

# 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
Culinary Arts (AOS)		135 credits
Culinary Arts and Operations (Diploma)		88 credits
Professional Pastry Arts (Diploma)		78 credits
Pastry Arts (Diploma)		69 credits
Culinary Arts (Diploma) Professional Culinary Arts (Diploma)		66 credits
Credits Attempted	ROP	CGPA
0 – 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 Academic and Financial Aid Warning (SAP Warning) for the next academic quarter. When a student is placed on SAP Warning, that student will be notified of the reasons for the violation. The violation will be recorded in the student record. 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 and will be sent notification of the reasons for the violation. A student may continue to receive financial aid assistance while on SAP Warning.

### **Appeals, Probation, and Reestablishing Eligibility**

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 Academic and Financial Aid Probation (SAP Probation) and will be required to agree to and sign an academic plan that states the particular benchmarks that must be achieved to regain Satisfactory Academic Progress by the next evaluation point.

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. A student will continue to be eligible for financial aid assistance while on SAP Probation. 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.

An academic plan, if warranted by a successful appeal, will outline the measures that may be taken to regain Satisfactory Academic Progress. The plan may require a student to retake courses in a prescribed sequence, participate in advising sessions with the Executive Chef or appointed academic resource, and/or meet specific grade or progress requirements. A copy of the student's academic plan will be retained in the student record and reviewed at the midpoint and end of the evaluation period. A student, who fails to regain SAP according to the terms of their academic plan, will be ineligible for any additional financial aid and be dismissed from the institution at the end of the evaluation period.

### **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.