

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

1. **Regulatory Authority:** [34 CFR §668.34](#):34 CFR [§668.22\(d\)](#); [CFR 668.32 \(f\)](#) ABHES Accreditation Manual, 18th Edition, Appendix B
2. **Revision History:** 02/22
3. **Responsible Administrator(s):** Chief Academic Officer/Dean of Education, Director of Financial Aid
4. **Implementing Party/Department:** Program Directors, Program Coordinators
5. **Procedure (if applicable):** SAP Process Flowchart
6. **Related document(s):** SAP Warning, SAP Probation, Appeal Form, Academic Improvement Plan
7. **Policy Statement:**

All students are required to maintain satisfactory academic progress (SAP) to remain eligible for financial aid. Satisfactory progress is computed on a cumulative basis at the end of the payment period. Satisfactory academic progress is determined using a qualitative measure/component based on cumulative GPA, and a quantitative measure/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 meet SAP a student must satisfy both the qualitative and the quantitative measure at the time of evaluation. To be eligible to meet the qualitative measure, a student must maintain a 2.0 GPA cumulatively as well as a 2.0 in current classes if the end of a payment period is before grades are finalized for the module.

To be eligible to meet the quantitative measure 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 earned by the quarter credits 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	**
	CW	COVID-Withdrawal	

**No grade points are awarded for "Withdrawal"

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

QUANTITATIVE COMPONENT

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

Program Name	Program Clock/Quarter Credit Hours	Evaluation Point I (clock/quarter credit hours)	Evaluation Point II (clock/quarter credit hours)	Evaluation Point III (clock/quarter credit hours)	Evaluation Point IV (clock/quarter credit hours)	Evaluation Point V (clock/quarter credit hours)	Evaluation Point VI (clock/quarter credit hours)
ST	1520 Clock Hours	451 Clock Hours	901 Clock Hours	1211 Clock Hours	N/A	N/A	N/A
DMS AAS	141 Quarter Credits	34 Quarter Credits	68 Quarter Credits	96.5 Quarter Credits	125 Quarter Credits	133 Quarter Credits	N/A
MRI AAS	90 Quarter Credits	90 Quarter Credits	25.5 Quarter Credits	51 Quarter Credits	70.5 Quarter Credits	N/A	N/A
OTA AAS	122.5 Quarter Credits	26 Quarter Credits	52 Quarter Credits	74.75 Quarter Credits	97.5 Quarter Credits	110 Quarter Credits	N/A
PTA AAS	101.5 Quarter Credits	25.75 Quarter Credits	51.5 Quarter Credits	69.5 Quarter Credits	57.5 Quarter Credits	87.5 Quarter Credits	94.5 Quarter Credits
ST AAS	91 Quarter Credits	22.5 Quarter Credits	45 Quarter Credits	68 Quarter Credits	N/A	N/A	N/A
HIT AS	91 Quarter Credits	26.5 Quarter Credits	53 Quarter Credits	72 Quarter Credits	N/A	N/A	N/A
BSHS	90 Quarter Credits	24 Quarter Credits	48 Quarter Credits	69 Quarter Credits	N/A	N/A	N/A

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

PROGRAM BREAKDOWN BY ACADEMIC YEAR

PROGRAM	FIRST ACADEMIC YEAR	SECOND ACADEMIC YEAR	THIRD ACADEMIC YEAR
Surgical Technology (ST)	900 hours/45 weeks	620 hours/16 weeks	N/A
Associate of Applied Science in Diagnostic Medical Sonography (DMS AAS)	68 Quarter Credits/ 36 weeks	57 Quarter Credits/ 36 weeks	16 Quarter Credits/ 12 weeks
Associate of Applied Science in Magnetic Resonance Imaging (MRI AAS)	51 Quarter Credits/ 33 weeks	39 Quarter Credits/ 33 weeks	N/A
Associate of Applied Science in Occupational Therapy Assistant (OTA AAS)	52 Quarter Credits/ 32 weeks	45.5 Quarter Credits/ 32 weeks	25 Quarter Credits/ 16 weeks
Associate of Applied Science in Physical Therapist Assistant (PTA AAS)	51.5 Quarter Credits/ 33 weeks	36 Quarter Credits/ 33 weeks	14 Quarter Credits/ 11 weeks
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

The minimum academic year is defined by CBD College as 900 clock hours / 26 weeks of instructional time for a course of study that measures its program length in clock hours, and 36 quarter credits / 30 weeks of instructional time for a course of study that measures its program length in clock hours. CBD College offers only “full-time” programs for academic purposes.

QUALITATIVE COMPONENT

A student must maintain a 2.0 GPA cumulatively as well as a 2.0 in current classes if the end of a payment period is before grades are finalized for the module. A student must pass all modules or courses with a minimum grade of 75% based on a scale of 0 -100%.

INCOMPLETE GRADE

A grade of “I” is assigned when hours or course work is not completed by the scheduled completion date. This grade is removed, and a letter grade is assigned when course requirements are met. All incomplete grades, until replaced, are considered to be not successfully completed, and negatively impact satisfactory academic progress in terms of pace of progression.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

REPEATED MODULES

All attempted courses/modules will appear on a student's transcript; grades earned for repeated courses/modules 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 in terms of pace of progression.

TRANSFER CREDIT

CBD College documents transfer credit 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 99 weeks for the 66-week Magnetic Resonance Imaging AAS program
- Maximum 115.5 weeks for the 77-week Health Information Technology AS program
- Maximum 115.5 weeks for the 77-week Physical Therapist Assistant AAS program
- Maximum 115.5 weeks for the 77-week Surgical Technology AAS program
- Maximum 115.5 weeks for the 77-week Bachelor of Science in Health Science program
- Maximum 120 weeks for the 80-week Occupational Therapy Assistant AAS program
- Maximum 129 weeks for the 86-week Diagnostic Medical Sonography 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 cumulative GPA 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.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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.

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 is eligible to 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, provided that they've completed a successful appeal, 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 by completing the requirements of an Academic Improvement Plan. 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

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

ACADEMIC IMPROVEMENT PLAN

Students whose appeals are approved must complete an Academic Improvement Plan in order to receive financial aid. If they do not meet the requirements of the Academic Improvement Plan, their financial aid will be suspended.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students who do not maintain satisfactory academic progress lose eligibility for financial aid until satisfactory academic progress is met. Students may regain satisfactory academic progress by completing enough coursework to raise his/her GPA and/ meet the minimum completion requirements. At that time, students may request an SAP review and if they meet the minimum standards, their SAP status will be updated.

LEAVE OF ABSENCE

Occasionally, circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Examples of approved LOA circumstances include, but are not limited to, documented family emergency, serious illness, active military duty or other extenuating reasons, which are unlikely to reoccur. Students who find it necessary to take a leave of absence must submit an electronically signed and dated written request to the Records Officer. A student must request a leave of absence in advance of the start date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe (14 consecutive calendar days, holidays and scheduled breaks excluded) consistent with the institution's consecutive absence policy, he or she will be dropped.

The electronically signed written request must outline the circumstances and duration of the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. If the student is a Title IV loan recipient, the College will provide an explanation to the student, prior to granting the LOA, the effects that the student's failure to return from LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

A leave of absence may not exceed 180 calendar days in any 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit. An approved leave of absence may be extended (by contacting the Records Officer in writing) for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit. The College does not assess the student any additional charges as a result of the leave of absence.

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.