

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 College defines an academic period as:

Credit Hour Programs:

A quarter which is one twelve-week period which includes two consecutive six-week modules¹ (except for the Culinary Arts, Baking & Pastry, and Registered Nurse programs which do not deliver courses in modules, only quarters).

Clock Hour Programs:

PROGRAM	ACADEMIC PERIOD: No. of Hours Earned
Cosmetology	0-450
	451-900
	901-1200
Cosmetology Instructor	0-250
Manicuring	0-200
Esthetician	0-220
Massage Therapy	0-450

II. ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student’s cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student’s current program of study. Cumulative grade point averages are reviewed at evaluation points using the Satisfactory Academic Progress Tables below.

III. MAXIMUM TIME FRAME (PACE OF COMPLETION) REQUIREMENTS

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program in order to complete the requirements for graduation.

Credit Hour Programs:

- 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
27	40
28	42
36	54
48	72
54	81
104	156

- 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 (66.5% or higher is rounded to 67%), then the student is progressing at a pace to ensure completion within the maximum timeframe.

¹ A student’s initial academic period creates the “parent” term for each student.

- 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.

Clock Hour Programs:

- Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 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.

PROGRAM	EVALUATION POINT: Number of Hours Earned	Maximum No. of Clock Hours Scheduled in Weeks Completed
Cosmetology	450	75
	900	
	1200	
Cosmetology Instructor	250	62.5 or less dependent upon scheduled hours per week
Manicuring	200	20
Esthetician	220	36
Massage Therapy	450	45
	900	

IV. SATISFACTORY ACADEMIC PROGRESS TABLES

The following tables are used to calculate satisfactory progress for credit hour programs, as listed.

27 Quarter Credit Hour Program: Sterile Processing Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-40	N/A	2.0	N/A	67%

28 Quarter Credit Hour Program: Pharmacy Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	1.5	67%	N/A
13 - 21	2.0	1.75	67%	67%
22 - 42	2.0	2.0	67%	67%

36 Quarter Credit Hour Program: HVAC Systems Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 54	N/A	2.0	N/A	67%

48 Quarter Credit Hour Programs: Medical Assistant, Dental Assistant, Patient Care Technician, Medical Administration and Billing, Electrical Technician, Culinary Arts, Baking and Pastry Arts				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 48	2.0	2.0	67%	65%
49 - 72	N/A	2.0	N/A	67%

48 Quarter Credit Hour Program: Practical Nurse				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 72	N/A	2.5	N/A	67%

54 Quarter Credit Hour Program: Dialysis Patient Care Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 48	2.0	2.0	67%	65%
49 - 81	N/A	2.0	N/A	67%

104 Quarter Credit Hour Program: Registered Nurse				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 104	N/A	2.5	N/A	67%

ACADEMIC ADVISING

Students falling in the “SAP Advising” columns in the tables above will receive written notification of the potential consequences of continuing at this pace, whether based on CGPA or Rate of Progress.

V. ACADEMIC WARNING

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning and notified in writing. Academic Warning status remains 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 may not appeal an Academic Warning. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period. **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.**

1. Students may not be placed on Academic Warning for consecutive academic periods.
2. 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 (MD) or designee will notify the student of the student’s SAP status by providing the student with written verification:

1. Notifying the student of successful completion of the Academic Warning, and the student is restored to Active status
or
2. Notifying the student of Academic Warning Requirements Not Met resulting in student Probation

VI. SATISFACTORY ACADEMIC PROGRESS APPEAL

A student may appeal the *Academic Warning Requirements Not Met* determination by submitting the *Student Academic Probation Appeal Application* to the school’s MD or designee. The MD or designee is responsible for making a recommendation on the appeal and electronically scanning the appeal to the Campus Support Center Educational Leadership team for review by the SAP Appeal Committee. 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 to a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on their 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 their appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. If required, 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 (at a minimum) the student’s written appeal, academic record, attendance record, and may call upon the MD or designee 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.

VII. 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 that 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. Students in the Associate of Applied Science in Nursing program are required to have an Academic Plan as part of Academic Probation.
4. 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.
5. 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.
6. The committee's decision along with any conditions of approval will be electronically scanned to the MD or designee 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.
7. The decision of the committee is final.
8. A second appeal for the same incident is not permitted.

VIII. 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. When 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 their 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 their Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting plan requirements 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 written notice of successful completion of the Academic (SAP) Probation period or a written Notice of Termination from Dorsey College. A second appeal for the same incident is not permitted.

IX. ADDITIONAL SAP INFORMATION

1. Student Applications for Readmittance – Students applying for readmittance to Dorsey College will be evaluated for the likelihood to meet current SAP standards.
2. Transfer Credits and Hours - Transfer credits accepted by Dorsey College 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 their 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 College training programs and readmit into an additional program. The CGPA reviewed in SAP is made up of only courses that are included in the current program.
6. Effective with the date of course substitution, all attempts of removed courses no longer apply to SAP, and all attempts of the replacement courses are included in SAP.

X. **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 current parent term.
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 if the student will be readmitted on academic warning or academic probation.