STANDARD FOR SATISFACTORY ACADEMIC PROGRESS
(prior to 4/9/12 start dates)

Federal and state regulations require all schools participating in state and federal financial aid programs to have a Standard of Satisfactory Academic Progress (SAP). The standard must be applied to all applicants and recipients of financial aid as a determination of eligibility.

Three Measures of the Standard

There are three components of the SAP requirements that all students seeking financial aid must meet. If students do not meet all three of these requirements, they may lose their eligibility for financial aid.

1. Qualitative Standard (GPA) – In order to meet the qualitative standard for SAP, students must maintain a cumulative GPA of 3.0.

2. Quantitative Standard (Completion Ration) – A student must receive passing grades in a minimum of 70% of all courses. Courses receiving grades of W, WF, F, and I are not considered completed hours.

3. Time Frame Standard (Maximum Number of Clock Hours) – A student may attempt no more than 150% of the total number of clock hours required for their program. Enrollment of less than full-time will be prorated.

Measurement Periods

Students pursuing a Diploma will be evaluated every six weeks by the administration.

Failure to Meet Satisfactory Academic Progress Requirements Process

Appeals

Students who feel they have been disqualified due to extenuating circumstances beyond their control may appeal in writing by submitting a Satisfactory Academic Progress Appeal. Appeals will be granted only if extraordinary circumstances beyond the student’s control are documented and there is strong evidence that the student will make satisfactory progress in the future. The appeals form is available at the Office of Financial Aid.
Students who do not have any extenuating circumstances which prevented them from meeting the Standard of Satisfactory Academic Progress may regain eligibility by using their own resources to attend and complete coursework until they have raised their academic progress to an acceptable level.

In the interim, we will continue to administer the Entrance Counseling/Exit Counseling with the use of the “Repaying Your Student Loans” manual written by the U.S. Department of Education.

This standard assesses academic progress for classes taken at the Auguste Escoffier School of Culinary Arts only, and includes all courses, regardless of whether financial aid was received for all classes taken.

**A student can lose their financial aid if they are not making Satisfactory Academic Progress.**

Students must be in good academic standing at AESCA in order to continue to receive Financial Aid. The U.S. Department of Education requires each college to have a policy that ensures all students receiving financial aid maintain satisfactory progress toward completing their program of study. The student’s academic record will be reviewed at the end of every six weeks to make sure they have complied with the Financial Aid satisfactory academic progress standards. To be eligible for financial aid, the student must meet AESCA’s standards of Satisfactory Academic Progress for Financial Aid recipients. This standard is different from AESCA’s overall academic standard for eligibility to re-enroll in classes.

Standards of Satisfactory Academic Progress for financial aid recipients require the student to be enrolled in an eligible program of study that leads to a degree or certificate. The student’s academic progress for financial aid purposes is reviewed at the end of every six weeks. In order to maintain satisfactory progress for financial aid purposes, the student must satisfy all of the following elements of the policy:

1. not on academic suspension;
2. number of clock hours attempted/earned;
3. grade point average (GPA); and
4. maximum clock hours review.

**Number of Clock Hours Attempted/Earned**

This standard requires students to successfully complete (with letter grade of A, B, C, or P) a
minimum of 70% of the total number of clock hours attempted for each block. Attempted clock hours include all clock hours in which a student is enrolled at the end of the add/drop period. Letter grades of F or W will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student’s ability to complete their program within the required maximum time frame.

**Financial Aid Probation**

If the student does not achieve any one or more of the first two elements of the Financial Aid Satisfactory Progress Standard (e.g., number of clock hours attempted/earned and grade point average) they will be placed on financial aid probation for the next block of attendance. The student may continue to receive financial aid while on probation.

After the probationary period, the probation status is removed if the student satisfies BOTH of these requirements:

- complete successfully 70% of the clock hours attempted for the evaluation period (6 weeks), and
- earn a minimum GPA of 3.0 for that evaluation period (6 weeks).

*Withdrawing from a course may affect the student’s financial aid status.*

A student who does not successfully complete a probationary evaluation period (6 weeks) will be placed on financial aid suspension until the following evaluation period (6 weeks).

**Financial Aid Suspension**

Financial aid will not be awarded to students who do not make Financial Aid Satisfactory Academic Progress for two consecutive evaluation periods and any subsequent evaluation periods in which Financial Aid Satisfactory Academic Progress is not met.

**GRADING SYSTEM**

Students in all programs are observed and graded based on their skill demonstration in the kitchen, menu presentation, uniform and professional demeanor, by the amount and quality of participation, and through a series of written tests to cover material from both classroom and kitchen material and information.

A grading period is for a 5, 7, 8, 10 or 15-day course.

Students will receive a grade for each course. Progress will be evaluated through counseling
sessions and a copy of the progress report at the end of each evaluation period (every 6 weeks). Student’s prior grades will be made available within 48 hours of the completion of each class block. In the event of an apparent error in a grade, it is the student’s responsibility to contact the instructor to make the appropriate correction. This action must be completed within four (4) weeks after the grade posting.

Academic standing at the Auguste Escoffier School of Culinary Arts is based upon the following grading system:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentages</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>5.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>4.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>3.00</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>0.00</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Fail</td>
<td>0.00</td>
</tr>
</tbody>
</table>
STANDARD FOR SATISFACTORY ACADEMIC PROGRESS  
(4/9/12 and subsequent starts)

Federal and state regulations require all 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 dismissal from the institution.

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 cumulative GPA of 2.0.

2. Quantitative Standard (Completion Ratio) – A student must receive passing grades in a minimum of 70% of all courses. Courses receiving grades of W, WF, WP, F, and I are not considered completed hours.

3. Time Frame Standard (Maximum Number of Clock Hours) – A student may attempt no more than 150% of the total number of clock hours required for their program. Enrollment of less than full-time will be prorated.

Measurement Periods
Students pursuing a Diploma will be evaluated in periods of every six to eight weeks by the administration.

Failure to Meet Satisfactory Academic Progress Requirements Process
Auguste Escoffier School of Culinary Arts shall place a student making unsatisfactory academic progress for the program at the end of a progress evaluation period on academic probation for the next progress
evaluation period. When a student is placed on probation, that student will be counseled, and the date, action taken, and terms of the probation shall be clearly indicated on the appropriate permanent records. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student must make a written appeal to the Academic Committee explaining the extenuating circumstances regarding the student’s academic performance. The appeal may be approved or denied. If the appeal is approved, the student may be allowed to continue on academic probation for one more progress evaluation period. If the appeal is denied, the dismissal stands in effect. The student may apply for re-entry for the start date after the occurrence of one evaluation period. If a student fails to make an appeal, the student dismissal stands in effect. If a student on academic probation fails to achieve satisfactory progress after the student’s second probationary period, the student’s enrollment shall be terminated.

This standard assesses academic progress for classes taken at the Auguste Escoffier School of Culinary Arts only, and includes all courses, regardless of whether financial aid was received for all classes taken.

Financial Aid Considerations
A student who fails to make Satisfactory Academic Progress after one payment period will be placed on Probation (warning) status by the school and be permitted to continue to receive financial aid. However, such a student may continue to receive financial aid only for one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period.

A student who fails to make Satisfactory Academic Progress after a period on Probation (warning) and successfully appeals will have his or her financial aid reinstated and be placed on continued probation. Such a student may continue to receive financial aid for only one grading period unless the student successfully regains Satisfactory Academic Progress by the end of that grading period. A student following an approved academic plan will continue to be eligible for financial aid as long as all of the conditions of the plan are met by the student.

Other Considerations
Students with a course Incomplete, a course Withdrawal, or a course Repetition are eligible to continue to receive financial aid if the following conditions are met:
• The student is otherwise making satisfactory academic progress, which may include being on probation.
• The time needed to make up and complete the coursework is within the program’s maximum timeframe for completion.
NUMBER OF CLOCK HOURS ATTEMPTED/earned
This standard requires students to successfully complete (with letter grade of A, B, C, D, or P) a minimum of 70% of the total number of clock hours attempted for each term. Attempted clock hours include all clock hours in which a student is enrolled at the end of the add/drop period. Letter grades of F or W will not be considered as credits successfully completed or earned. Students who repeat a course for any reason should be aware that each time you enroll in a course it counts as an attempt, but only one attempt is considered earned. Repeated courses will have an impact on the student’s ability to complete their program within the required maximum time frame.

FAILURES AND COURSE REPEAT POLICY
No student is permitted to graduate from the Auguste Escoffier School of Culinary Arts with a cumulative GPA less than or below a 2.0. In addition, all courses must be passed with a grade of “D” or better. A student must repeat any course in which he/she has earned an “F.” A student must maintain the 80% attendance rate during the retaken course. The student will be responsible to pay for costs associated with the delivery and conduct of the course, not to exceed the clock per hour rate. Grades earned during the retaken course will replace the previous earned grade for grade point average calculation.

GRADING SYSTEM
Students in all programs are observed and graded based on their skill demonstration in the kitchen, menu presentation, uniform and professional demeanor, by the amount and quality of participation, and through a series of written tests to cover material from both classroom and kitchen material and information. Students will receive a grade for each course. Students’ grades will be made available within 48 hours of the completion of each course. In the event of an apparent error in a grade, it is the student’s responsibility to contact the instructor to make the appropriate correction. Grade reports are available to students through the Office of the Registrar. A student’s cumulative grade point average is calculated as follows: earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the clock hour value of the course. The cumulative grade point average is calculated by dividing the total earned quality points by the clock hours completed. The chart below describes how each grade impacts a student’s cumulative grade point average:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percentages</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>5.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>4.00</td>
</tr>
</tbody>
</table>
How Satisfactory Academic Progress (SAP) is Calculated at Auguste Escoffier School of Culinary Arts.

At Auguste Escoffier School of Culinary Arts, Satisfactory Academic Progress (SAP) is calculated by generating several reports from the student management system (CVUE).

1. Qualitative Standard (GPA) – In order to meet the qualitative standard for SAP, students must maintain a cumulative GPA of 2.0 or 3.0 for starts prior to 4/9/12.

   Run a Potential Graduates Report [REPORTS – ACADEMIC RECORDS – POTENTIAL GRADUATES]. For STATUS choose ACTIVE and PROBATION categories. Select the appropriate PROGRAM VERSIONS.

   Export the report to excel and sort by GPA (lowest to highest). Name the tab CUM GPA. Any student with a start prior to 4/9/12 must have a CUM GPA of 3.0 and students starting on after 4/9/12 must have a CUM GPA of 2.0. By sorting this report by GPA you will be able to identify which students have CUM GPA’s below his/her standard. These students have not met the first qualitative standard.

2. Quantitative Standard (Completion Ratio) – A student must receive passing grades in a minimum of 70% of all courses. Courses receiving grades of W, WF, WP, D, F, and I are not considered completed hours.

   Run a Final Grade Report. Export it to the same Excel spreadsheet but save it in Sheet 2 and name it CR (this will be a big spreadsheet). This is a student and course specific report. Sort by SCHOOL STATUS and delete GRADS, WITHDRAW, DISMISSAL, GRADUATE, NSD-COMPLETE, NDS-INCOMPLETE. Also delete any records that don’t show a grade posted (these are current courses ongoing or future courses).
Next, sort by letter grade. Delete all records but D, I and F because as long as a student earns A, B, C’s their CUM GPA will be over the required CUM GPA. Next sort by students. Print a transcript for each of these students and calculate each student’s completion rate by dividing hours attempted by hours earned (for example, if a student earned 200 hours but attempted 350, his/her completion rate would be 57% - which is under the 70% required minimum) Be sure to note the student’s start date because if the student started 4/9/12 or after in a revised program, D’s are considered a passing grade and don’t count against completion rate.

3. Time Frame Standard (Maximum Number of Clock Hours) – A student may attempt no more than 150% of the total number of clock hours required for their program.

Using the same report you created in #2, you can identify students who are in jeopardy of the Maximum Number of Clock Hours standard. See below for the maximum number of clock hours that can be attempted for each program:

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Clock Hours</th>
<th>Maximum # of Credits to be Attempted (150%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Culinary Arts</td>
<td>1401</td>
<td>2,101.50</td>
</tr>
<tr>
<td>Pastry Arts Program</td>
<td>618</td>
<td>927</td>
</tr>
<tr>
<td>Culinary Arts (revised)</td>
<td>1205</td>
<td>1807.5</td>
</tr>
<tr>
<td>Pastry Arts Program (revised)</td>
<td>903</td>
<td>1,354.50</td>
</tr>
</tbody>
</table>