



**POLICY:  
SATISFACTORY  
ACADEMIC PROGRESS**

Effective 5-14-2012

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**I. INTRODUCTION**

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period. Dorsey Schools define an academic period as:

Credit Hour Programs:

A quarter which is one twelve-week period which includes two consecutive six-week modules<sup>1</sup> (except for the Culinary Arts program which does not deliver courses in modules, only quarters).

Clock Hour Programs:

PROGRAM	ACADEMIC PERIOD: No. of Hours Earned
	0-450
	451-900
	901-1200
	0-200
	201-375
	250
	251-475
Massage Therapy	450

**II. ACADEMIC REQUIREMENTS**

Academic requirements are evaluated using each student's minimum cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. A cumulative grade point average of 2.0 is required for non-nursing programs, and a 2.5 for the Practical Nurse program.

**III. MAXIMUM TIME FRAME (PACE OF COMPLETION) REQUIREMENTS**

Each program is designed to be completed in a specific period of time depending on specific course requirements.

Credit Hour Programs:

- The maximum time frame for completion of any program is 1.5 times the standard program length. For example, a maximum of 72 credits can be attempted to complete a 48 credit-hour program (48 credits \* 1.5 = 72 credits). The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time-frame in Credits Attempted
28	42
36	54
48	72
54	81

<sup>1</sup> This initial academic period creates the "parent" term for each student.

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2. Maximum time frame is calculated during a student's training by dividing the number of credits earned by the number of credits attempted. If the result is 67% or greater (66.6% or higher is rounded to 67%), then the student is progressing at a pace to ensure completion within the maximum timeframe.
3. All credits attempted by a student that are required for the student's current program of study count toward the maximum number of allowable credits. Exceptions to this requirement can be made by the Managing Director pending readmittance and/or academic analysis.

Clock Hour Programs:

1. Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe. NOTE: 66.6% or higher is rounded to 67%.

<b>PROGRAM</b>	<b>EVALUATION POINT: No. of Hours Earned</b>	<b>Maximum No. of Clock Hours Scheduled</b>
	450	675
	900	1350
	1200	1800
<b>PROGRAM</b>	<b>EVALUATION POINT: No. of Hours Earned</b>	<b>Maximum No. of Clock Hours Scheduled</b>
	200	300
	375	562.5
<b>PROGRAM</b>	<b>EVALUATION POINT: No. of Hours Earned</b>	<b>Maximum No. of Clock Hours Scheduled</b>
	250	375
	475	712.5
<b>PROGRAM</b>	<b>EVALUATION POINT: No. of Hours Earned</b>	<b>Maximum No. of Clock Hours Scheduled</b>
	450	675
	900	1350

**IV. ACADEMIC WARNING\***

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning. Academic Warning status will be for one academic period and will be determined based on:

- A. Failure to meet the minimum cumulative grade point average, and/or
- B. Failure to progress at a pace to ensure completion within the maximum timeframe.

Students will be notified in writing using the *Notice of Academic Warning* (SAP002), which will be signed by the student, a school official, and a financial aid advisor.

1. Students may not appeal an Academic Warning.
2. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period.
3. **An interim review of each student's academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet SAP academic and pace of completion requirements will be counseled appropriately, including a recommendation for termination.**
4. Students may not be placed on Academic Warning for consecutive academic periods.
5. A student failing to meet the SAP requirements at the end of the Academic Warning period will be terminated from school and lose eligibility for Federal Title IV funds; however, the student may file an appeal to remain in school and regain Federal Title IV eligibility.

Academic Warning Completion

At the end of the Academic Warning, the Managing Director will notify the student of the student's SAP status by providing the student with:

1. A letter notifying the student of successful completion of the Academic Warning, or
2. A copy of the *Academic Warning Requirements Not Met* (SAP003) form, which will be signed by the student, a school official and a financial aid advisor.

#### **V. SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**

A student may appeal the *Academic Warning Requirements Not Met* determination by submitting the *Student Academic Probation Appeal Application* (SAP004) to the school's Managing Director (MD). The MD is responsible for making a recommendation on the appeal and electronically scanning the appeal to the Director of Education for review by the SAP Appeal Committee. Generally, appeals for loss of eligibility following an Academic Warning must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline will be accepted and considered, but may be applied for a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on his/her reinstatement, including why the student failed to meet SAP requirements and what has changed that will allow the student to meet SAP requirements at the next academic period. Some acceptable circumstances for a SAP appeal include:

1. Illness of student
2. Loss of family member
3. Unexpected medical care of a family member
4. Military duty
5. Emergency response team member responsibilities
6. Other special circumstances beyond the student's control

Each student is required to document the reason for his/her appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. The student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The committee will review the student's written appeal, academic record, attendance record, and may call upon the MD and the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school and if the student's financial aid eligibility will be reinstated.

#### **VI. SATISFACTORY ACADEMIC PROGRESS APPEAL OUTCOME**

The student will be notified in writing of the final decision of a SAP appeal.

1. **Students who have appealed may remain in school until the determination of the appeal but, will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.**
2. Only if the student can reasonably be expected to meet SAP criteria within one academic period should Academic Probation be granted. An exception to this may be granted if the student is placed on an Academic Plan as part of Academic Probation. This plan must be completed using the Academic Plan form and must outline conditions to ensure that the student is able to meet the SAP standards by a specific time.
3. If the student's appeal is granted, the student will be allowed to remain in school and the student's eligibility for Federal Title IV funds will be reinstated.
4. The student will be placed on Academic Probation for one academic period unless the student is placed on an Academic Plan. If a student is on an Academic Plan the probation duration is outlined in the Academic Plan. The student's progress in meeting the terms of the Academic Plan must be reviewed each academic period.
5. The committee's decision along with any conditions of approval will be electronically scanned to the MD who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file and the SAP binder.
6. The decision of the committee is final.
7. A second appeal for the same incident is not permitted.

#### **VII. ACADEMIC PROBATION\***

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period. If appeal is granted the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan.

**Academic Plan:** Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe. Students

that are progressing successfully at each checkpoint of their academic plan, will remain in satisfactory progress and eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid. Students may appeal to have their academic plan revised.

**End of Probation:** At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the Academic (SAP) Probation period or a Notice of Termination from Dorsey Schools. A second appeal for the same incident is not permitted.

At the end of the Academic Probation period, the MD will notify the student of the outcome of the student's probationary period by providing the student with:

1. A letter (SAP006) notifying the student of successful completion of the Academic Probation period, or
2. Notice of termination for failing to meet SAP requirements.

#### **VIII. MISCELLANEOUS**

1. Student Applications For Readmittance – Students applying for readmittance to Dorsey Schools will be evaluated for the likelihood to meet current SAP standards.
2. Transfer Credits and Hours - Transfer credits accepted by Dorsey Schools will be included when calculating credit completion ratio and maximum time frame, and will be included in the CGPA.
3. Program Changes - All credits attempted by a student that are required for the student's current program of study count toward the maximum number of allowable credits. Exceptions to this requirement can be made by the Managing Director pending readmittance and/or academic analysis.
4. Course Repetition – In the event a student repeats a class, the original class (failed or passed) will remain as a class attempted and is included in the calculation of maximum time frame.
5. Grade Point Average – Each student's cumulative grade point average will remain with the student throughout his/her time at the institution. This applies to students who withdraw and later readmit, changes in programs of study, and students who graduate from one of Dorsey Schools' training programs and readmit into an additional program. Exception: Practical Nurse program students' cumulative grade point average will be based on grades earned in the Practical Nurse program only.

#### **IX. IMPACT OF SAP ON STUDENT RE-ADMITTANCE**

All students applying for re-admittance must be reviewed for SAP status, as follows:

1. This review will be based on the original term under which the student enrolled; the student's "parent term" will never change.
2. For a student readmitting into the same program, if the student was on academic warning or academic probation at the time of withdrawal, that status remains with the student upon application for re-admittance.
3. For a student readmitting into a different program, SAP status will be reviewed based on all courses that the student has challenged that transfer into the new program.
4. If a student withdrew prior to completing the academic term, the formal SAP evaluation must occur prior to re-admittance.
5. A readmitting student must be notified in writing using the SAP forms if the student will be readmitted on academic warning or academic probation.
6. Examples of SAP review for readmitting students (See charts below for visual examples):
  - i. Student A enrolled in Winter A, earned a 2.50 for the module, terminated from school between Winter A and Winter B, and applied for re-admittance in Spring A. SAP evaluation for this student indicates that the student met SAP and would be enrolled in an "Active" status. The next SAP evaluation of this student would occur at the end of the Spring B module.
  - ii. Student B enrolled in Winter A, earned a 1.50 CGPA for the module, terminated from school between Winter A and Winter B, and applied for re-admittance in Spring A. SAP evaluation for this student indicates that the student had not met SAP and would be enrolled in a "SAP Warning" status. The next SAP evaluation of this student would occur at the end of the Spring B module.
  - iii. Student C enrolled in Winter A, earned a 2.50 CGPA for the module, terminated from school between Winter A and Winter B, and applied for re-admittance in Spring B. SAP evaluation for this student indicates

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that the student had met SAP and would be enrolled in an "Active" status. The next SAP evaluation of this student would occur at the end of the Spring B module.

- iv. Student D enrolled in Winter A, earned a 1.50 CGPA for the module, terminated from school between Winter A and Winter B, and applied for re-admittance in Spring B. SAP evaluation for this student indicates that the student had not met SAP and would be enrolled in a "SAP Warning" status. The next SAP evaluation of this student would occur at the end of the Spring B module.
- v. Student E enrolled in Winter A at the end of the Spring B was placed on a "SAP Warning" status due to a 1.50 CGPA. The student withdrew between the Summer A and Summer B modules with a 1.60 CGPA, and then applied for re-admittance for the Fall A module. SAP evaluation for this student indicates that the student had not met the conditions of the "SAP Warning" status at the end of the Summer B module and would be required to submit an appeal for Academic Probation. If granted and the student is readmitted, the next SAP evaluation of this student would occur at the end of the Fall B module.

**X. CAMPUSVUE**

The statuses described in this policy correspond to the statuses listed in CampusVue in the following way:

- Academic Warning = *SAP Warning*
- Academic Probation = *SAP Probation*
- Upon submitting an appeal and awaiting a response the student's status is *SAP Pending Appeal*

**EXAMPLES OF SAP RE-ADMITTANCE REVIEWS**

Student A			
		Grade	GPA
<b>Winter A Module</b>	Course I	B	3.00
	Course II	C	2.00
Student withdraws before attempting next module			
<b>Winter B Module</b>	Course III	n/a	n/a
	Course IV	n/a	n/a
Cummulative GPA			2.50
Evaluation of SAP: SAP Met			
Student Re-enters Spring A			

Student C			
		Grade	GPA
<b>Winter A Module</b>	Course I	B	3.00
	Course II	C	2.00
Student withdraws before attempting next module			
<b>Winter B Module</b>	Course III	n/a	n/a
	Course IV	n/a	n/a
Cummulative GPA			2.50
Evaluation of SAP: SAP Met			
Student Re-enters Spring B			

Student B			
		Grade	GPA
<b>Winter A Module</b>	Course I	C	2.00
	Course II	D	1.00
Student withdraws before attempting next module			
<b>Winter B Module</b>	Course III	n/a	n/a
	Course IV	n/a	n/a
Cummulative GPA			1.50
Evaluation of SAP: SAP Not Met			
Student Re-enters Spring A on SAP Warning			

Student D			
		Grade	GPA
<b>Winter A Module</b>	Course I	C	2.00
	Course II	D	1.00
Student withdraws before attempting next module			
<b>Winter B Module</b>	Course III	n/a	n/a
	Course IV	n/a	n/a
Cummulative GPA			1.50
Evaluation of SAP: SAP Not Met			
Student Re-enters Spring B on SAP Warning			

<b>Student E</b>			
		Grade	GPA
<b>Winter A Module</b>	Course I	C	2.00
	Course II	C	2.00
<b>Winter B Module</b>	Course III	C	2.00
	Course IV	C	2.00
Cummulative GPA			2.00
Evaluation of SAP: SAP Met			
		Grade	GPA
<b>Spring A Module</b>	Course I	D	1.00
	Course II	D	1.00
<b>Spring B Module</b>	Course III	D	1.00
	Course IV	D	1.00
Cummulative GPA			1.50
Evaluation of SAP: SAP Not Met			
Student placed on SAP Warning			
		Grade	GPA
<b>Summer A Module</b>	Course I	C	2.00
	Course II	C	2.00
<b>Student withdraws before attempting next module</b>			
<b>Summer B Module</b>	Course III	n/a	
	Course IV	n/a	
Cummulative GPA			1.60
Evaluation of SAP: SAP Not Met			
Student Re-enters Fall A on SAP Probation (if appeal is approved)			