

## Satisfactory Academic Progress Policy

This policy applies to all CST students whether or not they receive Title IV funds. All student progress will be checked as follows:

The progress checks will occur three times (every 15 weeks) during the program; at the end of G101, G102, and G201 courses. The school utilizes a “Student Progress Summary” form to check progress. Students must meet both qualitative and quantitative aspects to pass SAP at each SAP check.

Qualitative: A cumulative **2.0 Grade Point Average** is required at the point of the progress check. The “Grading System” is defined in this catalog.

Quantitative: Students must be on pace to complete the program in no greater than **150%** of the allotted time as stated in this catalog. Pace is calculated by dividing the number of cumulative hours successfully completed by the student by the number of hours the student has attempted. Also, the student must have completed all of the scheduled course work cumulative through the progress check to maintain satisfactory progress. To be on pace with the 150% maximum timeframe, a student must have completed at minimum 2/3 or 66.67% of the attempted course.

**All hours attempted by the student for which tuition is charged count toward the 150% requirement.** This includes repetitions for “for-credit” remediation. The school does not issue “incompletes” or allow for “non-credit” remediation. Should a student withdraw from training, the policies under tuition refund policy apply. Transfer credit counts as both attempted and completed hours when measuring quantitative progress.

**In the event that the student is determined not in compliance with this policy,** the student will be counseled as to the details of the policy, given a copy of the counseling form, and withdrawn from their training at CST without option to re-enroll as CST does not allow for re-takes. The final course grade is the only grade assigned to a student.

The school reserves the right to review and consider special circumstances in all areas of the student performance.

Should a student choose to withdraw from CST on their own accord, hours attempted are counted toward their maximum time frame. Only those who withdraw on their own accord are eligible to return to CST. If a student returns to CST they must begin their education where they left off upon initial withdrawal unless the student has been gone for an extended period of time or if a major program change has occurred. All grades received up to the point of withdrawal remain on the student’s record.

Items necessary to include in a SAP policy as outlined by the US Department of Education that are not applicable to CST are: change of majors or degrees, summer terms, appeals, repeated courses, and pursuit of a second degree.