



Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards are used to measure progress toward graduation. The standards are applied to all students, regardless of status. Failure to maintain Satisfactory Academic Progress (SAP) may result in dismissal from the institution.

Measurement Periods

Student Satisfactory Academic Progress will be reviewed by the administration at evaluation points of the end of the academic quarter (12-weeks) depending on student schedule and progression. As the externship course is scheduled into a block of 6, 8, or 10 weeks depending on the program, SAP will be evaluated at the end of the externship block. Student Satisfactory Academic Progress will be evaluated at least once before the end of every payment period.

Programs		Maximum Timeframe
Diploma in Culinary Arts		99 credits
Diploma in Pastry Arts		69 credits
Certificate in Escoffier Online Culinary Arts Fundamentals		78 credits
Credits Attempted	ROP	CGPA
0 - 23	67%	1.5
24 - max allowed credits	67%	2.0

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 (CGPA)* – 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 the tables below. The cumulative GPA (CGPA) will be reviewed at every evaluation point.
2. *Quantitative Standard (Rate of Progress)* – A student must receive passing grades in a minimum of 67% of all courses. Courses receiving grades of W, WF, F, and I are not considered completed hours or credits but are considered attempted hours or credits for calculation of the rate of progress. The Rate of Progress (ROP) will be reviewed at the same evaluation point as the cumulative GPA.



3. *Time Frame Standard (Maximum Number of Credit or Clock Hours)* – A student may attempt a maximum of 150% of the total number of credit or clock hours required for his/her program. A student who exceeds this maximum without successfully completing all coursework will be dismissed from the institution. 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 the institution.

Number of Credit Hours Earned or Attempted

This standard requires students to successfully complete (with letter grades of A, B, C, D, or P) a minimum of 67% of the total number of credit hours attempted for each academic quarter. Attempted hours include all credit hours in which a student is enrolled at the end of the trial period or add/drop period. Letter grades of F, WF, or W will not be considered as credits successfully completed or earned but will count as credits 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.

Failure to Meet Satisfactory Academic Progress

Auguste Escoffier School of Culinary Arts shall place a student making unsatisfactory academic progress for a program at a progress evaluation period point on **SAP Warning (Probation I)** for the next academic quarter. When a student is placed on SAP Warning, that student will be notified and the date action taken and terms of the warning shall be clearly indicated on the appropriate permanent records. When placed on SAP Warning, a student must improve his/her academic performance so as to be removed from SAP Warning by the next evaluation point. A student who fails to be removed from SAP Warning by the next evaluation point will be dismissed from the institution.

Appeals and Probation

If a student is dismissed from the institution for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Executive Chef. The letter must describe the extenuating circumstances that caused the student to be unable to meet SAP 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 meet SAP if allowed to continue in the program. The appeal must be submitted within five (5) 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 with a pending appeal will be able to continue attending class(es) until the appeal decision has been rendered. If the appeal is successful, the student will be placed on **SAP Probation (Probation II)** and will be required to agree to and sign an academic plan that states what the student will do to regain Satisfactory Academic Progress by the next evaluation point. A student may appeal dismissal only once.



A student that fails to make overall Satisfactory Academic Progress at the next evaluation period will be dismissed unless the student is meeting the requirements set forth by the academic plan. A student that meets the academic plan will be allowed to continue for a maximum of one academic quarter. If a student continues to fail to meet SAP, the student will be dismissed. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the school.

Academic and Financial Aid Warning

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

The academic and financial aid warning status is a message alert to the student that he or she must resolve the problems that have impacted his or her academic performance. The student is not required to take any actions to be placed on an academic and financial aid warning status. However, Auguste Escoffier School of Culinary Arts requires a student who is placed on academic and financial aid warning to meet with his or her Chef Instructor during the first week of the next payment period. At this meeting, the student and the Chef Instructor will together create an academic 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 academic and financial aid warning.

Academic and Financial Aid Suspension and Dismissal

A student who fails to be removed from academic and financial aid warning by the end of the next payment period will be placed on academic financial aid suspension and may be dismissed from the school. Students placed on academic and financial aid suspension will be notified in writing.

A student who exceeds the maximum timeframe without successfully completing the program will be placed on academic and financial aid suspension and may be dismissed from the school. Furthermore, a student whose progress to date will not enable him or her to graduate from a program within the maximum timeframe will be placed on academic and financial suspension and may be dismissed from the school.

Students placed on academic and financial aid suspension will be notified in writing by the second day of the next academic evaluation period by the Student Finance staff.



Re-admittance

A student who is dismissed from the school for failure to meet the minimum SAP standards must sit out for at least one academic evaluation period. If the student is allowed to return to the school, the student will return on the same SAP status in effect when they withdrew. The student may submit an appeal upon re-admittance and if successful, the student is placed on academic and financial aid probation and on an academic plan.

Before registering for classes, such a student must meet with his or her Chef Instructor to complete an academic plan for improving academic performance. Upon re-admittance to classes, and as a condition of the academic plan, the student must regain SAP within the timeframe specified in the plan. A student, who fails to regain SAP according to the terms of their academic plan, will be placed back on academic and financial aid suspension and may be dismissed from school without recourse.