



VIDEO SYMPHONY
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Satisfactory Academic Progress Policy

Satisfactory Academic Progress(SAP)

Too be considered to be making SAP students must:

- 1) maintain a GPA above 2.0 (Average grade of 70 or above)
- 2) Be on track to complete their classes within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours.
 - a. Example: If a program has 48 credit hours it must be completed within 72 attempted credit hours.
- 3) Have 90% cumulative attendance for the hours of class and lab scheduled for credit hours completed.

Progress may be assessed at any time, but will always be assessed at the end of each term. Students who have not achieved SAP in a term will be expected to either repeat the term or make up work by completing sufficient hours of class/lab and/or raising their grade to a passing level. In exam retakes the highest grade achieved will be kept.

Probation

- Students who have not achieved SAP in a term will be put on probation.
- Students who fail to achieve SAP for two non-repeated terms in a row may be put on extended probation so long as in the judgment of the program director and student services they have the ability to 1) still finish within the 150% of time allotted and 2) successfully complete the remainder of the program. Students who have failed the same term twice will not be given the option of an extended probation.
- Students are eligible for financial aid during probation

Students will be automatically withdrawn if they:

- fail to successfully complete a repeated term
- fail to achieve SAP for two terms in a row and are judged not likely to succeed by Program Director/and or student services
- fail to achieve SAP for three terms in a row
- have not attended any class or lab for 30 days in a row or have missed 8 scheduled class/lab days in a row.

Appeals

Any student not attaining the required GPA or achieved hours during the warning period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of the dismissal within five calendar days of receipt of the dismissal notice.

The appeal should be addressed to the Director of Student Services. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. Before an appeal may be granted, a written academic plan must be provided the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Appeals Committee, composed of the Director of Student Services, the General Manager or School Director, and the Director of Financial Aid, will examine appeals. The student will be sent the Appeals Committee's written decision within ten business days of the receipt of the appeal. The decision of the committee is final. Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

Graduation

In order to graduate a student

- 1) The student must have a GPA above 2.0 (The lowest grade may be dropped)
- 2) The student must have attended at least 90% of the required class and lab hours in the program.