



## Satisfactory Academic Progress (SAP) Requirements

The progress and evaluation of all students, full-time and part-time, and in all Title IV and non-Title IV eligible programs are monitored and graded in intervals at the end of each phase throughout a program using individual Progress Reports issued by the instructor and Student Services either in person or by email. The Progress Reports also include the current Cumulative Grade Point Average (CGPA). Grades are based on a combination of objective and subjective evaluations of written and tests/quizzes and practical application. Each phase is divided into classroom instruction, written work, and lab/practice time. Academic progress will be measured at the end of the first payment period. The end of the first payment period is at the point the student completes ½ of the clock hours (earned a passing grade or otherwise received credit associated with those hours in completed phases) and at least 25%, 50%, and 75% of the weeks in the program. To maintain satisfactory academic progress, a student must:

- Have a Cumulative Grade Point (CGPA) of 76% or better.
- Progress at a satisfactory rate toward completion of their program; at the end of the first payment period, the student must have completed 76% of all coursework attempted in the program.
- Complete the training programs within 150 percent of the published program lengths (see Maximum Completion Time).

## Withdrawal Grades

A student who withdraws after attending any portion of a phase or course will receive a grade of "W" or Withdrawal on their transcript. The "W" grade is a permanent mark with no grade points assigned. A "W" grade for the phase or course will not be included in the calculation of the CGPA for SAP. Withdrawal credits are counted as attempted but not earned and will be included in the calculation of the rate of progression in determining SAP.

## Repeated Phase or course

Students who do not achieve a 76% or better in any course or phase are considered to have failed that course or phase and must repeat it. When students repeat a failed course, the grade received is used to calculate the cumulative GPA. Both the original and repeat attempts will be counted in the rate of progress calculations. If repeating the course or phase is required, the length of the program must not exceed 150 percent of the published program length. Students may repeat a failed course or phase only once. Additionally, the ability to repeat a course or phase is on a "seat availability" basis. A student's training may be interrupted if the course to be repeated is not available until a later date.

## Maximum Time Frame

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits or hours in their program). Calculations help assure that students will complete their programs within the maximum time frame.

## Effect of Transfer Credit on SAP

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on scheduled contracted hours at the Zorganics Institute. For transfer students attending less than a full academic year, an evaluation will be done at the midpoint of the schedule hours.

## Effect of Program Change on SAP

Students who change programs will only have credits and grades that apply to the new program (including transfer credits) calculated in SAP and Maximum time frame. Any credits that were previously taken that are not part of the student's new program of study will not be used in the calculations.

## Warning and Probation Periods

Students will have their CGPA calculated after each phase and payment period:

- In the first payment period in which a student falls below the minimum SAP standards outlined above, the student will be notified by email, phone or in person that they have been placed on SAP Warning. If the student meets or exceeds the standards in the following payment period, the student will be moved to SAP Met. If not, the student will be moved to SAP Probation. Students who wish to remain enrolled and receive Federal financial aid must complete the required Appeal process.
- A student that has progressed to SAP Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards in the following payment period. If not, the student will be notified by email, phone or in person that they have been moved to SAP Dismissal and dismissed from the Zorganics Institute unless the conditions of an academic plan were successfully met.
- A student that has progressed to SAP Dismissal will be moved to SAP Met if the student proceeds to meet or exceed the standards the following payment period. If not, the student will be notified by email, phone or in person that they will remain on SAP Dismissal and be dismissed from the Zorganics Institute unless the conditions of an academic plan were successfully met.
- A student on financial aid probation for a payment period may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.

Students may be terminated at the end of any phase or payment period in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

While in SAP Warning status, a student is considered to be making academic progress and will remain eligible to receive federal financial aid. While in SAP Probation or SAP Dismissal (with an approved appeal and or academic plan), a student is considered to be making academic progress and will remain eligible to receive Federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that is considered being necessary by the Zorganics Institute. Failure to participate may result in dismissal regardless of CGPA.

Students on SAP Probation, SAP Dismissal, and those who have been dismissed for exceeding the maximum time frame are not eligible to change programs.

## Appeal Process

Any student who has been placed on SAP Probation or SAP Dismissal May appeal if circumstances exist such as the death of a relative, an injury or illness of the student, or other special circumstances. All appeals must be submitted in writing within seven (7) calendar days (excluding holidays and breaks) of receiving notification of the dismissal. All appeals must explain the circumstances that affected academic performance and how the circumstance has been resolved so that it will not have any future effect on the student's Academic Progress. Additional documentation may be required. The decision of the College is final and may not be further appealed.

## Student Appeal Procedures

Students have the right to appeal decisions and policies enforced by the Zorganics Institute. Appeal considerations will be based on the student's overall attendance record, academic progress, professional development, instructor recommendations, and, if applicable, the circumstances surrounding the occurrences that resulted in excessive absences or failure to maintain satisfactory academic progress. A student must submit a written letter to the Zorganics Institute Director for review. Students must provide supporting documentation along with their letter to support his/her position and any circumstances that may have existed. The student will be notified by email, phone or in person of the Appeal decision within 7-10 business days following the receipt of the student's appeal. The decision of the Appeal Board will be final.

## Process for Students with Denied Appeals

The student must remain out of Zorganics Institute for 6 months following the phase in which the appeal was denied. The student may request an additional appeal for reinstatement. The student must demonstrate the accomplishment of changes that show a

level of Zorganics Institute readiness that can reliably predict success. Decisions regarding reinstatement to the Zorganics Institute will take into consideration factors such as grades, attendance, account balance, conduct, and the student's commitment to complete the program within the maximum time frame allowed according to the Zorganics Institute's policy on Satisfactory Academic Progress. Dismissed students who are reinstated will sign a new Enrollment Agreement; they will be charged tuition consistent with the existing published rate at the time of reinstatement. Students who are reinstated under these circumstances will return to Financial Aid Probation (FAP) status and may receive aid for one payment period. The student will be required to fulfill a specific academic plan. Students on academic/financial aid probation are eligible to receive Title IV funds while on probation if they are otherwise eligible. Students who successfully bring up their CGPA at the end of the probation period will be removed from probation and returned to regular status. If the student does not meet the SAP requirements, the student will be notified by email, phone or in person that they will be dismissed and will not be eligible for appeal.

## **Reinstatement**

A student might appeal to return to the Zorganics Institute if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances that affected academic performance and how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The student should also include reasons for why they should be readmitted. Many factors will be reviewed when determining whether or not a student should be readmitted, including academic performance, attendance, life changes, and account balance.

## **Academic Dismissal**

A student on financial aid probation may receive title IV, HEA program funds for one payment period. While a student is on financial aid probation, the Zorganics Institute may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet the Zorganics Institute's satisfactory academic progress standards or meet the requirements of the academic plan developed by the Zorganics Institute and the student to qualify for further title IV, HEA program funds.

The maximum time frame allowed for full time students, transfer students who need less than full course requirements or part-time students will be determined based on 118% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs and may be terminated from the program. Students who exceed the maximum time frame may be permitted to continue enrollment, and be charged tuition fees accordingly, on a cash-pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completed are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

## **IN-COMPLETES, WITHDRAWAL, OR REPETITIONS**

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, the student must take a leave of absence or withdraw and re enroll when ready to return. If a student needs more than 14 consecutive calendar days of time off due to pregnancy/new mother, and/or military duty then the student should take a leave of absence. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

## **IN-COMPLETES, REPETITIONS, AND NON-CREDIT**

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.