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 term (12-weeks) depending on student schedule and progression. As the externship course is scheduled into a session of 6 weeks SAP will be evaluated at the end of the externship session. Student Satisfactory Academic Progress will be evaluated at least once before the end of every payment period.

Programs	Credits	Maximum Timeframe
All Associate (AOS)	90	135 credits
Diplomas:		
Culinary Arts and Operations	59	88 credits
Holistic Nutrition and Wellness	59	88 credits
Food Entrepreneurship	59	88 credits
Professional Pastry Arts	59	88 credits
Plant-Based Cuisine	59	88 credits
Plant-Based Culinary Arts	59	88 credits
Professional Pastry Arts	52	78 credits
Pastry Arts	46	69 credits
Culinary Arts	44	66 credits
Pastry Arts	44	66 credits

All Programs		
Evaluation Period	*Required Minimum CGPA*	*Required Rate of Progress*
First 12 weeks	1.50	60%
Second 12 Weeks and every evaluation point after	2.00	66.67%

Three Measures of the Standard

There are three components of the SAP requirements that all students must meet to remain an activestudent.

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 table above. The cumulative GPA (CGPA) will be reviewed at every evaluation point.

2. *Quantitative Standard (Rate of Progress)* – In order to meet the quantitative standard for SAP, students must maintain a minimum rate of progress that corresponds to the

evaluation point of the program noted in the table above. 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 every evaluation point.

3. _Maximum Time Frame (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 their 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 them to graduate from the program within this maximum timeframe will be dismissed from the institution. Maximum Time Frame (MTF) will be reviewed at every evaluation point.

Number of Credit Hours Earned or Attempted
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.

Effect of Transfer Credit and Change of Program on SAP
Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation. However, this credit has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. When a student elects to change a program or enroll in an additional program or higher credential at Auguste Escoffier School of Culinary Arts, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations.

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 term. When a student is placed on SAP Warning, that student will be notified of the reasons for the violation. The violation will be recorded on the student record. When placed on SAP Warning, a student must improve their academic performance 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 placed on SAP Probation and is required to submit an appeal to continue. If the student does not appeal, they 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 placed on probation for failing to make overall Satisfactory Academic Progress, the student may appeal the decision by submitting a letter of appeal to the Progress Review Committee. The letter must describe in detail the extenuating circumstances that caused the student to be unable to meet SAP. Such circumstances include but are not 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. Students may only appeal once per term. The 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 benchmarks that must be achieved to regain Satisfactory Academic Progress by the next evaluation point. A student on probation who 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 who meets the academic plan will be allowed to continue for a maximum of one academic term. A student will continue to be eligible for financial aid assistance while on SAP Probation. 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 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.

Re-admittance After Dismissal

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. A student can appeal to return in the first term after the evaluation period. If successful, the student will be placed on SAP Probation upon readmittance.

Upon readmittance 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.