

## ACADEMIC POLICIES, INCLUDING SAP SATISFACTORY ACADEMIC PROGRESS POLICIES

California College of Business Science & Technology' attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

### ATTENDANCE/PROBATION/DISMISSAL

The faculty and staff of California College of Business Science & Technology consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) will be placed on probation. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. Any student absent for ten (10) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief of Academic Officer.

CBST Satisfactory Academic Progress is set as follows:

#### **SAP Warning:**

You are not meeting at least one of the following criteria:

Maintaining a GPA of 2.0

Maintaining a minimum of 67% cumulative course hours attempted

Being in good academic standing

#### **SAP Probation:**

You are not meeting at least two of the following criteria:

Maintaining a GPA of 2.0

Maintaining a minimum of 67% cumulative course hours attempted

Being in good academic standing

#### **SAP Dismissal:**

You are not meeting any following criteria:

Maintaining a GPA of 2.0

Maintaining a minimum of 67% cumulative course hours attempted

Being in good academic standing

- ✓ One tardy equals 1-2 hours of absence (depending on the program)
- ✓ One early departure equals one hour of absence;

## LETTER GRADE AND GRADE POINT SYSTEM

California College of Business Science & Technology grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100 %	Excellent
B	80-89 %	Good
C	70-79 %	Satisfactory
D	60-69 %	Unsatisfactory
F	Below 59 %	Failing

70% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation. Students need to retake tests scored below 70%.

## SAP Satisfactory Academic Progress

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve at the next evaluation point, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

## COURSE RETAKE POLICY

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

## MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

## LEAVE OF ABSENCE

Students are entitled to take only one leave of absence during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed sixty (60) consecutive days. A student may request a LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student.

Failure to return to College as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

## ATTENDANCE PROBATION

At least once a week, the Chief Academic Officer monitors the student attendance cards of all active students and calls those students that have missed one or more days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level or module will be put on probation until the next evaluation point. If the student's attendance does not improve at the next evaluation point, the student will be dropped from the program. A probation letter will be sent to that student.

## MAKE-UP WORK

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which a College instructor is present. All assignments, tests and homework may be made up.

Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as an "O" (zero) when calculating the academic progress grade point average.

## AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend College for ten (10) consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice (at specific evaluation points) during the one enrollment period