

## SATISFACTORY ACADEMIC PROGRESS

All students are required to maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis every module, at any given midpoint/payment period, and at the end of the program. Satisfactory academic progress is determined using a qualitative component based on cumulative GPA, and a quantitative component, which consists of a pace of progression as well as a maximum timeframe by which a student must complete his or her program. SAP evaluations for financial aid eligibility are conducted at the end of each payment period.

To be eligible to meet satisfactory academic progress, a student must attend at least 90% of the scheduled didactic class hours on a cumulative basis during each evaluation period.

Satisfactory academic progress requirements apply to all students whether or not the student is receiving title IV funding.

### GRADING SYSTEM

CBD College uses the following scale as its standard grading system.

GRADE PERCENT		GRADE	DESCRIPTION	POINT
DA, MA, PhT	DMS AAS, OTA AAS, PTA AAS, ST			
90 - 100	90 - 100	A	Excellent	4.0
80 - 89	80 - 89	B	Good	3.0
70 - 79	75 - 79	C	Satisfactory	2.0
60 - 69	60 - 74	D	Unsatisfactory	0.0
0 - 59	0 - 59	F	Fail	0.0
		I	Incomplete	0.0
		W	Withdrawal	**

\*\*No grade points are awarded for "Withdrawal"

### Quantitative Component

Satisfactory Academic Progress is evaluated at Midpoints (one half of an academic year, which aligns with payment periods).

Program Name	Program Clock Hours	Midpoint I (clock hours)	Midpoint II (clock hours)	Midpoint III (clock hours)	Midpoint IV (clock hours)
DA	900	451	N/A	N/A	N/A
MA	920	461	N/A	N/A	N/A
PhT	720	361	N/A	N/A	N/A
ST	1520	451	901	1211	N/A
DMS	2250	451	901	1351	1801
OTA	1874	453	905	1390	N/A
PTA	1820	457	913	1367	N/A

The student is required to make quantitative progress toward program completion.

### *Program Breakdown by Academic Year*

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Dental Assistant (DA)	900 hours / 40 weeks	N/A	N/A
Medical Assistant (MA)	920 hours/41 weeks	N/A	N/A
Pharmacy Technician (PhT)	720 hours /36 weeks	N/A	N/A
Surgical Technology (ST)	900 hours /45 weeks	620 hours /16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	900 hours /45 weeks	900 hours /30 weeks	450 hours/11 weeks
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	904 hours /48 weeks	970 hours /34 weeks	N/A
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	912 hours /48 weeks	908 hours /33 weeks	N/A

Academic year is defined by CBD College as 900 clock hours. CBD College offers only “full-time” programs.

### ***Qualitative Component***

A student must pass all modules or courses with a minimum grade as follows, based on a scale of 0 -100%:

- 70% for the Pharmacy Technician and Medical Assistant programs
- 75% for the Surgical Technology, Associate of Applied Science in Physical Therapist Assistant, Associate of Applied Science in Occupational Therapy Assistant, and Associate of Applied Science in Diagnostic Medical Sonography programs

Progress is monitored on a monthly/module basis. Students who fail to maintain at least the minimum cumulative GPA (CGPA) will be notified in person during advising sessions. Tutorial assistance will be provided for students experiencing academic difficulties.

### ***Incomplete Grade***

A grade of “I” is assigned when hours or course work are not completed by scheduled completion date. This grade is removed and a letter grade is assigned when course requirements are met.

### ***Course Repeat***

A student may repeat a course(s) that he/she has failed only once. This applies only to core courses in DMS, OTA, and PTA, and all courses in the ST programs, as MA and PhT are based on the cumulative grade for the Module. All repeated courses will appear on the student’s transcript, but only the highest grade earned will be included in the calculation of the cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in a prior unsuccessful attempt. Coursework repeated may adversely affect students’ academic progress in terms of the maximum time frame. General Education courses in the DMS, OTA and PTA programs CANNOT be repeated. By failing one course, the student fails the module and will have to repeat all courses if admitted back to the program through the selection process.

### ***Withdrawal Grade***

Students who withdraw from the program will receive a grade of “W” in each course enrolled in at the time of withdrawal. All withdrawal grades are considered to be not successfully completed, and negatively impact satisfactory academic progress.

### ***Transfer Credit***

CBD College documents transfer credit for hours accepted towards program completion noted with a “Credit” on a transcript. Transfer credit is not included in the cumulative GPA.

### ***Remedial Courses, Proficiency Credits, Non-Credit Courses, and Non-Punitive Grades***

CBD College does not offer proficiency credits, or non-credit courses, but offers non-punitive (pass/fail) grades, and remedial courses for CBD students.

### ***MAXIMUM TIME FRAME***

A student must complete the entire program within 1.5 times the normal completion rate, or within:

- Maximum 54 weeks for the 36-week Pharmacy Technician program
- Maximum 61.5 weeks for the 41-week Medical Assistant program
- Maximum 91.5 weeks for the 61-week Surgical Technology program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography program

The maximum time frame is to be divided into increments, during which a minimum percentage of work is to be completed. The increment is not to be more than one half of an academic year, which aligns with payment periods.

Students may retake portions of the program only if they will fall within the 1.5 times of normal completion time. Students who cannot complete the program in 1.5 times the normal completion time will be dropped from the program. Repetitions of course work are counted as hours attempted. The lowest grade will be dropped from the CGPA and the highest grade will be used to calculate the GPA.

### ***TRANSFER AND READMITTED STUDENTS***

Transfer students from outside of CBD College will be evaluated only on the work completed while at CBD College. Readmitted students will be admitted to the same status as at the time of withdrawal or drop.

The maximum time frame is reduced for transfer and readmitted students, based upon the remaining length of the program in which they enroll. For example, a student transfers in or has completed 12 of a 36-week program, therefore must complete 24 weeks at the time of enrollment, and the maximum time frame is 24 weeks x 150%, or 36 weeks.

### ***EVALUATION/PROGRESSION POLICY***

Student evaluations consist of monitoring student progress in theory, campus laboratory and clinical hospital rotations on a continuing basis, and assessing students on the attainment of the objectives listed in the course syllabus. Students will also be evaluated according to their attendance patterns, behavior at clinical sites and job readiness. The course syllabus handed to the student upon beginning each course indicates the percentage that each of these factors represents on the final course grades. The student must successfully complete a Module to be able to progress to the following one. The final grade of the Module is composed of an arithmetic average of all the course grades obtained during the Module. Failure in achieving the minimum

pass score at the end of the Module may result in repetition of the Module (excluding the PTA program) or termination from the program.

Student scores are continuously monitored. Students failing any of the theory exams in the program are required to meet with the Program Director, who will develop a plan (“plan for improvement”) indicating the areas needing improvement and the steps to be followed, allowing them, if applicable, to retake the failed exam (see retake policy for more details).

### **SATISFACTORY ACADEMIC PROGRESS (SAP) ADVISING**

If a student fails to maintain the required satisfactory academic progress (SAP) at the end of any given module, he/she will be placed on SAP advising for the duration of the next module. The student is eligible for financial aid during his/her SAP advising period. The student must attain the required GPA or minimum passing grade, satisfy the quantitative component of SAP, and remain eligible to graduate within the maximum timeframe (150%) allowed.

In a positive case, the student will be removed from SAP advising, and may be allowed to proceed with the course of studies. In case of a negative determination, the student will be terminated from the program.

### **FINANCIAL AID WARNING**

Students who fail to meet SAP standards at the end of each payment period will be placed on Financial Aid Warning and notified accordingly. Warning status lasts for one payment period only, during which the student may continue to receive Title IV funds. Students who meet the College’s SAP standards by the end of the warning period will be removed from Financial Aid Warning status. Students who fail to make satisfactory progress by the end of the warning period will be placed on Financial Aid Probation and will be notified accordingly.

### **FINANCIAL AID PROBATION**

For the payment period following the payment period during which a student was on Financial Aid Warning, the College will place students who failed to make satisfactory academic progress during the warning period on Financial Aid Probation, and disburse Title IV funds only if- 1) the student appeals the determination, and 2) the College determines that the student should be able to meet the College’s SAP standards by the end of the subsequent payment period. Students on Financial Aid Probation for a payment period are not eligible to receive Title IV funds for the subsequent payment period, unless they meet SAP by the end of the probationary period.

### **APPEALS PROCESS FOR STUDENTS PLACED ON FINANCIAL AID PROBATION**

A student who is on Financial Aid Probation status can appeal within five (5) days. In order for an appeal to be considered, the student must provide the Program Director with a letter that includes:

- Information about the circumstances or events which prevented the student from attaining SAP
- What has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

The Program Director will review only the appeals that have the necessary documentation and are based on: (*sample situations – must state the basis of appeal in the letter*)

- Severe illness, medical condition, or injury
- Death of an immediate family member

- Traumatic life-altering event
- Military deployment/call to active duty
- Or other special circumstances

### **RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

Students may regain satisfactory academic progress in either the qualitative and/or quantitative elements by raising their CGPA or meeting the minimum completion requirement.

### **SUSPENSION AND TERMINATION**

Students may be suspended and/or terminated by the Dean of Education for any of the following reasons:

1. Non-compliance with attendance policy or unsatisfactory academic progress, such as unsuccessful completion of program requirements, and/or overall GPA below 2.0.
2. Endangering the safety of others on campus or in the clinical setting.
3. Failure to comply with the CBD College Standards of Conduct.
4. Involvement in any practice that qualifies as academic dishonesty.
5. Vandalism or abuse of clinical equipment.
6. Violation of patient privacy or failure to maintain HIPAA regulations.
7. Other incident(s), which may be determined so severe that they warrant dismissal.

If an action warrants intervention, the student will receive a "Disciplinary Action."

### **APPEAL PROCESS FOR SUSPENSION AND TERMINATION**

Students who wish to appeal a suspension or termination must submit a letter to the Dean of Education within five (5) calendar days of the suspension notification. The appeal letter should describe any extenuating circumstances that the student feels may deserve further consideration. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The Appeal Committee will assess all appeals. The student will be sent a written decision within ten (10) calendar days of the School's receipt of the appeal. The decision will be final.

Students reinstated upon appeal will be on probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of probation.