

COLUMBIA COLLEGE HOLLYWOOD

2021

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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 career at Columbia College Hollywood.

At the end of each term, 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 per-term 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 per-term 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: Withdrawal (W), Administrative Withdrawal (AW), Pass/Fail (P/F), Incomplete (INC), and Transfer Credits (TR).

All new students must maintain the following minimum CGPAs in the first academic year of enrollment:

- 1.00 CGPA at the end of the 1st term
- 1.33 CGPA at the end of the 2nd term
- 1.67 CGPA at the end of the 3rd term
- 2.00 CGPA at the end of the 4th term and all terms thereafter.

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 (INC)
 - Pass/Fail (P/F)
 - Transfer Credit (TR)
- 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 each of the first five (5) terms of enrollment. A student must show a minimum ICR of 66.67% at the end of the 6th term of enrollment and at the end of each term thereafter.

COLUMBIA COLLEGE HOLLYWOOD

This indicates that, at the end of the 2nd academic year of enrollment, the student has successfully completed at least 2/3 of the total credit hours attempted.

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 (INC), or Transfer Credits (TR). 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 and exam credits) students may attempt toward degree completion.

| MAXIMUM TIME FRAME | | |
|--|-----|-----|
| DEGREE LEVEL | BFA | AFA |
| Quarter Credit Hours Required | 192 | 96 |
| Maximum Credit Hours Attempted: 150% of Required | 288 | 140 |

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 the end of each term of enrollment. A student who is in danger of failing to meet minimum standards of SAP may be alerted at any time and required to take specific corrective action. At any time, if a student is mathematically unable to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

SAP Evaluation Points are:

- At the end of the 1st academic term
 - CGPA must be 1.00 or better
 - ICR must be 33.33% or better
 - Failure to meet both SAP standards will result in the student being placed on Academic Warning status for one (1) term.
- At the end of the 2nd academic term
 - CGPA must be 1.33 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning status for one (1) term. If the student has been on Academic Warning status during the current term, the student will be academically dismissed from the college.
- At the end of the 3rd academic term
 - CGPA must be 1.67 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning status for one (1) term. If the student has been on Academic Warning status during the current term, the student will be academically dismissed from the college.
- At the end of the 4th and 5th academic terms
 - CGPA must be 2.00 or better
 - ICR must be 33.33% or better
 - Failure to meet both standards will result in the student being placed on Academic Warning status for one (1) term. If the student has been on Academic Warning status during the current term, the student will be academically dismissed from the college.

COLUMBIA COLLEGE HOLLYWOOD

- At the end of the 6th academic term and all subsequent terms
 - CGPA must be 2.00 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) term. If the student has been on Academic Warning status during the current term, 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 1st term | 1.00 | 33.33% | Academic Warning Status next term |
| End of 2nd term | 1.33 | 33.33% | If 1st occurrence: Academic Warning If on Academic Warning during this term: Dismissal |
| End of 3rd term | 1.67 | 33.33% | If 1st occurrence: Academic Warning If on Academic Warning during this term: Dismissal |
| End of 4th and 5th terms | 2.00 | 33.33% | If 1st occurrence: Academic Warning If on Academic Warning during this term: Dismissal |
| End of 6th term And all subsequent terms | 2.00 | 66.67% | If 1st occurrence: Academic Warning If on Academic Warning during this term: Dismissal |

SAP NOTIFICATION

At each SAP Evaluation Point, a student who fails to meet all minimum standards of SAP for that evaluation point will be notified by the college by mail or email within five (5) business days after the end of the term. At any time, if a student is mathematically unable to meet minimum standards of SAP, the student will be notified and academically dismissed from the college.

ACADEMIC WARNING STATUS (SAP)

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

FINANCIAL AID WARNING PERIOD

If the student is a recipient of Title IV federal student aid, the Academic Warning term 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 term 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 term 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 term.

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.

COLUMBIA COLLEGE HOLLYWOOD

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 within 10 business days of the notice of academic dismissal directly to the student's campus of attendance:

LOS ANGELES CAMPUS & ONLINE:
Email to appeals@columbiacollege.edu

FLASHPOINT CHICAGO:
Email to flashpoint.appeals@columbiacollege.edu

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
- 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 Office of Academic Affairs can provide the student with the complete Dismissal Appeal Process, including further explanation of allowable mitigating circumstances and acceptable forms of supporting documentation.

The 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 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 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 Appeals Committee is final.

A student whose appeal is successful will be immediately enrolled under Academic Probation at the start of the term following the notice of approval.

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 term 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 term.

At the end of the Academic Probation term, 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. If a student fails to meet the minimum standards of SAP by the end of the Academic Probation term, the student will be permanently dismissed from the college.

After being reinstated on appeal, if the student receives a second dismissal for any reason, including for non-attendance, for failing to meet the minimum requirements of SAP, or for disciplinary reasons, the student is permanently dismissed from the college. All 2nd dismissals are final, meaning there is no opportunity for an additional appeal, re-entry, or reinstatement.