



**BERGIN UNIVERSITY** of **CANINE STUDIES**

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Bergin College of Canine Studies' policy on evaluation of student learning outcomes includes the grades earned on tests and any other assigned project used to confirm the acquisition of skills and abilities required to assess acquired competency of course objectives. Students are expected and required to complete daily assignments as well as to complete all assignments with a grade point average that establishes the student is making satisfactory academic progress. Failure to achieve the required level of progress can result in academic probation.

Satisfactory academic progress (SAP) standards apply to all students in all programs at the Institution whether engaged in remote or in-person courses or whether they are part-time or full-time students. The SAP applies to all students whether Title IV or non-Title IV recipients.

### **ACADEMIC ADVISEMENT**

Students are provided with their progress report at the midpoint and at the end of each term. Students involved in remote classes will receive an email should they be failing or near failing a course. If students fail a class, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a class and potential risks of not meeting Satisfactory Academic Progress.

### **REQUIRED EVALUATION SCHEDULE – ACADEMIC ADVISING**

Students are provided with their progress report at the midpoint and the end of each term. If students are failing a class, they are placed on academic advisement. Academic advisement should clearly outline the consequences of failing a class and potential risks of not meeting Satisfactory Academic Progress. The academic advisement should also outline a specific action plan to improve a student's academic progress including, but not limited to, additional coaching and tutoring.

### **MAXIMUM TIMEFRAME**

All students must complete their program of study in a period not exceeding 1.5 times (150%) the normal duration of the program as measured in credit hours attempted. For example, if a program requires successful completion of 60 credit hours, the student may not attempt more than 90 credit hours (1.5 x 60) in the completion of his or her program. In order to graduate, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 2.0 within the maximum time in order to graduate from the Associate of Science or Bachelor of Science programs. In order to graduate from the Master of Science level, a student must successfully complete 100% of the required courses and attain a minimum cumulative grade point average (CGPA) of 3.0 within the maximum time frame.

## **REQUIRED EVALUATION SCHEDULE – FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS**

The evaluation period for determining satisfactory academic progress for all students will be each payment period (each academic term). The evaluation will occur at the end of each payment period (each academic term) and be based on all credit hours attempted and earned.

The following credits are counted as credits attempted and earned and will count toward the maximum timeframe and pace of completion, but are not counted in the CGPA: CLEP Credit (CC), Transfer Credit and Pass (P). All credit hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours and will be used in calculating satisfactory academic progress.

Audit courses (AU) have no credits attempted or earned and do not count in maximum timeframe, pace completion, or CGPA.

Incomplete grades (I) will count as credits attempted but not earned, and will not count towards the CGPA until the final grade has been posted. If a final grade is not posted by the end of the next term for an incomplete course, then the (I) grade becomes an (F).

Repeated courses (\*\*), including previously passed courses, and Withdrawals (W) grades count as credits attempted but not earned, and count towards maximum timeframe and pace of completion, but do not count towards CGPA. The final grade received on the last repeat of a course is used in the CGPA calculation.

If a student transfers to a different program or seeks to earn an additional credential, all credits attempted and earned that count towards the new program also count in maximum timeframe, pace of completion and CGPA.

Required SAP minimums are outlined in the table below.

<b>Percent of Program Attempted</b>	<b>Minimum CGPA</b>	<b>Minimum Pace of Completion (POC)</b>
0 - 24.9%	1.00	50%
25 – 49.9%	1.50	60%
50 – 150%	2.00	67%

If, at any time, it is determined that it is impossible for a student to successfully complete the program in the maximum timeframe, pace of completion or CGPA, the student will be dismissed and will not be permitted to reapply in the same program.

Students who are not making satisfactory academic progress at the end of the second year are dismissed.

### **SAP WARNING**

Students failing to meet the required SAP minimums will be placed on SAP Warning. Students on SAP Warning will remain eligible for Title IV Federal Financial Aid. Students on SAP Warning will receive academic advisement to assist them in improving their academic progress. Students may only remain on SAP Warning for one payment period (each academic term). Students who achieve the required SAP minimums at the end of the payment period (each academic term) will be placed back in good standing. Students who do not achieve the required

SAP minimums at the end of the payment period (each academic term) may appeal to be placed in SAP Probation; otherwise they will be dismissed.

## **SAP PROBATION**

Students who are granted a satisfactory academic progress appeal will be placed on SAP Probation. Students on SAP Probation will receive academic advisement to assist them in improving their academic progress. Students on SAP Probation will remain eligible for Title IV Federal Financial Aid.

### *Non-degree students*

Non-degree students do not receive Federal Financial Aid and are not subject to SAP.

### *Degree students*

Degree students will be placed on SAP probation for one payment period (each academic term). Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in SAP probation will be dismissed; however, they may appeal to be placed in extended enrollment.

## **EXTENDED ENROLLMENT**

Students must appeal to be placed in extended enrollment if they fail to meet the minimum SAP standards while on SAP probation. Students in extended enrollment are not eligible for Title IV Federal Financial Aid. Students in extended enrollment will receive academic advisement and an academic plan to assist them in improving their academic progress. All credits attempted during extended enrollment count toward the maximum timeframe. While in extended enrollment status, Title 38 benefits will be terminated.

Degree students will be placed on extended enrollment for one payment period (each academic term). Degree students who achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be placed back into good standing. Degree students who do not achieve the required SAP minimums at the end of the specified payment period (each academic term) that they are in extended enrollment will be dismissed.

## **SAP APPEAL**

Students who are on SAP Warning (or SAP probation) and will not successfully meet the standards at the end of the payment period (each academic term) can appeal to be placed on SAP probation (or extended enrollment). Students should begin the appeal process prior to the end of the payment period (each academic term). Students who wish to avoid a disruption of their enrollment status must submit a complete appeal packet, including all required documentation, by the last day of the payment period (each academic term). Students who do not submit the appeal packet by the last day of the payment period (each academic term) can still appeal; however, they will be dismissed in the interim period while their appeal is reviewed.

The criteria on which a student may file an appeal are: death of a relative, an injury or illness of the student, or other extenuating circumstances. The student must submit specific information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to progress at the next evaluation. The student must include official documentation of the extenuating circumstances with the appeal packet, such as a doctor's note, an obituary for a deceased family member, or other relevant supporting information. The documentation must align with the timeframe in which the student struggled

academically.

The appeal will also be reviewed to determine if it is mathematically possible for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time and to complete all remaining coursework within the maximum timeframe. The student will be notified in writing of the final decision within five business days of the packet's submission or the grades being posted for the term, whichever is later. The Institution will determine as part of the appeals process whether it is necessary to create a customized academic plan for the student.

Students who have submitted their appeal prior to the end of the payment period (each academic term), and whose appeal is granted, will be allowed to move to SAP Probation (or extended enrollment). Students who have submitted their appeal prior to the end of the payment period (each academic term), and whose appeal is denied, will be dismissed. Students who did not submit their appeal prior to the end of the payment period (each academic term), and whose appeal is granted, will be informed when it is possible for them to return to school based on scheduling and course availability.

### **APPEALS PROCEDURE**

Within 10 business days of notification of dismissal, the student may appeal the decision by submitting a written appeal to the CAO. The appeal should explain the circumstances that the student believes would have a bearing on the reinstatement.

The Committee will review the student's appeal, the student's academic record, and the student's attendance record, and may call upon the student's instructors to determine relevant information.

Based on this review the Committee will determine if the student will be reinstated. The student will be notified in writing within five business days of the CAO's final decision.

### **ATTENDANCE**

Attendance is one criteria that contributes to the demonstration of satisfactory academic progress. Students are expected to attend classes regularly and to conduct themselves in a manner, which is conducive to learning and is not disruptive to other students. Bergin College maintains an evaluation program, and students whose conduct and/or attendance is unsatisfactory may be placed on warning, probation, terminated from the College for a period of time, or terminated from the training program entirely.

Academic courses allow up to 10 percent of class credit hour absences during each course. Attendance is a component of the grading scale and will affect a student's grade. Students are allowed three days bereavement leave for the death of a close family member. A personal dog is considered a close family member. Tardiness (arriving after class begins) is disruptive to the class and affects the learning process. Tardiness must be kept to a minimum. Due to the fact that students' dogs must be toileted before class and students must learn to assess their dog's needs, students may not be late more than three times per class per semester without it affecting the course participation grade. The grade will be dropped by .3 grade points (e.g. A to A-, B+ to B).

Students involved in remote classes will be expected to follow the same attendance policy as those involved in in-person classes. Remote students must adhere to their instructor's attendance policy for the remote portion of their classes, i.e., keep cameras on, answer questions in the chat function, or other forms of proving attendance during the entire remote class.

The administration realizes that there may be situations where students' attendance may be affected by circumstances beyond their control (extended serious illness requiring a doctor's

attention, death in the family, etc.) and these instances will be taken into consideration in evaluating students' attendance. Documentation will be maintained in student files to support any discretionary action.

### **LEAVE OF ABSENCE**

A leave of absence period may not exceed 180 days within any 12-month period. The College may (at its discretion) approve more than one leave of absence provided the combined leaves of absence do not exceed 180 days within the 12-month period. A leave of absence may be granted for mitigating circumstances of poor health, family crisis, military service requirements or other significant occurrences outside the control of the student. These circumstances must be documented, and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program. The student must meet with the Chief Academic Officer to fill out an Application for Leave of Absence from College. The student will not receive credit while on a leave of absence. No waivers will be granted for graduation requirements. If the student does not return following the leave of absence, the student will be terminated and the College refund policy will apply in accordance with applicable and published requirements. If it is determined by the CAO that the College will not approve the Leave of Absence, within one week the student may then seek recourse through the grievance procedure, which is set forth elsewhere in this catalog. It should be noted that any decision by both the CAO and grievance committee will be greatly influenced by the student's past attendance and academic achievements.

### **TERMINATION**

Student termination may result from unsatisfactory academic progress, unsatisfactory course completion, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances on campus, carrying of weapons on campus, conduct detrimental to the institution, failure to comply with financial aid regulations, non-observance of other student regulations, any harm to campus dogs, or if attitude or conduct is not in accordance with the ideals and standards of the College. A student who is dismissed may appeal to the Chief Academic Officer, who will make the final determination. To file an appeal, a student should submit a written letter to the CAO stating why termination should not occur with supporting documentation. A meeting between student and CAO will be arranged to further discuss the termination/appeal. The CAO will make the final determination within 10 days of the meeting.

### **RE-ENTRY POLICY**

If the student should wish to re-enter the College at a later date, that student must meet the requirements as follows: be enrolled on academic probation for one term; have been out of the College for at least one term; demonstrate his/her desire and ability to satisfactorily complete the program; pay all overdue balances; pay the current reentry fee; submit an application for re-admission.

Re-entry is at the discretion of the Chief Academic Officer and is subject to close academic review. The administration reserves the right to take individual circumstances into consideration during any termination, appeal and reentry process.