

# FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

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## SATISFACTORY ACADEMIC PROGRESS (SAP)

In accordance with US Department of Education regulations, the college is required to consistently apply reasonable standards for evaluating each student's Satisfactory Academic Progress (SAP). Recipients of Title IV funds must meet the minimum standards of Satisfactory Academic Progress in order to continue receiving federal student aid.

### HOW SAP IS EVALUATED

The college evaluates all students for Satisfactory Academic Progress (SAP) by three standards:

- ACADEMIC STANDARD measured by Cumulative Grade Point Average (CGPA)
- PACE STANDARD measured by Incremental Completion Rate (ICR)
- TIME FRAME STANDARD measured by Maximum Time Frame (MTF)

### ACADEMIC STANDARD (CGPA)

Cumulative Grade Point Average (CGPA) is the qualitative standard of Satisfactory Academic Progress (SAP). CGPA indicates a student's level of academic achievement in all courses taken during a student's entire academic career at the college.

At the end of each quarter, a student receives a grade and corresponding number of grade points for each course attempted and each course successfully completed. Grade points awarded for each course are averaged into a quarterly Grade Point Average (GPA). To maintain Satisfactory Academic Progress (SAP), a student should aim to complete courses with a grade of C or better. Receiving grades of D or F may put the student at risk of failing to meet the minimum CGPA standard of SAP.

If the student fails a course and receives an F grade, 0 grade points are calculated into the student's quarterly GPA, effectively lowering the student's CGPA. When the student repeats and successfully passes the course on the second attempt, the passing grade replaces the F, and the grade points for the passing grade are calculated into the student's CGPA. Courses with the following grades are NOT calculated into the student's CGPA: Withdrawn (W), Pass/Fail (P/F), Incomplete (I), and Transfer Credits (T).

All new students must maintain a minimum CGPA of 1.0 at the end of the 3<sup>rd</sup> quarter of enrollment. At the end of the 6<sup>th</sup> quarter of enrollment all quarters thereafter, all students must maintain a minimum CGPA of 2.0.

### PACE STANDARD (ICR)

Incremental Completion Rate (ICR) is the quantitative measure of SAP. ICR indicates the pace at which a student is progressing through the required credit hours and courses for the degree program. ICR is the percentage of credit hours a student successfully completes out of all credit hours the student attempts:

- Credit hours attempted
  - The total required credit hours the student has enrolled in or transferred to the college.
  - Includes courses with the following grades:
    - Withdrawn (W)
    - Incomplete (I)
    - Pass/Fail (P/F)
    - Transfer Credit (T)
- Credit hours completed
  - The total required credit hours the student has completed with a passing grade.

A new student must show a minimum ICR of 33.33% at the end of the 3<sup>rd</sup> quarter of enrollment. This means the student has successfully completed at least 1/3 of the required credits attempted in the student's first academic year. A student must show a minimum ICR of 66.67% at the end of the 6<sup>th</sup> quarter of enrollment and at the end of each quarter thereafter. This indicates that the student has successfully completed at least 2/3 of the total required credit hours attempted to date.

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## TIME FRAME STANDARD

Maximum Time Frame (MTF) is the time frame standard of SAP. Time frame is defined by credit hours attempted, which are all credits a student has enrolled in or transferred to the college, including credits for courses that received a grade of Withdrawn (W), Pass/Fail (P/F), Incomplete (I), or Transfer Credits (T). The Maximum Time Frame is the total number of credit hours a student is allowed to attempt during a program. The Maximum Time Frame for all Columbia College Hollywood degree programs is 150% of the credit hours required for the program. All students must complete their academic programs and receive their degrees within the Maximum Time Frame to meet the time frame standard of SAP.

Listed below is the maximum number of credits (including transfer, withdrawn, pass/fail, incomplete, and exam credits) students may attempt toward degree completion.

MAXIMUM TIME FRAME (MTF)			
DEGREE LEVEL	BFA	AFA	AAS
Credit Hours Required	192	96	96
Maximum Credit Hours Attempted (150% of Required)	288	144	144

At any time, if it is mathematically determined that a student will be unable to complete a program within the Maximum Time Frame, the student will receive notification of failure to meet the minimum standards of SAP and will be academically dismissed from the college. If the student is a recipient of financial aid, the student will no longer be eligible to receive Title IV funding.

## WHEN SAP IS EVALUATED

Satisfactory Academic Progress (SAP) is evaluated for all students at specific SAP evaluation points. All newly matriculated freshmen and transfer students are evaluated for SAP twice in the first six (6) quarters (two academic years) of attendance. While a student's CGPA and ICR are also made available at the end of every quarter, after the 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> quarter of attendance they are informational only. A student who is in danger of failing to meet minimum standards of SAP at the next SAP Evaluation Point may be alerted at any time and required to take specific corrective action. Prior to or between SAP evaluation points, a student who is mathematically unable to meet minimum standards of SAP will be notified and academically dismissed from the college.

SAP evaluation points are:

- At the end of the 3<sup>rd</sup> quarter (1<sup>st</sup> academic year)
  - CGPA must be 1.0 or better
  - ICR must be 33.33% or better
  - Failure to meet both SAP standards will result in academic dismissal.
- At the end of the 6<sup>th</sup> quarter (2<sup>nd</sup> academic year)
  - CGPA must be 2.0 or better
  - ICR must be 66.67% or better
  - Failure to meet both SAP standards will result in academic dismissal.
- At the end of the 7<sup>th</sup> quarter
  - CGPA must be 2.0 or better
  - ICR must be 66.67% or better
  - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter.
- At the end of the 8<sup>th</sup> quarter and each quarter thereafter
  - CGPA must be 2.0 or better
  - ICR must be 66.67% or better
  - Failure to meet both standards will result in the student being placed on Academic Warning Status for one (1) quarter.
  - If the student has been on Academic Warning Status during the current quarter, the student will be academically dismissed from the college.

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At any time, if a student has exceeded or is mathematically determined to exceed the Maximum Time Frame (MTF) for the enrolled program, the student will be academically dismissed from the college.

SAP EVALUATION POINTS	Both minimums are required:		Less than required minimum in <i>either</i> CGPA or ICR results in:
	CGPA	ICR	
End of 3 <sup>rd</sup> quarter / 1 <sup>st</sup> academic year	1.00	33.33%	Dismissal
End of 6 <sup>th</sup> quarter / 2 <sup>nd</sup> academic year	2.00	66.67%	Dismissal
End of 7 <sup>th</sup> quarter	2.00	66.67%	Academic Warning Status next quarter
End of 8 <sup>th</sup> quarter and all subsequent quarters	2.00	66.67%	If 1 <sup>st</sup> occurrence: Academic Warning
			If Academic Warning Quarter: Dismissal

### SAP NOTIFICATION

At each SAP evaluation point, a student who fails to meet all minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

### ACADEMIC WARNING STATUS

A student who fails to meet all minimum standards for SAP will be placed on Academic Warning status for one (1) quarter. The student must immediately meet with the Director of Student Success who will arrange an Academic Success Plan with concrete goals the student must meet during the Academic Warning quarter in order meet minimum standards of SAP by the end of the quarter. The student's academic progress will be monitored throughout the quarter. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic Warning quarter will result in academic dismissal.

### FINANCIAL AID WARNING PERIOD

If the student is a recipient of Title IV federal student aid, the Academic Warning quarter serves as the Financial Aid Warning period and the student remains eligible to receive Title IV funding. Failure to meet minimum requirements of SAP by the SAP Evaluation Point at the end of the Academic/Financial Aid Warning quarter will result in suspension of Title IV financial aid eligibility and academic dismissal.

### ACADEMIC DISMISSAL NOTIFICATION

Failure to meet minimum standards of SAP at end of the Academic Warning quarter will result in academic dismissal. A student who is academically dismissed for failing to meet the minimum standards of SAP will be notified by the college by mail or email within five (5) business days after the end of the Academic Warning quarter. If, at any time, it becomes mathematically impossible for a student to meet minimum standards of SAP, the student will be academically dismissed from the college.

### ACADEMIC DISMISSAL APPEAL PROCESS

A student who is dismissed for failing to meet the minimum requirements of SAP must send a written appeal by email to [flashpoint.SAPappeal@columbiacollege.edu](mailto:flashpoint.SAPappeal@columbiacollege.edu) within 14 business days of the notice of academic dismissal.

The written appeal for re-entry must state the mitigating circumstances that the student believes contributed to the failure to meet minimum standards of SAP leading to academic dismissal and an explanation of how the circumstances have been remedied to ensure the student will be able to meet minimum standards of SAP if re-admitted. The student must attach supporting documentation of the mitigating circumstances stated in the written appeal to the appeal email.

Mitigating circumstances that may have negatively impacted the student's academic progress are:

- Death of an immediate family member
- Student illness, including mental health, requiring hospitalization
- Doctor-documented student illness for a significant period of time

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- Illness of an immediate family member when the student is the primary caretaker
- Illness of an immediate family member when the student is the primary means of financial support
- Abusive relationships
- Divorce proceedings
- Natural disaster
- Extreme financial hardship, such as foreclosure or eviction
- Military deployment
- Military Permanent Change of Station (PCS)

The Student Affairs Department can provide the student with the complete Academic Dismissal Appeal Process Policy including further explanation of allowable mitigating circumstances and acceptable forms of supporting documentation.

The Academic Appeals Committee will review the written appeal explaining the mitigating circumstances and all supporting documentation. Appealing with a mitigating circumstance listed above does not guarantee automatic approval. The Academic Appeals Committee will determine whether the student's circumstances and/or academic status warrant consideration for re-entry. The student will be notified of the committee's decision both verbally and in writing within 30 business days after the date of receipt of the appeal. A decision of Denial of Appeal will result in academic dismissal and termination of financial aid eligibility at Columbia College Hollywood. The decision of the Academic Appeals Committee is final.

A student whose appeal is successful is immediately eligible for enrollment at the start of the quarter following the notice of approval.

### **APPEAL FOR RE-ENTRY FOLLOWING ACADEMIC DISMISSAL**

A student whose appeal is denied may submit a written petition to the Academic Appeal Committee for permission to submit a new application for admission. The written petition must be submitted via email to [flashpoint.appeals@columbiacollege.edu](mailto:flashpoint.appeals@columbiacollege.edu).

The petition must explain how, if the student is re-admitted, the mitigating circumstance leading to the dismissal has changed to allow the student to demonstrate Satisfactory Academic Progress (SAP) and contribute meaningfully to the Flashpoint Chicago community, if admitted. If the appeal is granted, the student must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the student will be accepted for admission.

A student whose appeal is granted and whose new application for admission is approved will be admitted on Academic Probation status for one (1) quarter. If the student is eligible for financial aid, the student will be able to receive Title IV funds for the Academic Probation quarter.

While on Academic Probation, the student must participate in an Academic Success Plan with concrete goals that must be met in order for the student to meet minimum standards of SAP. The student's academic progress will be monitored throughout the Academic Probation quarter to ensure that the student remains on track to achieve the academic success goals, including meeting the minimum standards of SAP, within the Academic Probation quarter.

At the end of the Academic Probation quarter, a student who successfully meets the minimum standards of SAP is returned to Academic Good Standing status and remains eligible for Title IV financial aid with no interruption. However, if the student fails to meet the minimum standards of SAP by the end of the Academic Probation quarter, the student will be permanently dismissed from the college. This 2nd dismissal is final. The student will not be allowed to appeal, reapply, or re-enter.