COLUMBIA COLLEGE HOLLYWOOD

2022

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students must maintain Satisfactory Academic Progress (SAP) in order to remain in good academic standing. SAP is evaluated after the end of each quarter, regardless of whether a student uses Title IV funds for the quarter. To maintain SAP, a student must be able to:
- Maintain a minimum Cumulative Grade Point Average (CGPA)
- Achieve the minimum Incremental Completion Rate (ICR)
- Complete all requirements of the enrolled degree program within the allowed Maximum Time Frame (MTF)

Failure to meet these minimum SAP requirements will result in the student being placed on Academic/Financial Aid Probation status for one (1) quarter or, in some cases, immediate Academic Dismissal.

CUMULATIVE GRADE POINT AVERAGE (CGPA)
The Cumulative Grade Point Average (CGPA) takes into account all courses taken during the student's entire career at Columbia College Hollywood. A quarterly Grade Point Average (GPA) is determined by multiplying the grade points received in each course by the number of credit hours assigned that course then averaging the grade points of all courses completed during the quarter. All students must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 at the end of each quarter to meet the minimum standard of Satisfactory Academic Progress (SAP). Grades of Pass (P), Withdrawal (W), Pass Test Out (TO), and Transferred Credits (TC) from a prior institution are not factored into a student's CGPA. If a student fails a required course, the F grade is calculated into the student's CGPA, and the course must be repeated. When the student passes the course on the second attempt, the passing grade replaces the F and is calculated into the student's CGPA.

INCREMENTAL COMPLETION RATE (ICR)
Incremental Completion Rate (ICR) is a measurement of a student's rate of successful completion through the requirements of the degree program. To maintain the minimum ICR required to meet the requirements of Satisfactory Academic Progress (SAP), a student must successfully complete 66.67% of all credit hours attempted without attempting more than 150% of the total credit hours required to complete the degree program.

MAXIMUM TIME FRAME (MTF)
A student may not attempt more than 150% of the credit hours in a degree program. Anything in excess of 150% of the credit hours will result in Academic/Financial Aid Dismissal.

QUARTERLY SAP EVALUATION
At the end of each quarter, after grades have been posted, the Office of Academic Affairs evaluates academic progress to verify that each student has met the minimum standards of Satisfactory Academic Progress (SAP):
- CGPA of 2.0 or higher
- ICR of 66.67% or higher

SAP NOTIFICATION
Students who fail to meet the minimum standards of any of the criteria for SAP will be notified by the college by mail or email within five (5) business days after the end of the quarter.

ACADEMIC PROBATION
A student who fails to meet the minimum criteria for SAP will be placed on Academic Probation status for one (1) quarter. The student must meet with their Academic Advisor and complete an Academic Success Plan and an Academic Probation Sign-Off form. These documents will include concrete goals the student must meet during the Academic Probation term in order to 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 at the end of the Academic Probation term will result in Academic Dismissal.

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FINANCIAL AID WARNING PERIOD
If the student is a recipient of Title IV financial aid, the Academic Probation 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 evaluation point at the end of the Academic/Financial Aid Probation term will result in suspension of Title IV financial aid eligibility and Academic Dismissal.

ACADEMIC DISMISSAL NOTIFICATION
At the end of the Academic Probation term, a student who fails to meet the minimum standards of SAP will be notified by the college by mail or email within five (5) business days of the end of the Academic Probation 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.

ACADEMIC DISMISSAL APPEAL PROCESS
A student who is dismissed for failing to meet attendance requirements or for failing to meet academic standards must wait for a minimum of two (2) terms before appealing for readmission.

As readmission to Columbia College Hollywood is never guaranteed, it is recommended that the student attend another college or university during that time to demonstrate strong academic progress prior to being considered for readmission. Credits earned at the other institution should be transferable and applicable to the student's degree pathway at Columbia College Hollywood. The student's transcript from the other institution must indicate a minimum 2.5 GPA in order for the appeal to be considered.

Written Appeal for Readmission Requirements
To appeal for readmission, the student must submit a written appeal that includes the following:
- Mitigating circumstances that the student believes contributed to the failure to meet attendance requirements and/or academic standards leading to the academic dismissal.
- An explanation of how the mitigating circumstances have been remedied to ensure the student will be able to meet attendance requirements and/or minimum academic standards if readmitted.
- Supporting documentation of the mitigating circumstances.
- Any indication of strong academic performance at institutions attended in the interim period since the dismissal, including transcripts that indicate a minimum 2.5 GPA.
- A description of the student's plan for academic success at Columbia College Hollywood, if readmitted.
- A nonrefundable fee of $50.

The written appeal for readmission and all supporting documentation must be submitted in PDF file format via email to appeals@columbiacollege.edu. Appeals for readmission are considered on a quarterly basis by the Retention Committee.

Please note: After being reinstated on appeal, if the student receives a second dismissal for any reason, including non-attendance, failing to meet academic standards, or for financial 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.