



**SULLIVAN AND COGLIANO  
TRAINING CENTERS**

# SATISFACTORY ACADEMIC PROGRESS STANDARDS AND GRADING POLICY

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## **STANDARDS OF ACADEMIC PROGRESS (SAP)**

All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment at Sullivan and Cogliano Training Centers, Inc.

The school's SAP policy for Title IV students is the same as the schools' standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Director of Financial Aid and Compliance reviews the Title IV SAP policy to ensure it meets all federal requirements. The Vice President of Operations notifies the financial aid office if the school changes its academic policies.

Satisfactory Academic Progress is measured at the end of each payment period, and will be checked prior to disbursement of aid. Satisfactory Academic Progress is measured in credit hours and time. Students are provided a written evaluation at each incremental measure of SAP. Progress is measured by both a Qualitative and Quantitative criteria.

## **Qualitative Measure of Academic Progress**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. The student must maintain a cumulative theory grade average of at least 70% at the end of each incremental measure of progress (15 Weeks).

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 requirements, it is not counted and the performance must be repeated until a satisfactory level of performance is achieved.

The qualitative SAP is reviewed manually and a copy of the latest transcript is kept within the student file. The office of financial aid notifies students in writing of their progress or lack of progress at the end of each payment period. The student must have achieved a 70% grade point average at each incremental measure, leading to the required 70% GPA to meet graduation requirement.

## Quantitative Measure of Academic Progress

The quantitative measure of Satisfactory Academic Progress is known as “Pace” of progression. A student must progress through his/her program at a minimum Pace of 67% in order to graduate with in the Maximum Timeframe of 150% of the normal program length. For an undergraduate program measured in credit hours, the maximum time frame would be 150% of the published length of the educational program as measured in credit hours. For credit hour schools, the maximum time frame is no longer than 150% of the published length of the educational program and is measured as follows:

$$\frac{\text{The Number of Credit Hours Completed/Earned}}{\text{The Number of Credit Hours Attempted}}$$

Both the Qualitative and Quantitative measures of progress are determined on an incremental basis; each increment is known as a payment period. Generally, a payment period is one-half of the Academic Year as measured in both credit hours and weeks of instructional time. Further, the Payment Period must be inclusive of the amount of time it takes the student to successfully complete the credit hours and weeks of instructional time in the payment period.

## Financial Aid Warning and Probation

### FINANCIAL AID WARNING

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on Financial Aid Warning continue to receive Title IV aid for one payment period after they are placed on warning status. The status will be conferred automatically without the student appealing the SAP 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 Progress Suspension Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan.

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

### APPEAL PROCESS and FINANCIAL AID PROBATION

Students who do not make SAP at the end of the Financial Aid Warning period lose their Title IV financial aid eligibility and will be placed on Academic Progress Suspension Status, with a loss of Title IV, HEA funding and the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the determination that he/she is not making SAP. If the appeal is granted, the student will be placed on Financial Aid Probation.

A student who wishes to appeal the decision that he/she is not making Satisfactory Academic Progress, must submit a formal, typed letter to the School Director within 5 calendar days of receiving notification that the student is not making SAP. This letter must contain information about the student's basis for appeal. The student must provide supportive documentation along with the letter to support any mitigating circumstances that may have existed. The basis on which a student may file an appeal include, but are not limited to: injury or illness; death of a relative; or other special circumstance. The student should describe in the letter of appeal any unusual circumstances that warrant special consideration. Students 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.

If necessary, the School Director will meet with a student to discuss the contents of the letter of appeal prior to making a decision. If a meeting will take place, it will be on an appointment basis only. The student will be notified of the School Director's decision within fifteen (15) business days following the receipt of the student's appeal letter. Additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the School Director, must submit a typed letter to the Vice President of Operations with supporting documentation explaining the reason why the student is wishing to appeal the decision. The Vice President of Operations will notify the student within fifteen (15) business days of the receipt of the letter. Additional time may be taken to thoroughly review student's appeal. The Vice President of Operations' decision shall be final.

## **Incompletes, Withdrawals, Repeated Courses and Transfer Credits**

### INCOMPLETES

A grade of "Incomplete" may be granted to the student in the event of a legitimate circumstance at the discretion of the School Director. An "Incomplete" will be changed to a different grade from the scale in the institution's Grading Policy once the student completes required assignment(s), provided the assignment(s) is completed within the next payment period. Incomplete grades will convert to an "F" if work is not completed and will impact the qualitative GPA, the quantitative pace of completion and the portion of the maximum timeframe used. A withdrawal or re-take will be counted in the calculation of the timeframe and incremental completion rates.

### WITHDRAWALS

A student who withdraws from a course and receives a "W" in the course will have that course counted in the calculation of the quantitative measure of pace as a course attempted, but not completed.

## REPEATED COURSES

If a student repeats a course only the highest grade will be counted and previous grades will be ignored in the calculation of the student's GPA. The previous grades will be excluded when considering the qualitative progress standard, but the credits will be counted when determining the quantitative Pace SAP standard. In the Pace calculation the course will count as both course credits attempted and earned.

If a student receives a "D" grade or better and the student retakes the course to obtain a better grade, that course can be counted for the enrollment period. However, a full-time student may only take one repetition of a previously passed course and still receive Title IV aid.

If a student receives an "F" grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted in the student's financial aid eligibility.

## TRANSFER CREDITS

Enrollment is available for students wishing to transfer to Sullivan and Cogliano Training Centers after they have withdrawn from another school, either in or out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. All requests for credit from prior education must be submitted prior to the starting of training. All new students may request transfer credit for a course(s) based on post-secondary education or training.

Transfer credits that apply toward the student's current program will be not be used to determine SAP. Transfer credit grades will not count in the student's Grade Point Average. For the calculation of Pace, transfer credits do not count as hours attempted, or hours earned.

## **GRADING POLICY**

Academic performance for students in General Continuing Education and Training Programs is measured through the assignment of grades and grade points. The grading scale for the Programs is as follows:

### **Numerical Scale Letter Grade Points**

90 – 100	A	4.0
80 – 89	B	3.0
70 – 79	C	2.0
60 - 69	D	1.0
59 – Below	F	0.0
W Withdrawn		0.0
I Incomplete		0.0

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.