

## STANDARD FOR SATISFACTORY ACADEMIC PROGRESS

Federal and state regulations require 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 loss of any financial aid, and/or dismissal from the institution.

### *Measurement Periods*

For all programs, SAP will be reviewed by the administration at evaluation points of every six weeks or at the end of the externship when longer than 6 weeks to correspond with the end of the academic term. The evaluation point will precede the end of the payment period.

### *Three Measures of the Standard*

There are three components of the SAP requirements that all students must meet to remain an active student. Each of these components is measured at every evaluation point.

1. **Qualitative Standard (GPA)** – In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA (CGPA) that corresponds to the specific point of the program noted in CHART 1, which follows.
2. **Quantitative Standard (Completion Ratio)** – A student must receive passing grades in a minimum of 67% of all courses. Courses receiving grades of W, F, and I are not considered completed hours or credits but are considered attempted hours or credits for calculation of the Rate of Progress (ROP).
3. **Time Frame Standard (Maximum Number of Clock Hours or Credits, depending on the program)** – A student may attempt a maximum of 150% of the total number of credits or clock hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from school. Furthermore, a student whose progress to date will not enable him/her to graduate from the program within this maximum timeframe will be dismissed from school.

### CHART 1: SAP Requirements

<b>Clock Hour Program: Diploma in Pastry Arts Program</b>		
Maximum Timeframe: 1354 Hours		
<b>Hours Earned</b>	<b>Required ROP</b>	<b>Required Minimum CGPA</b>
0 – 174	67%	1.0
175 – maximum timeframe	67%	2.0

<b>Credit Hour Program: Diploma in Culinary Arts Program</b>		
Maximum Credits Allowed: 76 credits		
<b>Credits Earned</b>	<b>Required ROP</b>	<b>Required Minimum CGPA</b>
0 – 11	67%	1.0
12 – 22	67%	1.5
23 – maximum credits allowed	67%	2.0

<b>Credit Hour Program: Associate of Applied Science in Culinary Arts Program</b>		
Maximum Credits Allowed: 135 credits		
<b>Credits Earned</b>	<b>Required ROP</b>	<b>Required Minimum CGPA</b>
0 – 20	67%	1.0
21 – 40	67%	1.5
41 – maximum credits allowed	67%	2.0

***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 a progress evaluation period point on FA Warning (Probation I) for the next progress evaluation period. When a student is placed on FA Warning, that student will be advised, and the date action taken, and terms of the warning shall be clearly indicated on the appropriate permanent records. When placed on FA Warning, a student must improve his/her academic performance so as to be removed from FA Warning by the next evaluation point. A student who fails to be removed from FA Warning by the next evaluation point will be dismissed from the school.

If a student is dismissed from school for failing to make overall Satisfactory Academic Progress but has a term GPA over 2.0, they may appeal the decision by submitting an Appeal Letter to the Campus President. 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. The appeal must be submitted within seven (7) calendar days of receiving notification of the SAP violation.

A Progress Review Committee will act upon the student’s appeal within five (5) school days of the filing of the appeal. Students are encouraged to continue attending class(es) until the appeal decision has been rendered. If the appeal is successful, the student will be placed on FA Probation (Probation II) and will be required to agree to and sign an academic improvement plan—a plan which states what the student will do which will enable him or her to regain Satisfactory Academic Progress by the next evaluation point. A student may appeal an instance of dismissal only once. A student may continue to receive financial aid assistance for one payment period while on FA Probation. A student may continue on FA Probation as long as the academic plan is met. This standard assesses academic progress for all classes taken at the Auguste Escoffier School of Culinary Arts, 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 I) 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 I) and successfully appeals will have his or her financial aid reinstated and be placed on continued probation (Warning II). 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***

Courses transferred in from another institution, in accordance with the transfer policy at the Auguste Escoffier School of Culinary Arts, will count towards the quantitative calculation of Satisfactory Academic Progress. Such transferred-in courses will count as contact hours or credits attempted and earned. No grade(s) will be factored into the cumulative grade average for transferred courses. 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. Readmitted students are subject to a probationary period of one term. 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 President will decide whether to allow the student to continue on a fulltime basis.

### **NUMBER OF CLOCK HOURS ATTEMPTED/EARNED**

This standard (component 2, ROP, described above) requires students to successfully complete (with letter grades of A, B, C, D, or P) a minimum of 67% of the total number of clock or credit hours attempted for each term. Attempted hours include all clock or credit hours in which a student is enrolled at the end of any add/drop period. Letter grades of F or W will not be considered as credits successfully completed or earned but will count as credits or hours attempted. 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, 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 course, not to exceed the clock or credit per hour rate. 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, if completed, is factored into the student's grade average.

### **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, quality of homework submissions, and through a series of written tests and practical exams to cover material from both classroom and kitchen material and information.

## CHART 2: Grading System

Letter Grade	Description	Quality Points	Included in Credits Attempted	Included in Credits Earned	Included in CGPA
A	90-100	4	Yes	Yes	Yes
B	80-89	3	Yes	Yes	Yes
C	70-79	2	Yes	Yes	Yes
D	60-69	1	Yes	Yes	Yes
F	0-59	0	Yes	No	Yes
P	Pass	N/A	Yes	Yes	No
I	Incomplete	N/A	Yes	No	No
W	Withdrawal	N/A	Yes	No	No
PR	Proficiency Credit	N/A	Yes	Yes	No
TC	Transfer Credit	N/A	Yes	Yes	No
AU	Audit	N/A	No	No	No
L	Leave of Absence	N/A	No	No	No

Students will receive a grade for each course. Students' grades are typically 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.

Students withdrawing from a course by the end of the first week will have the course removed from their transcript. Students should be aware that attendance will be removed for any course completely removed from the transcript. Students who are withdrawn from their courses after the end of the first week will receive a "W" on their transcripts.

Grade reports and transcripts 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 or credit hour value of the course. The cumulative grade point average is calculated by dividing the total earned quality points by the clock or credit hours completed. The grade scale chart describes how each grade impacts a student's cumulative grade point average.

### ***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 within two weeks of the end of a term by generating different reports from the student management system (CVUE). Reports are exported to Microsoft Excel, where formulas are used to apply the standards. The Student Master Listing Summary report is used to find all active students to which the standard is applied.

1. **Qualitative Standard (GPA)** – In order to meet the qualitative standard for SAP, students must maintain a cumulative GPA (CGPA) at or above the minimum CGPA required based on the credits or hours earned to date in the program (see CHART 1, above). The Average GPA report from CVUE calculates each student's CGPA and the standards from CHART 1 are applied in Microsoft Excel.
2. **Quantitative Standard (Completion Ratio)** – To meet this standard a student must have passed at least the % of credits or hours attempted which appear in CHART 1 for their program. The Final

Grades report from CVUE is used to determine outcomes for this standard. In Microsoft Excel, the number of hours or credits (depending on the program) attempted and earned are summed up using this report and the total hours or credits earned are then divided by the total hours or credits attempted. Information in CHART2 is applied to determine if a grade contributes to attempted and earned.

3. Time Frame Standard (Maximum Number of Clock Hours or Credits, depending on program) – A student may attempt no more than 150% of the total number of credits or hours required for their program. The same data that was derived from the Final Grades report from CVUE to apply standard 2 is used to apply standard 3. In Microsoft Excel, students who have repeated two or more courses are identified and manual calculations are done to determine the number of courses remaining to complete the program. If that remaining number of courses will result in total hours or credits attempted which exceeds the maximum credits or hours allowed as shown in CHART 1, the student is deemed to have failed standard 3.