

SATISFACTORY ACADEMIC PROGRESS

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 (e.g., a module for term-based programs). 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, and 3.0 for the Master of Occupational Therapy program.

To be eligible to meet the quantitative measure a student must complete 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 each payment period throughout the program. The rate of progress percentage is calculated by dividing the quarter credits earned by the quarter credits attempted. Students are also evaluated at the end of each payment period for the maximum time frame. Students must complete their degree in 150% of the time (credit hours) allowed for the program. For example, the student's program is 100 credit hours, the student must complete the program before 150 credit hours are attempted. Repeated coursework count in hours attempted.

A student who fails to meet the minimum academic requirements is placed on "Warning" for the next payment period of attendance. During the payment period on warning, the student is required to obtain extra help, if necessary, to improve their academic standing. A student receiving Veteran Administration benefits may receive educational benefits for only one semester while on academic probation.

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

GRADING SYSTEM

Associate's Degree and Bachelor's Degree Programs:

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"

Master's Degree Program:

GRADE PERCENT	GRADE	DESCRIPTION	POINT
90 - 100	A	Excellent	4.0
80 - 89	B	Good	3.0
0 - 79	F	Fail	0.0
	I	Incomplete	0.0
	W	Withdrawal	**

**No grade points are awarded for "Withdrawal"

ACADEMIC YEAR

The minimum academic year is defined by CBD College as 36 quarter credits / 30 weeks of instructional time for a course of study that measures its program length in quarter credits. CBD College offers only “full-time” programs for academic purposes. Students may be enrolled less than “full-time” for a specific term if they have been awarded transfer credits and/or are repeating coursework.

QUANTITATIVE COMPONENT

Satisfactory Academic Progress is evaluated at the completion of each module (which aligns with the payment period) once all grades are finalized. To be eligible to meet the quantitative measure, a student must complete at least 67% of all quarter credit hours attempted on a cumulative basis during each evaluation period. Evaluation periods are equal to one payment period.

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% if based on a numeric score. For the MOT program, A student must maintain a 3.0 GPA cumulatively as well as a 3.0 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 80% if based on a numeric score. All Pass/Fail courses must follow criteria outlined within the syllabus and must be met completely as outlined to earn a passing grade.

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.

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. For Financial Aid Satisfactory Academic Progress purposes all attempted course grades are calculated for the GPA measurement.

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 for hours accepted towards program completion noted with a “TR” grade 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 remedial courses, proficiency credits, or non-credit courses, but offers non-punitive (pass/fail) grades for CBD students.

MAXIMUM TIME FRAME

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

- Maximum 135 attempted quarter credit hours for the 90 quarter credit hours BSHS program
- Maximum 135 attempted quarter credit hours for the 90 quarter credit hours MRI AAS program
- Maximum 136.5 attempted quarter credit hours for the 91 quarter credit hours ST AAS program
- Maximum 152.25 attempted quarter credit hours for the 101.5 quarter credit hours PTA AAS program
- Maximum 169.5 attempted quarter credit hours for the 113 quarter credit hours OTA AAS program
- Maximum 180 attempted quarter credit hours for the 120 quarter credit hours DMS AAS program
- Maximum 171 attempted quarter credit hours for the 114 quarter credit hours MOT 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 for non-term students. For term-based students the increment will be per term, which is the same as a payment period.

Students may retake portions of the program only if they will fall within the 1.5 times the normal completion time. 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. For Financial Aid Satisfactory Academic Progress purposes all attempted course grades are calculated for the GPA measurement.

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. Students who separate from the college (e.g., LOA, withdrawal) and return to the same program with a different instructional delivery mode, program length and/or units of academic measurement (e.g., residential to hybrid, different credits or weeks) will be treated as an internal transfer student. Students will be given credit for all courses completed that are part of the new program version (exceptions may apply).

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 quarter credits of a 90 quarter credit program, therefore must complete 78 quarter credits at the time of enrollment, and the maximum time frame is 78 quarter credits times 150% ($78 \times 150\% = 117$), or 117 quarter credits.

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. Students who do not successfully appeal their financial aid SAP status will be placed on Financial Aid suspension. Students on suspension status will not be eligible for any financial aid.

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 successfully 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.

CHAFEE GRANT RECIPIENT SAP PROVISIONS

A Chafee Grant recipient student, who has not met Satisfactory Academic Progress (SAP), as defined by the institution, for five quarters, is eligible to receive Chafee funding regardless of the reason for not meeting SAP. All students at CBD College, including Chafee grant recipients, who are not meeting SAP after two consecutive quarters, are placed on an Academic Improvement Plan.

If a Chafee Grant recipient student exceeds five quarters of not meeting SAP and appeals to have his or her CHAFEE grant reinstated, CBD College will automatically reinstate the student's grant eligibility, if one of the following applies:

- (A) The student achieves either a 2.0 GPA during the previous quarter, or a cumulative GPA of 2.0, even if the student did not meet the SAP policy requirements.

- (B) The student demonstrates the existence of an extenuating circumstance that impeded successful course completion in the past but that has since been addressed such that the student is likely to demonstrate SAP in the future.
- (C) The student provides evidence of engagement with a supportive program, either on or off campus, that is assisting the student to make continued academic progress.

APPEALS PROCESS

A student who is on Financial Aid Probation status can appeal within five (5) days. The appeals letter should be submitted in writing (email is acceptable to appeals@cbd.edu) and should include the following:

- Exactly what course, program or school policies are being appealed;
- The situation that lead to your dismissal for which the committee should make an exception to these policies;
- The resolution you have in place to be successful in the future.

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 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. Students must email fa@cbd.edu to request a Satisfactory Academic Progress review.

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 emergencies, 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 official request using the College's digital submission method. 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 request must outline the circumstances and duration of the leave. The reason for the leave of absence must be specified in order for the institution to have a reasonable expectation of the student's return within the time frame of the leave of absence as requested. Supporting documentation relevant to the circumstances of the leave of absence is required (e.g., letter from a healthcare provider, etc.). The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. An LOA is officially approved once the LOA approval agreement is signed by the student, indicating acceptance of the terms.

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 Registrar via email or 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. Federal regulations require that a student returning from an LOA must resume training at the same

point in the academic program that he or she began the LOA. The College does not assess the student any additional charges as a result of the leave of absence. A student who takes a leave of absence from a legacy, non-term program will join the term-based program version upon their return.

A grade of “L” is assigned when hours or course work is not completed by the scheduled completion date due to an approved leave of absence. This grade is non punitive and remains in place on the academic record. A letter grade is assigned to the term in which the student returns from LOA and course requirements are successfully met. If the student withdraws during the period in which they are on an approved LOA, the L converts to a grade of “W” which is punitive and will affect the quantitative component of the SAP status.

GRADUATION REQUIREMENTS

Associate of Applied Science degrees are awarded in Physical Therapist Assistant (PTA AAS), Occupational Therapy Assistant (OTA AAS), Diagnostic Medical Sonography (DMS AAS), Magnetic Resonance Imaging (MRI AAS), and Surgical Technology (ST AAS,) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours. 100% of required clinical/externship hours must be achieved as well.

A Bachelor of Science degree is awarded in Health Science (BSHS) to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 75% grade point average, and who are in attendance for at least 90% of the total didactic course hours.

A Master’s degree is awarded in Occupational Therapy to students who complete all course work in no more than 150% of the total number of hours in the program with at least a 80% grade point average, and who are in attendance for at least 90% of the total didactic course hours.

Surgical Technology (ST AAS) students must take an examination by a nationally recognized and accredited credentialing agency prior to graduation.

Students who have outstanding financial obligations to the college will not receive a degree until the obligations have been satisfied.

GRIEVANCE PROCEDURES

It is the intent of CBD College to provide an avenue for students to resolve conflicts with faculty and/or staff, or another student. A **student grievance** is a formal complaint raised by a student regarding an alleged violation of their rights, institutional policies, or procedures. The institution ensures that all grievances and their dispositions are thoroughly documented, and faculty and applicable staff are informed of and trained on how to direct students to the appropriate grievance procedures.

It is desirable to resolve problems and complaints informally. This policy encourages both responsibility and accountability for both student and faculty or staff member(s). If resolution of the issues cannot occur informally, formal grievance policy is hierarchical.

We ask that you approach conflicts as follows:

- Step #1.** Meet with the person with whom you have the complaint and attempt to resolve the issue within two (2) weeks of the incident.
- Step #2.** If the concerns are not resolved in step one, an informal discussion should take place with the instructor.
- Step #3.** If the concerns are not resolved in step #2, or the instructor is person in step #1, make an appointment to meet with the Program Director or designee.
- Step #4.** If the concerns are not resolved in step #3, or the Program Director is the person in step #1, make an appointment to meet with the Dean of Education (DOE). The student will be informed of the decision within ten (10) business days.
- Step #5.** If the concerns are not resolved in step #4, make an appointment to meet with, or write a formal letter to, the campus Chief Academic Officer (CAO). The student will be informed of the decision within ten (10) business days.