

# CENTUREON INSTITUTE

*The School of the People®*

4011 W Flagler St, Suite 306, Miami, FL 33134

877-CENTUREON | (877) 236-8873

[www.CENTUREON.edu](http://www.CENTUREON.edu) | [info@CENTUREON.edu](mailto:info@CENTUREON.edu)

## ***Satisfactory Academic Progress (SAP)***

### **Satisfactory Academic Progress (SAP):**

Satisfactory progress is defined by the average attendance and academic progress maintained by the student. Centureon Institute has a reasonable policy set in motion for monitoring the academic progress of all students. In order for a student to be eligible for Title IV funds, they must have satisfactory academic progress. The Florida Department of Education considers satisfactory academic progress to be reasonable if it is meeting both the qualitative and quantitative criteria required.

Students are required to meet the standards of academic progress that are outlined in the sections below to be considered to have made satisfactory academic progress. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement.

### **SAP - Quantitative Criteria:**

Students must have completed a minimum of 67% attendance of the scheduled clock hours of their specific program, in order to be eligible for each SAP evaluation period. SAP evaluations will be done at 50% and 100% of the scheduled clock hours. Clock hour progression will be based on a cumulative total of scheduled hours to earned hours. Students will be required to have successfully completed a minimum of 67% of the attendance required within each SAP evaluation period. For example, a student that is in our Medical Assistant program, will have 760 clock hours scheduled and their first SAP evaluation period will be done at the 50% mark and once they have completed the minimum of 67% (255 hours) attendance within the 50%-point hours ( $760 \div 50\% = 380$ ) ( $380 \div 67\% = 255$ ). At the end of the program, the student must have completed a

minimum of 80% of the scheduled clock hours for each specific program. The student is required to complete the program within the maximum timeframe allowed, the maximum timeframe is 1.5 times the normal timeframe typically required to complete each program. Official Leaves of Absence, withdrawals, and other official interruptions of the program will not be computed within the maximum timeframe. Students who are not part of the Title IV recipients and are not meeting the SAP evaluation criteria with

a less than 67% attendance and less than a “C” cumulative GPA will be placed on what is known as academic warning.

## **Centureon Institute Satisfactory Academic Progress Policy**

### **SAP - Qualitative Criteria:**

The qualitative standard is in reference to the grade point average or GPA of a student. Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of each SAP evaluation period. In order to maintain in the school and be considered in good academic standing at both SAP evaluation periods students must have a minimum cumulative GPA of a “C”. Remedial coursework is included in the qualitative assessment of SAP. Centureon has methods of assessing the student's progress in remedial coursework. The school director may permit a student to retake a failed examination, the passing grade on the retaken exam would replace the original failed grade.

### **SAP-Warning Status:**

A warning status is a warning a student assigns a student who is failing to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on warning status during the following SAP evaluation period. At the end of the period in which the student is on warning, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from warning status only if the student complies with both SAP quantitative and qualitative criteria. Centureon will reinstate eligibility for aid for one payment period and may do so without a student appeal. A student that fails to earn a satisfactory SAP evaluation after completing the warning status will be placed on a probation.

### **SAP – Probation Status:**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on probation status during the following SAP evaluation period. At the end of the probation period, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from probation status only if the student complies with both SAP quantitative and qualitative criteria. A student that fails to earn a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

### **SAP - Evaluation and Time Frame to Complete (MTF) Policy:**

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

The students are able to attend and pass classes at their own pace, there are no official repeat classes. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are not required to pay a tuition charge for every extra hour attended.

Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdraw.

## **Centureon Institute Satisfactory Academic Progress Policy**

Students that have successfully completed the program are allowed to take any of the courses one more time at no charge, as long as there is space in the classroom to accommodate the additional student. If a student has transfer hours that are being used towards their educational program, those transfer hours will be counted as both attempted and completed hours when determining the SAP evaluation. In the case there is no space in the classroom at the time the request has been placed, students are provided with the time frame the course will be offered again and encouraged to confirm space availability within a week of course start.

### **SAP – Appeals:**

An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for Title IV funds. Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's Director will then make the final decision regarding the student's appeal within 5 days. If the student's appeal is granted, the student will be making satisfactory academic progress.

### **Reinstatement Policy:**

Students who have been terminated from enrollment for failure to maintain satisfactory academic progress may apply for readmission to the school Director but not less than 30 days after having been terminated. Will not qualify for financial aid during a probation period while they undergo an assessment. By the end of the probation period, if satisfactory academic progress has not been restored, the student will be dismissed from the institution. There will be a two-time limit on reenrollments for students.

**Centureon's Director** will consider applications for readmission from students who have voluntarily left the school or who were expelled for reasons other than failing to make adequate academic progress. If granted readmission, the student will return in the same position as before withdrawal or termination, sign a new enrollment agreement, and begin classes on the following scheduled start date.

The point in time that a student returns to school will depend on the previous class training that school credits the student.

### **Reestablishing Title IV Eligibility:**

Students who have failed to make adequate academic progress and are reentering the classroom must submit an appeal detailing their shortcomings and what has changed to enable them to succeed today. The student will be put on financial aid probation for the following evaluation period after a successful appeal. No additional funds will be available for Title IV students. Failure to reestablish satisfactory academic progress by the end of the financial aid probation period will result in termination from the school. If the student meets satisfactory academic progress at the end of the probation period, the student will be allowed to complete the program and reestablish Title IV funding if remaining eligibility exists.

### **SAP - Evaluation Periods:**

The institution requires that all enrolled students be evaluated academically and attendance-wise in evaluation periods as follows:

<i><b>Program of Enrollment</b></i>	<i><b>Program Duration</b></i>	<i><b>1<sup>st</sup> SAP Evaluation</b></i>	<i><b>2<sup>nd</sup> SAP Evaluation</b></i>
Medical Assistant	760 hours	380 hours	760 hours
Phlebotomy	171	85	171
Home Health Aid	75	37	75