

SATISFACTORY ACADEMIC PROGRESS

In accordance with the Higher Education Act of 1965, as amended, CES COLLEGE has established the following Satisfactory Academic Progress policy. CES COLLEGE applies these standards to all regularly enrolled students.

For a student to be considered making Satisfactory Academic Progress (SAP), the student must maintain a minimum Grade Point Average of 75%, "C" or better. Maximum Time Frame: The maximum time a student can take to complete the program is defined as 200% of the hours for the program. In addition to meeting the required benchmark clock hours, each student must have achieved a minimum grade of 75%, "C" or better on all scheduled program modules/courses.

Academic Review Process: Formal evaluations of student progress occur at 50% and 100% of a program. When applicable, there will be additional evaluation points at 125% and 150% of the program. Students who do not meet SAP requirements will be notified so and counseled by a Student Services Representative.

If a student fails to meet the SAP standards, he/she will be placed on WARNING status. The student will continue to qualify for financial aid. Students may make up incomplete or failed grades while on warning status. Grant funds will continue to be paid on the first scheduled disbursement date each semester while a student remains on warning. The student's Warning status will be cleared at the next evaluation period if she/he meets the SAP standards.

If the student fails to meet SAP standards while on Warning status, he/she will be placed on SUSPENDED status and will no longer be eligible for financial aid and may be dismissed from school. The suspension may be lifted when the student meets SAP standards.

Appeal Process: Any student whose financial aid is terminated or who is dismissed from the School will be notified in writing. The student may submit a written appeal of his/her dismissal within five calendar days of his/her receipt of the dismissal notice. A copy of the appeal form may be requested at the Financial Aid Office. The appeal should be addressed to the Financial Aid Officer. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress as well as providing evidence that these circumstances will not serve as a barrier in the future. The School Director and Financial Aid Officer will examine the appeal. A decision will be made based on the student's previous academic record, input from the instructors and Student Services Representatives, and the nature of the reasons given. SAP requirements may be temporarily waived due to:

1. The death of a student's relative
2. Student illness or injury
3. Other special circumstances resulting in undue hardship to the student

The student will be notified of the decision within ten business days of the School's receipt of the appeal. The decision of the committee is final.

Reinstatement of Aid: For a student who has not met Satisfactory Academic Progress standards, one of the following must occur in order for that student to receive Title IV assistance:

The student can reestablish eligibility for Title IV assistance by meeting the minimum requirements for Satisfactory Academic Progress. Title IV aid funds may be reinstated for a student who has not met the minimum criteria for Satisfactory Academic Progress due to unusual or mitigating circumstances and has filed an appeal, which has granted the student continuance of financial aid eligibility.