Satisfactory Academic Progress (SAP) Policy

Purpose and Scope

Silicon Valley Surgi-Tech Institute dba SVSTI requires all enrolled students to maintain Satisfactory Academic Progress (SAP) toward successful completion of their educational program. This policy applies to students enrolled in the Surgical Technology Program and the Sterile Processing Program, regardless of tuition payment method or funding source. SAP measures qualitative academic performance, quantitative course completion, and the maximum allowable timeframe. Standards are applied consistently within each program.

Qualitative Standard - Minimum Grade Point Average

Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale.

Satisfactory Academic Progress		
Letter Grade	**Percentage**	**Grade Points**
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
F	Below 70%	0.0

A minimum 70% is required in academic courses/terms unless a higher passing standard applies to a specific course/term, laboratory evaluation, competency, or program requirement. A passing course/term grade does not waive mandatory competency or clinical requirements.

Quantitative Standard - Course/Term Completion Rate

Students must successfully complete the required percentage of attempted credits. Completion Rate = Successfully Completed Credits ÷ Attempted Credits x 100. The completion rate is calculated cumulatively. Failing grades and other attempted coursework without earned credit may adversely affect completion rate.

SAP Evaluation Point	Minimum CGPA	Minimum Completion Rate
First evaluation/payment period	2.0	50%
Subsequent evaluation/payment periods	2.0	66.7%

Maximum Timeframe for Program Completion

Students must complete their program within 150% of published program length, measured by attempted credits relative to graduation requirements. Accepted transfer credits count toward the maximum timeframe. The 150% ceiling is 12 attempted credits for the 8-credit Sterile Processing Program and 132 attempted credits for the 88-credit Surgical Technology Program. These are maximum SAP ceilings, not permission to repeat courses/terms beyond SVSTI's stricter repeat/re-entry limits. For example, one repeat of a 4-credit course/term would yield 92 attempted credits in the 88-credit Surgical Technology Program; a repeat of a

different credit value changes that total. A student may become ineligible to continue before reaching the 150% ceiling under applicable program progression and repeat rules.

Program	Published Credits	Maximum Attempted Credits
Sterile Processing	8	12
Surgical Technology	88	132

Students who cannot mathematically complete within the maximum timeframe are subject to dismissal. An approved leave does not reset prior attempted coursework.

SAP Evaluation Periods

SAP is evaluated at the conclusion of each established academic evaluation period or applicable payment period. SVSTI reviews CGPA, cumulative attempted and completed credits, maximum timeframe, and required progression and competency standards. Students are notified when they fail to meet SAP requirements.

Academic Warning

A student who fails the qualitative or quantitative SAP standard may be placed on Academic Warning for the next evaluation period. Academic advising, tutoring, progress meetings, or other support may be required. Students meeting SAP standards at the next evaluation return to satisfactory standing; others may be subject to dismissal or appeal.

Academic Appeals and Probation

Students who fail to regain satisfactory standing following Academic Warning may submit a written SAP appeal within 10 calendar days of notification. The appeal must explain the circumstances affecting progress, what has changed, and the plan to improve. Supporting documentation may be requested.

Appeals may address serious illness or injury, death or serious illness of an immediate family member, documented significant personal circumstances, or other unusual extenuating circumstances. The Academic Appeals Board will provide a written decision within 15 business days.

An approved appeal may result in Academic Probation with an individualized Academic Improvement Plan specifying academic, attendance, coursework, competency, and progress benchmarks. Failure to comply may result in dismissal.

Incomplete Grades

An Incomplete (I) may be assigned when satisfactory progress was made but documented extenuating circumstances prevent completion, with Program Director approval. Unless an approved extension applies, outstanding work must be completed by Friday of the second week of the subsequent term; the final grade is ordinarily entered by Wednesday of the third week. Unresolved Incompletes convert to failing grades.

For institutional academic SAP, an approved Incomplete (I) is temporarily excluded from attempted and completed credits and the CGPA until converted to a final grade. Once the final grade is assigned, the course/term is included in attempted credits and, if passed, completed credits, and the grade is included in CGPA under the grading policy. The institution must separately verify and formally adopt the treatment of Incompletes for any future Title IV SAP calculation before federal aid is awarded.

Repeated Courses/Term and SAP

A student earning an F in a required major course/term must repeat that course/term if approved for continuation or re-entry. A course/term may be repeated only once, subject to the applicable program Repeat/Re-Entry Policy; two course/term failures may result in dismissal. All attempts remain on the permanent record and count as attempted credits for quantitative SAP and maximum timeframe. Only credits earned from the successfully completed attempt count as completed credits. For institutional CGPA, the highest grade for the repeated course/term is used. Program-specific repeat eligibility, charges, and approval requirements continue to apply. SVSTI does not offer non-credit or remedial coursework.

Transfer Credits

Accepted transfer credits count as attempted and completed credits for quantitative SAP and maximum timeframe. They do not contribute grade points to SVSTI CGPA unless expressly provided by approved academic policy. Only officially accepted credits are included.

Withdrawal and Leave of Absence

Withdrawals are subject to SVSTI's Refund Policy. Attempted coursework before withdrawal may affect SAP according to the academic record and approved grading procedures. Students returning from approved leave retain prior standing and must meet applicable re-entry requirements; leave does not guarantee continued enrollment.

Program-Specific Competency and Clinical Requirements

Meeting SAP does not independently establish eligibility for clinical placement, progression, or graduation. Sterile Processing students must pass laboratory competencies at 100% of checklist criteria, comply with remediation limits, and complete at least 240 clinical hours. Surgical Technology students must satisfy academic and Lab requirements and complete at least 500 clinical hours and 120 qualifying cases.

Failure of mandatory laboratory, professional conduct, or clinical requirements may result in academic action or dismissal under program policy even if CGPA meets 2.0.

Dismissal and Reinstatement

Students who fail SAP after applicable warning, probation, and appeal procedures may be dismissed. Under the general institutional reinstatement provision, students dismissed for SAP may apply after one year and must demonstrate that the circumstances affecting progress have been resolved; however, program-specific Repeat/Re-Entry Policy may impose additional or different conditions and must be reconciled and approved before publication. Reinstatement is not guaranteed. An approved readmitted student may be placed on probation for one term with a Repeat/Re-Entry Evaluation Form. Any conflict between the general rule and program-specific policy must be resolved by SVSTI before the catalog is issued.

Federal Student Aid (FSA) and SAP Requirements

Silicon Valley Surgi-Tech Institute (SVSTI) requires all students to maintain Satisfactory Academic Progress (SAP), regardless of their tuition payment method or funding source.

SVSTI is pursuing authorization to participate in federal Title IV student financial assistance programs administered by the U.S. Department of Education.

Until SVSTI receives the necessary authorization and federal financial aid becomes available, the institution's SAP Policy serves as an academic progression and enrollment standard.

Upon authorization to participate in Title IV programs, SVSTI will implement federally compliant SAP eligibility requirements in accordance with 34 CFR § 668.34. Students receiving federal financial aid will be required to satisfy all applicable academic and financial aid SAP standards to maintain eligibility.

SVSTI will provide students with applicable federal financial aid policies, eligibility requirements, and disclosures before administering Title IV financial assistance.

Student Responsibility and Administration

Students are responsible for monitoring academic performance, timely coursework, attendance, and academic and clinical progression. Program Directors and designated administrators administer this policy. Students may request clarification of their standing or determination from academic administration. SVSTI may amend this policy prospectively, consistent with law, accreditation, and institutional approval.