

**DIVISION OF HIGHER LEARNING
ASSOCIATED BETH RIVKAH SCHOOLS**

SATISFACTORY ACADEMIC PROGRESS

In order to maintain eligibility for Title IV Aid programs, students must meet the following Satisfactory Progress standards.

All matriculated students pursuing an approved program at Division of Higher Learning of Associated Beth Rivkah Schools are required to maintain satisfactory academic progress toward graduation, which in this institution is defined as being in good academic standing as detailed below.

The SAP standards required for students receiving Title IV federal financial aid are one and the same for all matriculated students at Division of Higher Learning of Associated Beth Rivkah Schools. Satisfactory academic progress at Division of Higher Learning of Associated Beth Rivkah Schools has two principal components: a qualitative standard and a quantitative standard:

- **Qualitative Standard**

In pursuit of graduation, the student must achieve a cumulative grade point average (GPA) of 2.0 (the equivalent of a "C" average) or better. Students are evaluated at the end of each semester and are expected to maintain a minimum cumulative GPA of 2.0.

Semester grade point averages shall be calculated according to the following numerical equivalents:

A	4.0
A-	3.7
B+	3.33
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
W	Withdrawal
I	Incomplete

- **Quantitative Standard**

- **Maximum Timeframe**

A full time student must make sufficient progress through the academic program to complete the 60 credits, two-year undergraduate program, within a time period of not more than three years (six semesters), which is 150% of the published length.

A part time student must make sufficient progress through the academic program to complete the 60 credits, two-year undergraduate program, within a time period of not more than eight years (fifteen semesters), which is 150% of the published length.

- **Pace of Completion**

Students must successfully complete 67% of their attempted per semester, with a maximum attempted credits ceiling of 90 credits. Below is a sample chart which illustrates how maximum time frame and pace of completion are applied for a full time student. The number of credits an individual student must earn may vary from what is depicted in the chart based on her enrollment schedule.

Semester	1	2	3	4	5	6
Credits	12	24	36	44	52	60
Max. Credits Attempted	18	36	54	66	78	90

For students who maintain minimum full-time enrollment (12 credits per semester):

Semester	1	2	3	4	5	6	7	8
Credits	8	16	24	32	40	48	56	60
Max. Credits Attempted	12	24	36	48	60	72	84	90

At the end of each semester, students' academic files are evaluated to determine if the students are making satisfactory academic progress. As part of the evaluation the students earned credits are divided by the student's attempted credits to determine if the student is progressing through the five-year academic program at a pace sufficient to complete the program within the maximum time frame. If the number of credits earned divided by the number of credits attempted is 67% or greater and the student has earned at least the number

of credits that appears in the chart above that corresponds to his semester of attendance, she is determined to be making satisfactory progress.

Federal Financial Aid Warning and Academic Probation

For continued eligibility for federal financial aid programs, if a student who had been making satisfactory progress, falls below the satisfactory progress standards, she will be given a financial aid warning during which time she maintains federal financial aid eligibility. The warning period will last for one semester. During the federal financial aid warning period, the Dean will counsel the student and attempt to improve the student's performance by providing various student services that might include special tutoring, a new study plan or a scheduling accommodation. If after this federal financial aid warning period satisfactory progress standards are still not met, the student will be notified that she will be terminated from financial aid. She will be notified that she has the option of appealing her lack of satisfactory academic progress. Procedures for filing an appeal are described in the section below. If the student successfully appeals the lack of satisfactory progress after the financial aid warning she will be placed on academic probation for one semester.

Mrs. Chana Gorowitz will monitor the student during the period of probation and will devise a study plan to enable the student to improve his academic standing. This may involve conferences with the student and his instructors. If during the probation period the student's academic performance improves and the student's progress is within satisfactory academic progress standards, the probationary status will terminate.

If after the period of probation, the student's academic performance still fails to meet the academic progress standards of the institution, she will be subject to academic discipline which may include expulsion or suspension from the institution, and will be ineligible to receive Title IV federal financial aid.

Reinstatement

When it is determined, by examining her progress for the semester, that a student who was not making satisfactory progress has improved her average and attained sufficient credits to bring her total to the appropriate number for the semesters completed, the student will be notified that she may once again receive aid from Title IV programs. The Dean will notify the financial aid office of each student's status at the start of each semester.

Students may also re-establish eligibility by following the study plan they were placed on after their successful appeal. The student's SAP will be evaluated at the end of the probationary period. If she is making satisfactory progress as delineated in the plan or has come into compliance with the standard satisfactory academic progress standards, she will be reinstated as an eligible student. The student will be monitored using either the study plan or the standard satisfactory academic progress policy, until she successfully completes the program. The Dean will notify the financial aid office of each student's status at the start of each semester.

Incompletes

If a student has not completed all required course work, she may have up to six months, at the discretion of the instructor, to complete the work. If it can be determined that, without passing this course, the student will be in compliance with Satisfactory Progress standards, the incomplete will not be considered to affect her average or her satisfactory progress in that interim. If it is determined that, without passing this course the student will not be in compliance with satisfactory progress standards, the student's faculty advisor will meet with Mrs. Chana Gorowitz to discuss the situation. If they are able to determine that the student is making efforts in good faith to complete the missing work, they may allow her to retain the status of satisfactory progress in the interim.

Withdrawals

Students who withdraw or fail to complete a course will have the course recorded as Withdrawn Without Penalty. This grade will not be counted in the student's GPA. However, the course(s) will be counted towards the student's number of credits attempted.

Transfer Credits and Satisfactory Progress

Transfer credits are not included in the GPA calculation, however the credits accepted are counted toward both the number of attempted credits and the number of credits earned by the student.

Appeals Process, Mitigating Circumstances

A student who wishes to appeal a determination of probationary status, lack of satisfactory progress, or similar issues must submit an appeal in writing to the Dean, Mrs. Chana Gorowitz. Mrs. Chana Gorowitz will consider all relevant information, i.e., mitigating circumstances such

as illness or death in the immediate family or other unusual situations. The student must also explain how her situation has changed to allow her to make satisfactory progress. Mrs. Chana Gorowitz will consult with faculty members as appropriate.

Mrs. Chana Gorowitz's decision will be conveyed to the student in writing within ten days of receipt of the student's written appeal.

Repetitions

All repeated courses are counted in the number of student's attempted credits, but cannot be counted toward full time enrollment status for the semester in which the repeated course is taken, unless the student is retaking a course in which she received a failing grade.

Students will be allowed to repeat a course provided the student will then remain within the time frame required for satisfactory progress.

Change of Major

Division of Higher Learning of Associated Beth Rivkah Schools offers a program leading to a Classical Torah Studies Degree and a Certificate in Classical Torah Studies. Students are automatically assigned a Major in Torah Studies, as no other majors are available. As such, all credits taken at this institution are considered when evaluating whether a student is maintaining Satisfactory Academic Progress.

ESL/Noncredit Remedial Courses

Division of Higher Learning of Associated Beth Rivkah Schools does not offer any ESL or non-credit remedial courses.