

## 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, Satisfactory Academic Progress 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 block. The evaluation point will precede the end of the payment period.

Example: Payment Period 1 = 18 weeks

A student will have SAP evaluated twice (Week 6 and at Week 12) prior to 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 the tables which follow. 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, F, and I are not considered completed credits but are considered attempted credits for calculation of the rate of progress. Attempted courses include all credit hours in which a student is enrolled at the end of any add/drop period. Students who repeat a course for any reason should be aware that each time they enroll in a course it counts as an attempt, but only one attempt is considered completed. The Rate of Progress (ROP) will be reviewed at the same evaluation point as the cumulative GPA.
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 credit 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. Repeated courses will have an impact on the student's ability to complete their program within the required maximum time frame.

### SAP Standards

Diploma Programs: Culinary Arts and Pastry Arts		
Maximum Timeframe: 66 credits		
Credits Attempted	Required ROP	Minimum CGPA
0 – 11	67%	1.0
12 – max allowed credits	67%	2.0

<b>Associate of Applied Science (AAS) Programs: Culinary Arts and Pastry Arts</b>		
Maximum Credits Allowed: 135 credits		
<b>Credits Attempted</b>	<b>Required ROP</b>	<b>Minimum CGPA</b>
0 – 20	67%	1.0
21 – 40	67%	1.5
41 – max allowed credits	67%	2.0

***Failure to Meet Satisfactory Academic Progress Requirements Process***

At the end of an evaluation point, Auguste Escoffier School of Culinary Arts will place a student making unsatisfactory academic progress in a program on Academic Probation and FA Warning for the next progress evaluation period. A student placed on Academic Probation and FA Warning will be advised and the date the action taken and terms of the warning shall be clearly indicated on the appropriate permanent records. When placed on Academic Probation and FA Warning, a student must improve his/her academic performance so as to be removed from these violation statuses by the next evaluation point. A student who fails to be removed from Academic Probation and FA Warning by the next evaluation point will be dismissed from the school.

***ACADEMIC PROBATION, APPEALS, AND FINANCIAL AID CONSIDERATIONS***

If a student is dismissed from school for failing to make overall Satisfactory Academic Progress (SAP) but has a block GPA over 2.0, they may appeal the decision by submitting an Appeal Letter to the Academic Review Committee. The appeal 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, or other special circumstances. The appeal 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 five (5) calendar days of receiving notification of the SAP violation.

The Academic 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 remain on Academic Probation and be placed on FA Probation 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 SAP, if possible, by the next evaluation point.

If a student whose dismissal appeal was successful fails to earn the GPA necessary to regain SAP at the next progress evaluation point or if a student’s dismissal appeal was not successful, he or she will be dismissed and must sit out for a minimum of one progress evaluation block prior to being eligible to apply for reentry. If a student fails to meet the Rate of Progress standards for SAP but has met the requirements of the academic improvement plan by earning the required GPA, the student will be removed from Academic Probation but will continue on FA Probation for an additional evaluation period (block). The student must agree to and sign an academic improvement plan to ensure the student will be able to meet Satisfactory Academic Progress by the next evaluation point.

A student may continue to receive financial aid assistance while on FA Warning and may continue to receive financial aid assistance while on FA Probation as long as the appeal and/or academic plan requirements have been met. A student cannot continue to receive financial aid assistance in a program if the Maximum Timeframe has been exceeded. This standard assesses academic progress for all courses, regardless of whether financial aid was received for all classes taken.

### ***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 (ROP). Such transferred-in courses will count as credits attempted and earned. No grade(s) will be factored into the cumulative grade point 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 Academic Probation while following an approved academic plan.
- The time needed to make up and complete the coursework is within the program's maximum timeframe for completion.

### ***RE-ADMITTANCE***

Satisfactory Academic Progress Dismissal: Under Title 40, Texas Administrative Code, Section 807.221-224, students terminated for failure to meet the GPA requirements for Satisfactory Academic Progress cannot be readmitted until a minimum of one evaluation period has passed. A student who is dismissed for failing to meet the SAP standards will be required to make a successful appeal to the institution prior to being granted re-admittance. The appeal must contain all of the information specified in the Academic Probation, Appeals, and Financial Aid Considerations section of the catalog. In addition, if a previous appeal was denied, the student must indicate what has changed since the last appeal attempt. A student will only be allowed to appeal the return to a program if the maximum timeframe has not been breached unless there are extenuating circumstances as approved by the Campus President.

Students dismissed for failing to make SAP who are seeking readmittance to the institution for a program different from the one from which the student was dismissed, must first appeal to return to the program from which the student was dismissed. Only upon a successful appeal can the student then transfer to a different program.

Upon readmittance to the institution after a successful SAP dismissal appeal, a student will be placed on Academic Probation for the first block and must follow an academic plan developed by the institution. Such an academic plan, if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress standards by a specific point in time.

Attendance Violation: Similarly, a student administratively withdrawn for attendance policy violation may re-enter after a minimum of one block has passed. This does not circumvent the approved refund policy and/or the 150% rule and/or the minimum program attendance requirements of 80%. Upon readmittance, students may be subject to either/both Academic Probation or Attendance Probation, dependent upon their standing at exit from the institution, but are eligible for financial aid if they meet any requirements.

General: 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 block. 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 full-time basis.

### **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 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 course, not to exceed the credit per hour rate. More information on the fees associated with retaking a course can be found in the Catalog Supplement.

When a student repeats a course, the grade for each attempted course will appear on the student’s transcript, with the lowest grade for repeated courses marked with double asterisks. However, only the highest grade earned for a completed course, is factored into the SAP qualitative standard (CGPA). Note that the original and all repeated courses will be counted as attempted credits for SAP quantitative (ROP) and timeframe standards.

### **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.