

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

UNITS OF CREDIT

One clock hour consists of fifty (50) minutes of instruction and a ten (10) minute break.

For business programs: Ohio Business College conducts the programs on a quarter credit hour basis and in a 10 week quarter. The week following a 10 week quarter is for final exams and make up classes. One quarter credit hour is awarded for each ten (10) hours of lecture; one quarter credit hour is awarded for each twenty (20) hours of laboratory; and one quarter credit hour is awarded for each thirty (30) hours of externship. A student carrying 12 quarter credit hours or more is considered to be a full-time student.

The Trades programs are conducted on a quarter credit hour basis in 12 week quarters. The quarter credit hours awarded are the same as for the business programs mentioned above.

For medical assisting and medical office specialist programs: Ohio Business College conducts these programs on a quarter credit hour basis and in a 12 week quarter for the day programs and a 16 week quarter for the evening programs. One-quarter credit hour is awarded for each ten (10) hours of lecture, one-quarter credit hour is awarded for each twenty (20) hours of supervised laboratory instruction, and one-quarter credit hour is awarded for each thirty (30) hours of externship/practicum.

Out of class student work is a necessary extension of the school day and an important part of the educational process. Out of class student work is meant to increase student understanding of the subject matter and assist students in keeping up with material presented in class through critical thinking, concept formation, and information processing. Out of class student work activities, assigned by the teacher, may consist of: preparing for a new lesson, strengthening skills already taught, reading, answering questions, research for projects, writing assignments, preparing presentations, and observations. Generally, for every one hour of classroom lecture requires two hours of out of class student work.

The academic year for the Business Programs is defined as 9 months or 36 credits. The academic year for the day Allied Health Programs and Trades Programs is defined as 36 quarter credits and 36 weeks. The academic year for the evening Allied Health Programs is defined as 36 quarter credits and 48 weeks.

GRADING CRITERIA

A student at Ohio Business College generally receives grades on classroom participation, laboratory and project work, written examinations, and homework.

For the business programs final exams are given immediately following the last day of the 10-week quarter. For the Trades programs, final exams are given during week 12 of the quarter. For

the allied health programs, final exams for the day programs are given week 12 of the quarter and week 16 of the evening programs.

All final grades are given at the end of each quarter in all subjects taken by the student. Any student challenging a grade must do so, in writing to the Registrar, no later than Friday of the first week of the next quarter.

GRADING SYSTEM

A 2.0 cumulative grade point average/qualitative measure is required for graduation from all programs. For all classes, the following grading scale is used:

Letter Grade	Definition	Quality points
A+	98-100%	4.25
A	93-97%	4.00
A-	90-92%	3.75
B+	87-89%	3.25
B	83-86%	3.00
B-	80-82%	2.75
C+	77-79%	2.25
C	70-76%	2.00
D	60-69%	1.00
F or WF	Below 60% = Failing	0.00

		APPLIES TO:	
		CGPA	PACE
AU	AUDIT or GRADUATE REFRESHER (No grades are assigned)	NO	NO
AD	AUDIT/REFRESHER DROP	NO	NO
FR	FAILED REPEAT	Highest Grade	Both initial and new
SR	SATISFACTORY REPEAT	Highest Grade	Both initial and new
I	INCOMPLETE	YES	YES
PT	PROFICIENCY TEST	NO	YES
CC	CERTIFICATION CREDIT	NO	YES
T(Transfer)	TRANSFER CREDIT (Includes any credit counted toward the student's new program; must have a grade of C or higher)	NO	YES
CF (Carried Forward Grade)	CARRIED FORWARD (Includes any credit carried forward due to a program change initiated by the institution)	YES	YES
WD	REFER TO WITHDRAWAL SECTION OF	NO	NO

	CATALOG FOR SPECIFIC DETAILS		
W	REFER TO WITHDRAWAL SECTION OF CATALOG FOR SPECIFIC DETAILS	NO	YES
WF	REFER TO WITHDRAWAL SECTION OF CATALOG FOR SPECIFIC DETAILS	YES	YES

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points earned by total possible credits per course. CGPA is computed each quarter for all hours attempted at the college. CGPA and PACE (PACE Measurement) will be affected by failure to resolve I's and F's. The college strongly recommends that any class in which a D is earned be retaken so that a higher grade may replace the D. When a grade is replaced, only the highest grade earned will be counted in the CGPA but hours attempted for PACE will include both the original and the repeated hours.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet specific standards of satisfactory academic progress (SAP) while working toward a degree or diploma at Ohio Business College. Students who meet the SAP standards are considered in "good standing." For students receiving financial aid assistance, who cease attendance in a program, SAP standards are applied consistent with guidance provided by the US Department of Education concerning Return of Title IV funds. The satisfactory academic progress policy combines two factors: (1) the student's *Cumulative Grade Point Average/Qualitative Measure* (CGPA) and (2) the *PACE measurement/Quantitative Measurement* (PACE). PACE is the ratio of credit hours attempted to credit hours completed in the program in which the student is enrolled. Students who do not meet SAP standards are informed by mail and are counseled by the Director of Education and Department Head regarding their academic options. The following standards of satisfactory academic progress at Ohio Business College remain in effect for all students, whether or not they are financial aid recipients.

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education notifies the financial aid office if the school changes its academic policies.

A student is evaluated at the end of every quarter based on Ohio Business College's academic standards.

REPEAT CLASSES AND INCOMPLETE GRADES

Grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D" indicate the student successfully completed that particular course. The policy on repeating courses is as follows:

- ◆ Students who received a grade of "F," "W," or "WF" must successfully repeat that course prior to:
 - a) Taking any course to which the failed course is a prerequisite; and
 - b) Graduation.
- ◆ Students who received a grade of "F" or "WF," once the course is repeated, the highest grade earned will be counted in the CGPA calculation.
- ◆ When a failed course is repeated the previous grade will become an FR on the transcript.
- ◆ When a previously passed course is repeated the lowest grade becomes an SR on the

transcript.

- ◆ All attempted courses, including repeats, will be included in the PACE measurement calculation.
- ◆ Students will be able to repeat a previously failed course no more than two times unless approved by the Director of Education and Campus Director.
- ◆ The full tuition rate will be charged for retakes of the same course.
- ◆ Students may repeat previously passed courses once while receiving Title IV financial aid. Students wishing to repeat successfully passed courses must check with the Financial Aid Department to determine availability of funding. Some funding sources may not allow successfully passed courses to be repeated.
- ◆ Students repeating a class(es) in which they received a “D”, “F”, “W,” or “WF” will be provided with an Academic Advisement Plan during the quarter(s) they repeat the course.

*Refer to the Truck Driving Academy section of this catalog for the Grading System specific to that programs.

Students who receive an “I” (Incomplete) for a course will have seven (7) days after the later of the last scheduled class for the quarter end or makeup/exam date to complete the course. Should the student not complete the required work the “I” reverts to an “F.”

PACE

PACE is the maximum time length a student can attempt completion of a program. For credit-hour programs, PACE is not more than 150 percent of the published length of the academic program and any necessary essential classes.

PACE			
Normal Completion Time of Program			Maximum Credits a Student May Attempt
Diploma Hours	40	Credit	60 Quarter Credits
Diploma Hours	48	Credit	72 Quarter Credits
Diploma Hours	55	Credit	82 Quarter Credits
Diploma Hours	64	Credit	96 Quarter Credits
Associate Hours	92	Credit	138 Quarter Credits

CUMULATIVE GRADE POINT AVERAGE (CGPA)

All students are required to maintain a specific grade point average based on the number of credit hours attempted in relation to the required Cumulative Grade Point Average (CGPA) in order to remain enrolled.

*Required % of Credit Hours Earned of Total Credit Hours Attempted

EVALUATION POINTS IN THE ACADEMIC PROGRAM

A student is evaluated at the end of every quarter based on Ohio Business College's academic standards. "Credit Hours Attempted" are those credit hours for which a student is given transfer credit and those for which a student is considered financially obligated.

SAP STANDARDS			
For Business Programs			
Credit hours attempted	Evaluation Point	Required CGPA	Minimum Successful Course Completion (PACE)*
1-12	Quarterly	1.50	67%
13-24	Quarterly	1.75	67%
25 or more	Quarterly	2.00	67%
For Allied Health and Trades Programs			
Quarterly progression at Fulltime Status of Credit hours attempted		Required CGPA	Minimum Successful Course Completion (PACE)*
Quarter 1		1.75	67%
Quarter 2		1.85	67%
Quarter 3		2.00	67%
Quarter 4		2.00	67%

REMEDIAL COURSEWORK – NON-PUNITIVE GRADES

Any remedial courses (MA 100 Essential Math and LA 100 Essential English) a student is required to take will apply to the standards of satisfactory academic progress. A non-punitive grade is a grade that does not count as credits earned. The college does not offer remedial courses that have a non-punitive grade.

READMISSION/REENTRY

A student who has withdrawn from school for more than one quarter must reapply and register for classes under the current curriculum. The student must understand that when he or she reenters, sequence classes may not be immediately available. Full time status may be affected. A student who reenters (under the same program enrolled in when they left) will return under the same SAP status (ex. Good Standing, Academic Warning, Academic Probation/Financial Aid Warning). A student who reenters under a new program from when they left will have their curriculum re-evaluated and may be placed on a max SAP status of Academic Warning during their initial quarter.

A student who has withdrawn from school for more than one year must reapply, pay all applicable fees, and complete the current assessment.

A student terminated for academic reasons (not maintaining SAP), may re-enter under extended enrollment or approved academic appeal.

A student dismissed for reasons other than academic (See Student Code of Conduct and Dismissal from School under Academic Policies) must apply for reentry in writing to the Campus Director and show just cause for readmission to Ohio Business College.

The Campus Director, Director of Education, Student Accounts Specialist, Registrar, and Financial Aid Administrator must approve all applicants for readmission.

ADDITIONAL CREDENTIAL – DUAL DEGREE

A student may only be enrolled in one program at a time. Any graduate desiring to earn an additional credential will have all previously completed courses applied to their new curriculum. All grades earned will be applied and used in determining SAP compliance.

MEETING STANDARDS OF SATISFACTORY PROGRESS

The normal progression of SAP is:

1. **Academic Warning** – this is issued at the end of a quarter when it is determined that a student is at risk of not meeting the academic standards (CGPA and/or PACE). Students will be placed on Academic Warning for the following reasons:

At Risk of Exceeding PACE

Students who are at risk of not meeting PACE requirements will be given one quarter of Academic Warning to achieve the minimum standards. Academic Warning is issued when a student's PACE falls between 67.1% and 70% (for all programs).

At Risk of Failure to Meet CGPA

Students who are at risk of not meeting the minimum CGPA requirements will be given one quarter of Academic Warning to achieve the minimum CGPA. Academic Warning will be issued if a student's CGPA falls below:

For business programs

- 1.75 after attempting 1-12 credit hours
- 2.00 after attempting 13-24 credit hours
- 2.25 after attempting 25 or more credit hours

For allied health and trades programs

- 1.85 after the first quarter of full time status
- 1.95 after the second quarter of full time status
- 2.25 after the third quarter of full time status

At the end of the Academic Warning quarter, the student's satisfactory progress is evaluated to determine if:

- ◆ The student has returned to good standing;
- ◆ The student remains on Academic Warning for an additional quarter;
- ◆ The student is placed on Academic Probation/Financial Aid Warning.; or
- ◆ The student can choose to do a curriculum change (refer to Change of Curriculum).

Academic Warning cannot be appealed. There is no limit to the number of times a student can be placed on Academic Warning.

2. **Academic Probation/Financial Aid Warning** – this is issued at the end of a quarter when it is determined that a student is not in compliance with the SAP Standards (CGPA and/or PACE). A student may appeal Academic Probation (Financial Aid Warning does not need to be appealed). A student who is placed on Academic Probation/Financial Aid Warning maintains financial aid eligibility and the student must complete an Individual Academic Plan with their Advisor.

At the end of the Academic Probation/Financial Aid Warning quarter, the student's satisfactory progress is evaluated to determine if:

- ◆ The student has returned to good standing;
- ◆ The student is placed on Academic Warning; or
- ◆ The student is placed on Academic Termination / Financial Aid Probation.
- ◆ The student is in compliance with their current Individual Academic Plan and the plan is reviewed and updated for subsequent quarter(s).

Exceeding PACE

Students who do not meet PACE requirements will be given one quarter of Academic Probation / Financial Aid Warning with continued financial aid eligibility to achieve the minimum standards (see table). The minimum PACE standard is when it falls below 67%.

Failure to Meet CGPA

Students who do not meet the minimum Cumulative Grade Point Average requirements will be given one quarter of Academic Probation/Financial Aid Warning with continued financial aid eligibility to achieve the minimum cumulative grade point average/qualitative measure for the next evaluation point. Refer to the table for the minimum CGPA requirements.

3. **Academic Termination/Financial Aid Probation** – this is issued when a student has had one quarter of Academic Probation/Financial Aid Warning and has failed to come into compliance with the SAP standards (CGPA and/or PACE). At this time the student's Title IV HEA funding is suspended. The student has the following options:
 - ◆ The student can go on Extended Enrollment (refer to Extended Enrollment Policy);
 - ◆ The student may have their Title IV HEA financial aid eligibility reinstated by filing an appeal. (refer to Academic Appeal Procedures).

INDIVIDUAL ACADEMIC PLAN

When a student is placed on Academic Probation or Academic Termination/Financial Aid Probation, they will be required to be placed on an Individual Academic Plan. Under the IAP, the student will be required to agree to the written plan which will specify how the student will regain SAP. The IAP plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.

Students in the business program with less than full time status may need additional quarters to reach the attempted credit hour levels for SAP purposes. The student must successfully complete their Individual Academic Plan (IAP) each quarter to be in compliance. The Max IAP Quarter table identifies the maximum consecutive quarters the student may be on Academic Probation/Financial Aid Warning.

Max IAP Quarters	
Student Status	Consecutive Quarters
Full Time	2
Half Time	4
less than Half Time	7

FIRST AND SECOND QUARTER STUDENTS

Students enrolled in an associate degree or diploma program who do not meet SAP standards during their first or second quarter will be placed on Academic Probation/Financial Aid Warning for their next quarter. Students must complete an Individual Academic Plan with their Advisor to be eligible for the additional quarters.

If at the end of 24 attempted credit hours for business programs or the second quarter for trades and allied health, it is determined that the student will be unable to come into compliance by 36 attempted credit hours for business programs or the third quarter for an allied health programs, the student will be placed on Academic Termination/Financial Aid Probation.

ACADEMIC/FINANCIAL AID APPEAL PROCEDURES

The student has the option to appeal Academic Probation (Financial Aid Warning does not need to be appealed) and Academic Termination/Financial Aid Probation. The college has an Academic Appeals Committee, whose purpose is to review academic appeals. The following procedures are to be followed:

- a. The student must submit an appeal, in writing, to the Director of Education. The appeal must include an explanation of the mitigating circumstances along with appropriate documentation. Mitigating circumstances could include: serious illness, severe injury, or death in the family during the quarter. Appropriate documentation could include: a physician statement, medical records, or a death certificate. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation period.
- b. The appeal must be filed prior to the quarter they wish to return or at the end of the first week of the quarter for continuing students.
- c. The Academic Appeals Committee will meet within ten days to determine whether the documentation provided is sufficient and the student has the desire and academic ability to progress satisfactorily to warrant a suspension of SAP standards. The student will be notified in the form of a letter and emailed to the student's school email address.
- d. If the Academic Appeals Committee accepts the appeal:
 - i. Academic Probation (Financial Aid Warning does not need to be appealed) the SAP standards will be suspended for the quarter. The student's satisfactory progress is reevaluated at the end of the quarter.
 - ii. Academic Termination/Financial Aid Probation: the students will be placed on an

Individual Academic Plan and they will regain Title IV HEA eligibility for the next eligible payment period. At that time, the student's IAP plan will be reviewed to determine if they are in compliance or at a minimum meeting the IAP plan.

- iii. Allied Health Attendance Termination Appeal: the students will be placed on an Individual Academic Plan and they will regain Title IV HEA eligibility for the next eligible payment period. At that time, the student's IAP plan will be reviewed to determine if they are in compliance or at a minimum meeting the IAP plan.
- e. If the Academic Appeals Committee does not accept the appeal, the SAP standards will apply.

A student is allowed one and only one academic and SAP appeal after being terminated academically.

CONDITIONS FOR REINSTATEMENT

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated CGPA and PACE levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after the student returns to satisfactory CGPA and PACE levels.