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# CATALOG ADDENDUM

Catalog 2011

1. **Addition of a Book Process**
2. **Addition of the Quarter Credit Hour Definition**
3. **Corrections to the Catalog (SAP Policy)**

*Effective Date: July 11, 2011*

## **Corrections to the Catalog**

### **Book Process – The following Book Process should be added to the catalog:**

#### **Book Process**

Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student's credit balance after all aid pays in, the remaining amount due will be posted to the student's account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

### **Quarter Credit Hour – The following definition of a Quarter Credit Hour replaces all previous references to Quarter Credit Hour Definition or Quarter Credit Hour Requirements.**

#### Quarter Credit Hour Definition

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

**SAP Policy – The SAP policy found on page 69 is replaced with the following:**

**Undergraduate Satisfactory Academic Progress (SAP) Policy**  
**Effective SU11**

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF). **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination.** In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non-Attendance are not included in determining SAP. While the term Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

**Criteria for Honors Designation**

To promote academic excellence and to recognize exemplary academic achievement, the following Honors Designations will be issued on a term basis and upon graduation.

Term Honors Designation (at the completion of a quarter) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President's Honor Roll
3.7-3.9	Dean's Honor Roll
3.5-3.6	Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating Honors Designations.

**Milestones and Evaluation Points for Satisfactory Academic Progress**

*Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.*

Certificate/Diploma	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal
<b>Degree</b>	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.0 and/or 33.33%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	End of Third Quarter	< 1.25 and 50%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	End of the Fourth and Fifth Quarter	< 1.50 and 50%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	End of Sixth Quarter* And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 <sup>st</sup> time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

**Certificate and Diploma Programs:**

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was

on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning the exact requirements.
6. Students attending certificate or diploma programs may take transitional study courses.

Please note that **dismissals** can be appealed. Please see the Appeal Process below.

**Degree Programs:**

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50 %. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%, Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.

7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
8. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies Course credits do not count towards the total number of credits for graduation nor do they count in the CGPA or ICR; however, they do count in determining the maximum time frame in terms of credits attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional Studies Courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

Students on Academic Warning/Financial Aid Warning are considered to be making progress towards meeting SAP and if otherwise eligible, can be eligible for Financial aid.

The grades, gpa and cumulative data for all courses a student attempted at the institution as well as courses successfully transferred in from prior postsecondary education are available on the student portal for their review. There is also an indication if a student is on Academic Warning/Financial Aid Warning or Academic Probation/Financial Aid Probation or is terminated.

### **Appeal Process for Academic Probation/Financial Aid Probation**

The process to appeal allows the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student's academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student's situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student's appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one or two** quarters. For students in a certificate/diploma program they will **only** have **one** quarter of Academic/Financial Probation due to the shorter length of the program. For associates degree or higher programs, if the student and the institution agrees to a **two-term** Academic/Financial Aid Probation the student must agree with and **sign a written academic plan** developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter **will be dismissed**. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet

the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a **permanent dismissal**.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

**Students are NOT allowed to appeal dismissals for violating the 150% completion rate.**

A student who attempts but does not pass the same remedial course three times is **dismissed and there is not a right to appeal the termination**. Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institutions transcript as part of the reinstatement appeal.

## The Metrics of SAP

### Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

\*F does compute in GPA and CGPA and does count as credit attempted.

### Other Grade Codes worth Zero Quality Points:

**CR = Credit through examination**

Credits Earned/TR grade does not affect ICR/CGPA.

**I = Incomplete**

Affects ICR/MTF/CGPA( Computes as an F)

**S = Suspension**

Affects ICR/MTF/CGPA( Computes as an F)

**NP = Not passing/Fail**

Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course

**P = Proficiency Credit by Exam or Portfolio**

Does not Affect ICR/MTF/CGPA

<b>PA = Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
<b>SP or SA = Satisfactory/Pass</b>	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
<b>T = Termination from course</b>	Affects ICR/MTF/CGPA (Computes as an F)
<b>TR = External Transfer Credit</b>	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
<b>U = Unsatisfactory</b>	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
<b>WV = Waiver</b>	Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA
<b>WX = Course was registered for but never attended</b>	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

### **Repeating Courses**

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted.

### **Changed Grade**

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

## Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned  
B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

16 grade points + 9 grade points = 25 total grade points  
25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57,  
which is rounded to 3.6.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90)

**Incremental completion rate** is determined as follows (remedial credits do not count in this calculation):

**(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted )**

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**(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)**

**The 150% MTF** is determined as follows:

$$\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.}$$

## **STUDENT STATUS CHANGES AND SAP**

### **Transfer Students**

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be  $180 \times 1.5 = 270$  credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

### **Changes in Program**

Students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.

**Incremental completion rate** is determined as follows (remedial credits do not count in this calculation):

**(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED)  
minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

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**(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted) minus  
CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

**The 150% MTF** is determined as follows:

**TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = MTF.**

## **Second Degree**

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will not be applied to the student’s new program CGPA calculation. The grades will be recorded as TR.