



Policy Title: Satisfactory Academic Progress (SAP)

Objective: To establish and define CDA Technical Institutes' (CDA) satisfactory academic progress in all training programs delivered by CDA and to comply with all local, state, federal, and governing agencies with regard to SAP

In order for a student to graduate from his or her chosen course, they must maintain Satisfactory Academic Progress (SAP), which consists of both qualitative and quantitative elements.

Quantitative Element:

Students are required to maintain a minimum 85% attendance rate (no more than three absences) of the scheduled class hours on a cumulative basis during each evaluation period. An evaluation period is defined as 1 module (4 weeks). Additionally, a student must maintain a minimum 85% attendance rate (6 absences) cumulatively during his or her program or must be evaluated in a ratio of attempted to earned hours.

Qualitative Element:

Students are required to maintain a minimum of 75% academic average at the end of each evaluation period. The qualitative element of SAP will be evaluated at the mid-point and end of their program.

Conditions:

Quantitative: If a student fails to meet the quantitative (attendance) element, he or she will be placed on probation and required to repeat the module in which they exceeded the attendance requirements. Students on probation remain eligible for financial aid. Administrative withdrawal from the program will result if the student does not achieve SAP during the probationary period.

Qualitative: A variety of practical and written exams are administered during each module and incomplete or failing grades are not permitted. A student who achieves a score of less than 75% on a written exam or fails to demonstrate mastery of skills on a practical evaluation will be required to "retake" the examination/practical after 3 but within 5 working (school days) of the original date. Special school functions/training on Saturdays or Sundays do not count as part of the five day period. The retake date will be set by the Chief Strategic Officer or Instructor taking into account their schedule and time for a student to prepare. **Note: It does not serve and "Educational Best Practices" philosophy to require a student to retake an exam the very next day. A test failure necessarily presumes that a student needs time to prepare before a retake.**



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A score of 75% will be given for a “retake” regardless of the actual score achieved on a written exam. Students failing the “retake examination” will be required to repeat the entire module. If, after repeating the module, the student still fails the exam, that student will be administratively dismissed from the program.

In addition to module exams, both a mid-point and final examination is administered, and these are subject to the same 75% pass rate as all other examinations. A student must achieve a passing score on all module exams before they will be allowed to take the mid-point or final exam. No failures are permitted for either mid-point or final examinations. The exception to this rule is that a student, at the sole discretion of the CEO, may be administered an oral examination in lieu of module tests, or mid-point and/or final exam. Oral exams are subject to the same rules as written exams. Additionally, oral exams will be administered by a minimum of three instructors, and a passing grade will be subject to majority agreement of the administering instructors.

SAP Evaluation Period(s):

SAP will be evaluated at the mid-point and conclusion of the program. Failure to maintain SAP at the mid-point evaluation period may result in either “probation” or administrative withdrawal, and failure to maintain SAP at the final evaluation point will result in administrative withdrawal.

Probation:

A student will be notified in writing when they are placed on probation, and required to meet attendance and/or grade average at the end of the probationary period. Notification of probation will include the steps necessary to be removed from probationary status. Students will remain eligible for financial aid during probationary periods.

Appeals Process:

A student may appeal any negative taken against them, but must do so in writing within 5 school days of commencement of the action. The appeal will be addressed to the CEO who will have sole discretion regarding the outcome of the appeal. The appeal should contain any mitigating circumstances impacting the negative action being taken. A student will be notified in writing within 5 school days of the decision rendered by the CEO.

Any student reinstated upon appeal is on a probationary status for the next evaluation period, and must meet all terms and conditions set out in the CEO’s response letter. Failure to do so will result in immediate termination from the program. A student’s financial aid eligibility will be reinstated if the student prevails upon appeal.

Transfer and Readmitted Students:

Quantitative and qualitative Evaluation for SAP purposes will only be done on work/attendance completed at CDA.



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Maximum Time Frame:

All requirements for maintenance of SAO, whether for transfer, readmitted, or regular students, must be within the constraints of mandated "maximum time frame". Maximum time frame is defined as 1.5 times (measured in calendar time) the length of the program as stated in the catalog.