

Standard of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) standards ensure that our students are successfully completing their coursework and can continue to progress through their chosen program. If you fail to meet the SAP standards, you will be placed on academic warning and/or academic probation.

All students must demonstrate satisfactory academic progress toward completing their chosen program of study by meeting Silicon Valley Surgi-Tech Institute's established standards. Satisfactory Academic Progress is a measure of a student's qualitative and quantitative progress as defined below. Evaluation takes place at the end of each grading/payment period. A grading/payment period may be between 6 and 16 weeks in length, as pertaining to their academic program. If a student falls below the qualitative and/or quantitative requirements at any review point during their admissions/enrollment, the steps defined below must be followed in order to meet the requirements for graduation. The qualitative and quantitative standards must be cumulative and include all periods of the student's admissions/enrollment.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA) throughout their program of study.

Quantitative Evaluation: Students are expected to complete their program on time, or in extenuating circumstances, within 150% of the timeframe established for completion. Therefore, at each evaluation period, the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

End of the First Payment Period: all students are required to successfully complete a minimum of 50% of all credits attempted in the first payment period.

End of all Subsequent Payment Periods: all students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each subsequent payment period.

Satisfactory Academic Progress Requirements		
Checkpoint	Qualitative	Quantitative
End of first payment period/Term.	2.0 Cumulative GPA.	Earned a minimum of 50% of all credits attempted.
End of all subsequent Term/payment periods.	2.0 Cumulative GPA.	Earned a minimum of 66.7% of all credits attempted.

Step 1 - Academic Warning Status: The first time a student fails to meet the qualitative and/or quantitative requirement at the end of a payment period, the student will be put in "Academic Warning" status until the next evaluation point. If at the next review point the student meets all requirements, the student will be returned to an "active" status. If the student fails to meet their qualitative and/or quantitative requirements again, they may be withdrawn from the institution. An appeal may be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, they will be withdrawn from the institution.

Step 2 - Academic Probation Status: To remain at the institution, the student will be required to complete an appeal. If the appeal is approved, an individualized academic plan (Academic Improvement Plan) will be created. The student must agree to comply with the plan's terms and requirements. Upon agreement and approval of the plan, the student will be placed on Academic Probation. If at the next review the student meets all requirements, the student will be returned to an "active" status. If the student fails to meet the requirements of the Academic Improvement Plan, the student will be withdrawn from the institution and placed on academic suspension.

Maximum Coursework Allowed

Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.

Satisfactory Academic Progress Determination Appeals

Students placed on Academic Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Program Director within 10 days of notification. If the appeal is considered justified, the student's status will be re-evaluated by an Academic Appeals Board. Students will receive a written appeal determination within 15 business days.

Incomplete Grades and SAP

A grade of "I" signifies that the required coursework was not completed during the standard length of the term/course. The grade of "I" does not count toward credit hours attempted and is not included in the GPA calculation. In an online term/course, when students receive an "I" (Incomplete), the term/course is not counted toward credit hours attempted and is not included in the CGPA calculation. An "I" may only be assigned when all of the following conditions are met: the student has been making satisfactory progress in the term/course, as determined by the Program Director, and the student is unable to complete some coursework due to unusual or extenuating circumstances beyond the student's control. The student must present an explanation of these circumstances in writing and have it deemed acceptable by the Program Director. All required work must be completed and submitted to the Instructor by Friday of the second week of the subsequent term or semester to receive a final grade, unless the Instructor requests an extension and it is approved by the Program Director. The "I" must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required timeframe, the "I" is converted to an "F." Once the final grade has been awarded, the term/course will count towards credit hours attempted, and the grade is calculated into the CGPA. At this point, the term/course is subject to SAP standards.

Term/Course Repeats and SAP

Students who earn an "F" in a term/course in their program major must repeat the term/course. Students who receive an "F" in two courses may be dismissed. Students may repeat a term/course only once. A cumulative grade point average (CGPA) of 2.0 must be achieved. When a term/course is repeated, the original grade remains on the student's permanent academic record but is designated as a repeated term/course. All repeated term/courses count as credit hours attempted in the timeframe evaluation for SAP (see quantitative

evaluation). The highest grade earned for the repeated term/course is counted as credit hours completed and is used in the CGPA calculation.

Non-Credit or Remedial Courses and SAP

Silicon Valley Surgi-Tech Institute does not offer non-credit or remedial coursework.

Appeals for Reinstatement

Students who are dismissed for failure to meet Satisfactory Academic Progress standards may reapply after one year. Previous SAP standing will be considered as the application is reviewed. Appeals for reinstatement must be submitted in writing. Students must demonstrate that any circumstance impeding their academic progress in the program has been resolved. At SVSTI's discretion, additional materials may be required to support the appeal. The Academic Appeals Board will review the request and support materials. Students will be notified of the Board's decision in person and/or in writing. All decisions made by the Appeals Board are final. Readmitted students will be placed on Academic Probation for one term/course. Students who fail a term/course during this probationary period will be dismissed with no further right to appeal. SVSTI may re-admit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s)/course(s) during which the deficiencies occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Chief Academic Director and may be able to resume studies.