Satisfactory Academic Progress Policy

Grading periods

Academic programs at the Auguste Escoffier School of Culinary Arts Boulder are divided into grading periods as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Length of Program</th>
<th>Grading period 1</th>
<th>Grading period 2</th>
<th>Grading period 3</th>
<th>Grading Period 4</th>
<th>Final Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts</td>
<td>40</td>
<td>8</td>
<td>16</td>
<td>24</td>
<td>32</td>
<td>40</td>
</tr>
<tr>
<td>Pastry Arts</td>
<td>27</td>
<td>8</td>
<td>16</td>
<td>19</td>
<td>-</td>
<td>27</td>
</tr>
</tbody>
</table>

A student’s academic performance is evaluated at the end of each grading period. For each grading period a student is assigned a grade based on the school’s 100-point scale. A student whose average grade at the end of any grading period is less than 70 is considered to be failing and is placed on warning. A student receives a final grade for the program – which is an average of the grades for the grading periods. In order to graduate, a student must receive at least a grade of 70 for the program.

Grades are defined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Included in Hours Attempted</th>
<th>Included in Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100 Honors</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>90-99   A</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>80-89   B</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>70-79   C</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>&lt; 70    F</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>I</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>W</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>R</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Transfer</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Incomplete (“I”)

A grade of Incomplete may be assigned for a course when circumstances beyond a student’s control -- such as death of a close relative, illness, injury, or family emergency -- prevent the student from completing the course work on time.

A student who wishes to receive a grade of Incomplete for a course must petition the instructor in writing at least seven calendar days prior to the end of the course. The student must be achieving at least a grade of 70 in a course in order to apply and be considered for an Incomplete.

If a grade of Incomplete is assigned for a course, the student must complete the course work within seven calendar days following the end of the grading period. If the student fails to complete the course work within this timeframe, the Incomplete grade will be automatically converted to a failing grade.
Withdrawn ("W")

Students withdrawing from a course by the end of the first week will have the course removed from their transcript. Students who officially withdraw after the end of the first week and before the end of the third week of the grading period will receive a “W” on their transcripts. Students who have completed more than three weeks of the grading period will not be eligible to receive a W grade but will receive whatever grade earned in the class.

Course Repetition ("R")

A student may be permitted to repeat a course only with the written approval of the Lead Instructor. When a student repeats a course, the grades for both appear on the student’s transcript. However, only the grade earned for the repeated course is factored into the student’s grade average.

Transfer of Clock Hours

Contact hours transferred in from another institution, in accordance with the transfer policy at the Auguste Escoffier School of Culinary Arts, will count towards the calculation of Satisfactory Academic Progress. Such transferred-in contact hours will count as contact hours attempted and earned, and the grades will be factored in to the cumulative grade average.

Make-up Work

A student may be permitted to make up missed practical and/or written quizzes if the absence is validated and at the discretion of the Lead Instructor. A student may be required to make up lab work as part of this process.

Satisfactory Academic Progress Requirements

A student must achieve Satisfactory Academic Progress toward completing their programs of study at the Auguste Escoffier School of Culinary Arts. This involves meeting each of three measures of academic progress. A student is evaluated on all three measures at the end of each grading period. A student who fails to meet these measures at the end of any grading period is subject to warning, probation and/or dismissal.

Measures of Progress

1. Grades – A student must maintain a cumulative grade average of 70 at the end of each grading period in the program.

2. Pace towards Graduation -- A student must complete with a passing grade at least 70 of the contact hours attempted cumulatively in the program, as measured at the end of each grading period.

3. Maximum Timeframe for Graduation – A student may attempt a maximum of 150% of the total number of clock hours required in the program. A student who exceeds this maximum without successfully completing all course work will be dismissed from school. Furthermore, a student whose progress to date will not enable him or her to graduate from the program within this maximum timeframe will be dismissed from school.
Warning

A student who does not meet one or more of the measures at the end of a grading period is placed on warning and notified in writing. When placed on warning, a student must improve his or her academic performance so as to be removed from warning by the end of the next grading period.

A student placed on warning must meet with his or her Chef Instructor during the first week of the next grading period. At this meeting, the student and the Chef Instructor will together create a plan for improving the student’s academic performance stating particular benchmarks that must be achieved. A student may continue to receive financial aid assistance while on warning.

A student who fails to be removed from warning by the end of the next grading period will be dismissed from school.

Appeals and Probation

A student who is dismissed from school for failing to make Satisfactory Academic Progress may appeal the decision by submitting an Appeal Letter to the Campus Director. The letter 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, and/or family emergency. The letter 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. Such a letter must be submitted within seven (7) calendar days of receiving the dismissal letter.

A Progress Review Committee appointed by the Campus Director will act upon the student’s appeal within two (2) school days of the filing of the appeal. If the appeal is successful, the student will be placed on probation and will be required, to agree to and sign a Plan for Improving Academic Performance – a plan which states what the student will do which will enable him or her to regain Satisfactory Academic Progress by the end of the next grading period. A student may appeal dismissal only once.

A student may continue to receive financial aid assistance for one payment period while on probation.

If a student’s lack of Satisfactory Academic Progress affects his or her financial aid eligibility, the school’s Student Finance staff will notify the student of the effects by the second day of the next grading period.

Re-admittance

A student who is dismissed from school must sit out for at least one grading period – unless the student successfully appeals the dismissal and is placed on probation or is following an academic plan. Before registering for classes, such a student must meet with his or her Chef Instructor to complete a Plan for Improving Academic Performance. Upon re-admittance to classes and as a condition of the academic plan, the student must regain Satisfactory Academic Progress by the end of the first grading period – in terms of meeting all three measures of progress. A student who fails to regain Satisfactory Academic Progress under this condition will be dismissed from school without the recourse of again being re-admitted.
A student may continue to receive financial aid assistance when following the guidelines set forth in the academic plan.

**Financial Aid Considerations**

A student who fails to make Satisfactory Academic Progress after one payment period will be placed on 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 warning and successfully appeals will have their financial aid reinstated and be placed on 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.

A student who withdraws from the school may apply for re-admittance to the program. Acceptance for re-admittance includes a probationary period of one grading period. A student on such a probationary period is eligible for financial aid. At the end of this probationary period, a Progress Review Committee appointed by the Campus Director will decide whether to allow the student to continue on a full-time basis.

**Excused Absence**

A student may request and receive a written excuse for absence for class.

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