

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: 1) at least 90% of the scheduled didactic class hours for all clock hour programs, and 2) at least 67% of all quarter credit hours attempted on a cumulative basis during each evaluation period.

A student must maintain the minimum requirements at the midpoint throughout the program. The rate of progress percentage is calculated by dividing the quarter credits or clock hours earned by the quarter credits or clock hours attempted.

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 |
|---------------|-------|--------------|-------|
| 90 - 100 | A | Excellent | 4.0 |
| 80 - 89 | B | Good | 3.0 |
| 75 - 79 | C | Satisfactory | 2.0 |
| 0 - 74 | 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 AAS | 2250 | 451 | 901 | 1351 | 1801 |
| MRI AAS | 1816 | 453 | 905 | 1361 | N/A |
| OTA AAS | 1874 | 453 | 905 | 1390 | N/A |
| PTA AAS | 1820 | 457 | 913 | 1367 | N/A |
| ST AAS | 91 Quarter Credits | 23 Quarter Credits | 46 Quarter Credits | 69 Quarter Credits | N/A |
| HIT AS | 91 Quarter Credits | 27 Quarter Credits | 54 Quarter Credits | 73 Quarter Credits | N/A |
| BSHS | 90 Quarter Credits | 25 Quarter Credits | 49 Quarter Credits | 70 Quarter Credits | 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 Magnetic Resonance Imaging (MRI AAS) | 904 hours /32 weeks | 912 hours /32 weeks | N/A |
| 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 |
| Associate of Science in Health Information Technology (HIT AS) | 53 Quarter Credits / 44 weeks | 38 Quarter Credits / 33 weeks | N/A |
| Bachelor of Science in Health Science (BSHS) | 48 Quarter Credits / 44 weeks | 42 Quarter Credits / 33 weeks | N/A |
| Associate of Applied Science in Surgical Technology (ST AAS) | 45 Quarter Credits / 33 weeks | 46 Quarter Credits / 44 weeks | N/A |

Academic year is defined by CBD College as 900 clock hours (MRI Diploma Program is 58 Quarter Credits, AS in Health Information Technology is 36 Quarter Credits, and B.S. in Health Science Program is 36 Quarter Credits). CBD College offers only “full-time” programs.

QUALITATIVE COMPONENT

A student must pass all modules or courses with a minimum grade of 75% based on a scale of 0 -100%.

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.

MODULE/COURSE REPEAT

All attempted courses/modules will appear on a student’s transcript; grades earned for repeated courses/modules (i.e., the newest grades) will replace the previously earned grades and will be included in the calculation of the student’s cumulative GPA.

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 96 weeks for the 64-week Magnetic Resonance Imaging AAS program
- Maximum 123 weeks for the 82-week Occupational Therapy Assistant AAS program
- Maximum 121.5 weeks for the 81-week Physical Therapist Assistant AAS program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography AAS program
- Maximum 115.5 weeks for the 77-week Health Information Technology AS program
- Maximum 115.5 weeks for the 77-week Bachelor of Science in Health Science program
- Maximum 115.5 weeks for the 77-week Surgical Technology AAS 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 the 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 coursework 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 by 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 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 Success Plan 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 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 Records Officer 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 Records Officer will review only the appeals that have the necessary documentation and are based on:

- Severe illness, medical condition, or injury
- Death of an immediate family member
- Military deployment/call to active duty
- Or other special circumstances which are unlikely to reoccur

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.

INTERIM SAP FLEXIBILITIES

Section 3509 of the CARES Act allows institutions to exclude from the quantitative component (pace measurement) of SAP attempted credits a student was unable to complete as a result of the COVID-19 national emergency. It is not necessary for a student to have filed a SAP appeal for an institution to exercise this flexibility. However, to exclude attempted credits from SAP, an institution must have reasonably determined that the student's failure to complete those credits was the result of a COVID-19 related circumstance. Allowable circumstances include, but are not limited to, illness of the student or family member, need to become a caregiver or first responder, economic hardship, added work hours, loss of childcare, inability to continue with classes via distance education, inability to access wi-fi due to closed facilities. If an institution temporarily ceases operations during a period of enrollment, attempted credits for all affected students (specific to that enrollment period) may be excluded. CBD College has adopted and will implement these flexibilities to the extent and duration permitted by law and sub-regulatory guidance.