



Standards of Satisfactory

Academic Progress – Academic Warning, Probation & Appeal

At the end of the first twelve weeks of the program, after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is maintaining satisfactory academic progress (SAP). Students are required to meet minimum CGPA requirements in order to be considered to be making satisfactory academic progress. In order to maintain satisfactory academic progress, students must maintain a 2.0 CGPA throughout their enrollment at Southern California Health Institute (SOCHI).

Students in good academic standing will be evaluated again in another twelve weeks to determine whether they are maintaining SAP. However, students who did not meet the minimum SAP standards at the first SAP evaluation will be placed on academic warning for eight weeks. An academic improvement plan will be developed with the director of education and/or program director. At the end of the eight week warning period, the student will be removed from academic warning and returned to regular status if he/she meets or exceeds the minimum standards, or will be placed on an eight week academic probation if he/she continues to fall below the specified values. Students on academic probation will be evaluated at the end of the eight weeks; a student who raises their CGPA and rate of progress at or above the minimums will be removed from academic probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student may be dismissed from the program. If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also may be dismissed from the school.

Notification of academic dismissal will be in writing. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy. Students who are dismissed may submit to the campus director a letter of appeal explaining the circumstances of their failure to meet satisfactory academic progress. Students have two (2) days from the notification of their dismissal to submit the appeal. All appeals will be responded to within ten (10) business days of receipt by the school. At the discretion of the campus director, and upon review of the appeal by the director of financial aid, a student may be permitted to re-enter into the program under an academic probation status. The student may re-enter (refer to the re-entering student policy) after at least one grading period from the date of their dismissal. The date of which the student will re-enter will be based on the school director's discretion and/or the class scheduling availability to benefit the student. A student who then, raises their CGPA



and rate of progress at or above the minimums will be removed from academic probation and returned to regular status. If that re-entering student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be academically dismissed from the program, no longer having the opportunity for appeal. *Please see the VA addendum for students receiving VA benefits.*

Below is a table of grades used in satisfactory academic progress calculation:

Grading Table:

letter grade	% score	included in CGPA	quality points
A	90-100%	yes	4.00
B	80-89.9%	yes	3.00
C	70-79.9%	yes	2.00
D	60-69.9%	yes	1.00
F	< 60%	yes	0.00
R	repeat	no	n/a
TC	transfer credit	no	n/a
W	withdrawn	no	n/a
P	pass	yes	4.0
WE	withdrawal w/extenuating circumstance	no	n/a
SC	section change	no	n/a

Cumulative Grade Point Average

(CGPA) Requirements – (as part of SAP)

Students are required to meet minimum CGPA requirements in order to be considered to be making satisfactory academic progress. Students must maintain a 2.0 CGPA throughout their enrollment at Southern California Health Institute (SOCHi). At the end of each module the student’s CGPA is reviewed after grades have been posted to determine if the student is maintaining the minimum CGPA requirements.

Rate of Progress Toward

Completion Requirements – (as part of SAP)



In order to successfully complete the Advanced Professional Massage Therapy and Physical Therapy Aide/Sports Rehab programs, the student must maintain a completion rate of 66.67%. Completion rate is defined as units earned divided by units attempted. For example, a student earned 25 quarter credit hours and attempted 30 quarter credit hours; his or her completion rate would be 83.3%. Likewise, to successfully complete the Personal Fitness Trainer/Health & Wellness Professional and Medical Billing & Coding Specialist programs, the student must maintain a completion rate of 66.67%. For example, a student completed 80 of the 100 scheduled clock hours; his or her completion rate would be 80%.

Maximum time in which to Complete the Program

A student may not attempt more than 1.5 times, or 150%, of the total number of quarter credit hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their program within the maximum allowable time frame. For example, in a 53.4 quarter credit hour program a student may attempt a maximum of 80.1 quarter credit hours before reaching the maximum time frame for completion. Likewise, if a student is attending a 900 clock hour program, his or her maximum allowable length in which to complete the program would be 1,350 hours.

example:

program	length	maximum allowable length of time in which to complete
Advanced Professional Massage Therapy	51.4 qtr. credit hrs	77.1 quarter credit hours
Physical Therapy Aide/Sports Rehab	50.95 qtr. credit hrs	76.4 quarter credit hours
Personal Fitness Trainer/Health & Wellness Professional	900 clock hours	1,350 clock hours
Medical Billing And Coding Specialist	900 clock hours	1,350 clock hours

Effect of Previous Completed Courses at SOCHI

Credit that has been transferred into Southern California Health Institute from previous completed courses at Southern California Institute are used in calculating percentage of completion for maintaining SAP, but does not have any effect on the grade point average



requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study.

Effect of Program Change

When a student elects to change a program at Southern California Health Institute the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credit hours earned at Southern California Health Institute in the original program of study will be used when computing grade point average, rate of progress and maximum time frame.

For VA students, please refer to page 3 of the VA addendum regarding transfer credit.