A student may continue to receive financial aid assistance while on FA Warning and may continue to receive financial aid assistance while on FA Probation as long as the appeal and/or academic plan requirements have been met. A student cannot continue to receive financial aid assistance in a program if the Maximum Timeframe has been exceeded.

This standard assesses academic progress for all courses, regardless of whether financial aid was received for all classes taken.