

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain within a program unless the student is on "Financial Aid Warning" for FA recipients and "Academic Warning" for non-FA recipients or "Probation" as defined in this policy. This standard is applicable to all students including non-financial aid recipients.

The education department monitors student hours accumulated utilizing Chicago Professional Center's Portal System and verifies the student's qualitative and quantitative progress after each module. Although our module reports advise students on their progress, an official SAP review is not completed until the actual mid-point of our programs, or end of a payment period. The official SAP review measures whether a student is progressing adequately toward completion of their course using qualitative and quantitative measures.

Title IV Satisfactory Academic Progress Requirement

Qualitative Measure: Student must maintain an academic average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Quantitative Measures: And the student has attended the actual mid-point of the program (150 clock hours). Students are encouraged to maintain their absences to a minimum; 90% attendance of the course is what we hope our students strive to have.

Students not meeting SAP will be placed under Financial Aid Warning. Financial Aid Warning lasts for only one payment period, during which the student may continue to receive federal financial assistance and may be assigned without an appeal or other action by the student. No appeals for Financial Aid Probation are required as there are no subsequent payment periods.

Non-Title IV Satisfactory Academic Progress Requirement

Qualitative Measure: Student must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

Quantitative Measures: And the student has attended the actual mid-point of the program (150 clock hours). Students are encouraged to maintain their absences to a minimum; 70% attendance of the course is what we hope our students strive to have.

Students not meeting SAP will be placed on Academic Warning.

HVAC Technician/Electrician Maintenance PLC Program (300 clock Hours) (Title IV)

Students must attend at least 90% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date/

Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 16 clock hours per week for 19 weeks would have a cumulative scheduled attendance of 300 clock hours. If the student attended 270 of the 300

scheduled hours, his/her attendance pace would be 90.0% (270/300) and would be meeting the attendance requirement of this policy.

A student attending CPC will be withdrawn from *HVAC Technician /Electrician Maintenance PLC Program* if she/he does not attend within a 14-day calendar day period.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Attendance is reviewed by the instructors, education coordinator and the School President on a weekly basis. Student will be notified by email, phone, or text messaging if their attendance is in danger of violating attendance requirements.

HVAC Technician/Electrician Maintenance PLC Program (300 clock Hours) (Non-Title IV)

Students must attend at least 70% of the hours they are scheduled to attend based on the student's enrollment agreement to meet the SAP requirements. A student's attendance pace is determined by the following formula:

Cumulative clock hours of actual attendance as of the evaluation date/

Cumulative clock hours of scheduled attendance as of the evaluation date

For example, a student who is enrolled for 16 clock hours per week for 19 weeks would have a cumulative scheduled attendance of 300 clock hours. If the student attended 210 of the 300 scheduled hours, his/her attendance pace would be 70.0% (210/300) and would be meeting the attendance requirement of this policy.

A student attending CPC will be withdrawn from *HVAC Technician /Electrician Maintenance PLC Program* if she/he does not attend within a 14-day calendar day period.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence. Attendance is reviewed by the instructors, education coordinator and the School President on a weekly basis. Student will be notified by email, phone, or text messaging if their attendance is in danger of violating attendance requirements.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor.

ACADEMIC STANDARDS (Title IV)

All theory and lab exams will be graded using the following scale:

A-Excellent (90%-100%)

B-Above Average (80%-89%)

C-Satisfactory (75%-79%)

D-Unsatisfactory (65%-74%)

F-Failure (Below 64%)

Students must maintain an academic average of at least 75% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

ACADEMIC STANDARDS (Non-Title IV)

All theory and lab exams will be graded using the following scale:

A-Excellent	(90%-100%)
B-Above Average	(80%-89%)
C-Satisfactory	(70%-79%)
D-Unsatisfactory	(65%-70%)
F-Failure	(Below 64%)

Students must maintain an academic average of at least 70% (C) or higher on a cumulative basis as of the evaluation date to meet the academic standards of this policy and be considered as making satisfactory academic progress.

PROCEDURE OF ACADEMIC STANDARDS

At the end of each module, a student is given a progress report by the Registrar, detailing their grades and attendance. If the student is not fulfilling the requirements, an Academic Probation Request must be made by the student to continue the program. This can be accomplished in each module for a total of three times in one continuous program. After the third unsuccessful attempt (or two continuous modules), the student would need to withdraw and start again in a new program as a re-registered student.

ACADEMIC PROBATION REQUEST (APR)

A student can request probation by using the Academic Probation Request form, which would allow the student to continue enrollment in the program. This form includes the reason the student was unable to attain academic standards and a plan for regaining a good standing with the school. The request and documentation will be reviewed by the Director and a decision will be made. If approved, the student would be allowed to continue in the program while adhering to the plan provided on the form. If denied, the student would need to withdraw from the program.

REVIEW AND EVALUATION PERIODS

HVAC Technician /Electrician Maintenance PLC Program

Student progress will be reviewed by the institution at midpoint at 150 clock hours to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and will be advised regarding efforts to improve progress. At this point, the student will be on the status of “Financial Aid Warning” for FA recipients and “Academic Warning” for non- FA students. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be calculated as of the date that the student completes each financial aid payment period. Completion of a payment period is considered to have occurred when the student has completed both the number of clock hours in the payment period, as well as the number of instructional weeks in the payment period. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation.

The following are the Satisfactory Academic Progress (SAP) Standards, which students must meet to maintain financial aid eligibility in clock hour programs.

Clock hour students will be measured on a payment period basis and use only coursework listed in the specific program of study. SAP Evaluation Items Cumulative Grade Point Average

(Qualitative Measure) and Attendance (Quantitative Measures). A student demonstrates progression through modules in their specific program with the following requirements:

Qualitative requirement (Per course GPA): 75% per course

Quantitative requirement (Per Course Attendance 90 % attendance is required per course).

Student must pass all courses offered in a payment period prior to moving into the next payment period. Student who fails a course (earns a grade of 'F') in a payment period.

If student earns 1st failing grade in the program, he/she will be placed in Warning Status for the subsequent payment period.

- If after the subsequent payment period, the student passes the module in which he/she failed. Student will be placed back into good standing.
- If a student earns more than one failing grade in the program, he/she will be placed in Suspension Status for the subsequent payment period.
- Student returning to the program after being exited due to more than one failure will be placed in Suspension Status.

FINANCIAL AID WARNING, ACADEMIC WARNING AND PROBATION

Students who fail to meet either of the two progress standards as of an evaluation date will be placed on Financial Aid Warning status (FAW). At the end of the Financial Aid Warning or Academic Warning (non-FA) period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and to remain within the program. If the satisfactory academic progress standard has been met at the end of the FAW period, the FAW status will be removed. If the satisfactory academic progress standard has not been met at the end of the FAW period, the student will be placed on "probation". If satisfactory academic progress has not been met by Maximum Time Frame, the student will be dismissed from the program. However, the student may file an appeal to be reinstated.

APPEALS

Students who have been designated as not making satisfactory academic progress at Maximum Time Frame will be dismissed from the program, however may appeal this determination with the institution based on mitigating circumstances. The student's appeal must be made in writing to the Director of Education and must be received within 10 calendar days of the determination of unsatisfactory progress. The student's appeal must document the unusual or mitigating circumstances that caused the student to fail to meet the institution's standards as well provide information regarding what conditions have changed that would demonstrate that the student could regain satisfactory academic progress standards during the probationary period. The institution will review the student's appeal and related documentation and its resulting decision will be final. Students will be notified within two weeks of the appeal in person or by telephone. However, students may be eligible for re-enrollment based upon the reason for unsuccessful completion of the program and will be required to re-do the application process.

REINSTATEMENTS

Generally, most students who enroll in the school are considered to be making satisfactory academic progress during their initial evaluation period. If a student was dismissed from a program due to not meeting satisfactory academic progress, a reinstatement will be granted when an appeal has been approved. Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had prior to their departure.

DENIAL OF APPEAL

If an appeal was denied, the student will be terminated from the program.

COURSE INCOMPLETES AND REPETITIONS

The institution offers grades of “incomplete”. When an incomplete grade is given, the student will be required to fulfill all academic and attendance requirements for each module to be considered “passed”. The student will not be permitted to graduate with an “incomplete” module in order to adhere to the graduation requirements of the institution. In the case where a student “fails” a module that student will be required to increase his/her academic grade in order to pass the module. In either case, incomplete or fail, if the student does not meet all requirements (qualitative and quantitative) by the time of Maximum Time Frame, the student will be withdrawn from the program. The institution does permit module repetitions, but prior approval is required to ensure that the Maximum Time Frame policy is not violated. The institution does not permit course repetition.

MAXIMUM TIME FRAME

The maximum time frame cannot exceed 150% of the published length of the program. If the student exceeds the maximum time frame, the student will be withdrawn from the program.

PROGRAM	CALCULATION OF MAXIMUM TIME FRAME	MAXIMUM TIME FRAME
HVAC TECHNICIAN / ELECTRICIAN / MAINTENANCE PLC PROGRAM	Maximum Time Frame= Hours of Program x 150% 300 Hours x 150%	450 Hours

LEAVE OF ABSENCE

Students must submit in writing or email a request for a leave of absence. The request must be signed, dated and include the reason for which the student is requesting the leave of absence and the anticipated return date. Leave of absence must be pre-approved by the School President designee unless sudden circumstance prevents the student from obtaining pre-approval. A leave of absence will be only approved if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.
- The cumulative number of days may not exceed more than 150 days per 6-month course period.
- Prior arrangements have been made for the student to be able to continue the academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g. FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation. Failure to return to school on the scheduled return date will result in immediate withdrawal from the institution per the withdrawal policy. Time for an approved leave of absence will not be counted towards the calculation of a student's maximum program length. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

TRANSFERS

Chicago Professional Center allows transfers due to extenuating circumstances.

The following rules are applied to transfer students:

- Transfer students must start within five training days from the last date of attendance.
- Minimum of one (1) transfer is allowed by the institution. Students who violate the transfer rule will be dismissed from the institution.

TRANSFER CREDIT

Currently, Chicago Professional Center does not have articulation agreements with any other colleges and post-secondary institutions. Therefore, the institution offers no guarantee of transferability of credits to any other institution. Students should consult with institutions to which they may seek to transfer credit.