

Approved DSDT’s Satisfactory Academic Progress Policy and Procedures Original Version: 02.09.2011
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SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURES

INTRODUCTION

Satisfactory Academic Progress (SAP) must be maintained to meet the institution’s academic policy.

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at DSDT. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the Council on Occupational Education and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their respective program.

Film Production Diploma Program	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-80
Core Curriculum Course 2	81-160
Core Curriculum Course 3	161-240
Core Curriculum Course 4	241-320
Core Curriculum Course 5	321-400
Core Curriculum Course 6	401-480
Core Curriculum Course 7	481-560
Incorporated Health & Safety and Job Readiness Training	561-600
Business Information Technology Specialist Diploma Program	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-186
Core Curriculum Course 2	187-373
Core Curriculum Course 3	374-560
Core Curriculum Course 4	241-320
Core Curriculum Course 5	321-400
Core Curriculum Course 6	401-480
Core Curriculum Course 7	481-560
Core Curriculum Course 8	561-640
Core Curriculum Course 9	641-720
Core Curriculum Course 10	621- 800
Core Curriculum Course 11	801-880
Core Curriculum Course 12	881-960
Core Curriculum Course 13	961-1040

Core Curriculum Course 14	1041-1120
Core Curriculum Course 15	1121-1200
Mobile IOS Developer (Note: Health & Safety and Job Readiness is incorporated throughout this program)	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-80
Core Curriculum Course 2	81-160
Core Curriculum Course 3	161-240
Core Curriculum Course 4	241-320
Technology Professional 6 (Note: Health & Safety and Job Readiness is incorporated throughout this program)	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-80
Core Curriculum Course 2	81-160
Core Curriculum Course 3	161-240
Technology Professional 2 (Note: Health & Safety and Job Readiness is incorporated throughout this program)	Academic Period (No. of Clock Hours Earned)
Core Curriculum Course 1	0-40
Core Curriculum Course 1	41-80

Title IV Programs are assessed for, in addition to, SAP at the end of the academic period as follows:

DIPLOMA PROGRAM EXAMPLE ONLY

Film Production Diploma Program	Academic Period (No. of Hours Earned)
Period 1	0-300 clock hours
Period 2	301-600 clock hours

MAXIMUM TIMEFRAME- Quantitative Measurement

All students enrolled at DSDT and/or receiving Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. Each program is designed to be completed in a specific period of time depending on specific program requirements. Students may use their total program clock hours and then multiply that number by 1.5 to determine the clock hour limit that applies to the maximum time frame.

NOTE: (A leave of absence will extend the student’s contract period and maximum time frame by the same number of days in the leave of absence).

Attendance is based on 67% of actual attendance evaluated based on scheduled hours at the end of each period. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

All degree seeking coursework for which the student is in attendance is included in the SAP evaluation. Matriculated and/or non-matriculated, part time and/or full-time student coursework is included in the evaluation, even in cases in which a student did not receive financial aid.

DIPLOMA PROGRAM EXAMPLE ONLY

Film Production Diploma Program	Hours Earned at Evaluation Point	Multiply By	Maximum Number of Clock Hours Scheduled
Period 1	300	1.5	450
Period 2	600	1.5	900

*All attempted courses, and withdrawals, (except incompletes) at DSDT are counted toward the 150% eligibility.

*When students have reached their duration limit, they will be placed on probation.

ACADEMIC PROGRESS EVALUATIONS

The quantitative 67% attendance and qualitative 70% GPA element used to determine academic progress is a reasonable system of grades as determined by a combination of the academic curriculum and instruction. Students participate in academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are completed, evaluated, and counted toward course completion only when rated as satisfactory.

If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills evaluations will be conducted and delivered based on the program length, according to text procedures and set forth in practical skills evaluation criteria adopted by DSDT.

Students must maintain a written grade point average of 70% and pass a FINAL theoretical and practical exam prior to graduation. Students must make up failed or missed coursework.

DSDT considers a “C” grade or 2.0 cumulative GPA the minimum standards required to graduate.

DSDT evaluates numerical grades based on the following grade point average (GPA) scale:

A	100%-90%	4.0	Exceeds Standards
B	89%-80%	3.0	Meets Standards
C	79%-70%	2.0	Minimum Standards
D	69%-60%	1.0	Unacceptable Standards
F	59%- 0%	0.0	Failure

Only courses for which the student receives a passing grade are acceptable for their respective program requirements in calculating the SAP status. Incomplete courses and withdrawals are counted as an incomplete (I). Students are required to verify attendance for terms in which they receive unsatisfactory grades.

MAKE-UP TIME POLICY

Students are expected to make-up missed days and exams. Students may utilize the various school schedules and classes to complete makeup time and exams. All attendance make-up time will be done during normal school hours but in the student’s non-scheduled class time.

SUSPENSION AND TERMINATION POLICY

Suspension or termination from DSDT may happen if the student participates in any of the following:

- Possession of illegal drugs or alcohol on school premises, grounds, or parking lot
- Theft from students, or of school property, or supplies
- Willful destruction of school property
- Insubordination
- Loud, boisterous behavior or foul language

CHANGE OF INCOMPLETE GRADE

A grade of incomplete (I) may be changed to a passing grade, within the program length from the date of receiving the grade, if the student satisfactorily completes all the requirements set forth by the course instructor. Otherwise, the incomplete grade of an I will automatically be changed to an F.

A student is given 14 days from the end of the term to decide with their instructor if they have an I grade because of excused absences. To change the I to an F the student must make up the missing coursework within 14 days. Once the 14-day mark has passed, F grade will become permanent, and the student has to retake the course. When a grade of I is changed to a pass or fail grade, SAP is re-calculated.

ACADEMIC PROGRESS

For a student to be making SAP by their respective program midpoint, the student must meet 67% in attendance and 70% academic requirements.

Example Attendance: A student is scheduled to attend 22 hrs. per week ($67\% \times 22 = 15$).

DSDT encourages students not to miss any days. All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent (reference the Make-up Time Policy listed above). Regardless of the average level of attendance, a student who has more than 10 school days (14 calendar days) of consecutive absences without communication to the Director of Administration/Designee will be dismissed on the 11th consecutive school day as an unofficial withdraw. Students with persistent absenteeism will be advised and subject to dismissal with re-enrollment at the discretion of the Director of Administration/Designee.

DETERMINATION OF PROGRESS

Students meeting the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance (considered the pace) at the scheduled evaluation point are considered to be SATISFACTORY.

WARNING POLICY

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning. An academic warning status will be for one academic period and will be determined based on:

1. Failure to meet the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance, and/or
2. Failure to progress at a pace to ensure completion within the maximum timeframe

The student will be advised in writing by a designated school official and:

1. Students may not appeal an Academic Warning
2. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period.

3. DSDT will review the student's academic status and the student will be counseled as necessary to determine if the student can reasonably meet the SAP requirements. This may include a recommendation for termination.
4. Students may not be placed on Academic Warning for consecutive academic periods.
5. A student failing to meet the SAP requirements at the end of the Academic Warning period will be sent a Probationary letter and the option to appeal the decision.

A student may file an appeal to remain in school and regain Federal Title IV eligibility.

Academic Warning Completion is set forth when a student meets all applicable requirements, and an advisor has notified the student (verbally or in writing) of the completion.

ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

If a student is determined to be in probationary status, the student may appeal the determination within ten calendar days. Appeals submitted outside of this deadline will be accepted and considered but may be applied for a subsequent academic period. The Director of Administration is responsible for making a recommendation on the appeal and electronically scanning the appeal to the Director of Administration and sent to the school Director. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. Based on this review, DSDT will determine if the student will remain in school and if the student's financial aid eligibility will be reinstated.

ACADEMIC PROBATION

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period.

If the appeal is granted, the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan.

Academic Plan: Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe.

REESTABLISHING ELIGIBILITY

A student determined NOT to be making Satisfactory Progress may reestablish eligibility by maintaining SAP on a self-payment option by:

- Making up missed tests and assignments and increasing grade average to 70% or better, and/or
- Increasing cumulative attendance to 67% or better by the end of a Warning or Probation period.

When/ if a student has done this, they will either regain good standing or be placed back on financial aid probation, depending on his/her grade point average and completion percentage. Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. This option is NOT available to students who have been dismissed from financial aid because of

exceeding their hours limit. Prior Periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

DIPLOMAS AND CERTIFICATIONS OF COMPLETIONS

Upon satisfactory completion of the required course hours and course requirements, a diploma or Certification of Completion will be issued to the student. The institution may withhold official academic transcripts and diplomas/certificates if the student has not met all financial obligations.

CHANGING DEGREES, SECOND DEGREES, REPEATING COURSEWORK, INCOMPLETES AND WITHDRAWALS

DSDT DOES NOT OFFER DEGREE PROGRAMS AT THIS TIME

In the case where a student changes degree programs, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement.

In the case where a student pursues a second-degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement.

Any non-credit coursework repeats coursework or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP.

Any student pursuing an additional degree program is subject to both the 150 percent time frame and the 2.00 cumulative GPA requirements.

DSDT does not offer noncredit remedial courses. Therefore, noncredit remedial coursework is independent work and does not contribute toward the 150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

SUMMER TERMS

DSDT does not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

REPEATED COURSES

Financial Aid will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course.

TRANSFER CREDITS

DSDT does not accept transfer credits currently. If you are a Title IV recipient, we do recognize credits obtained from a previous school for similar programs of study and/ or for coursework completed at another institution.

*Note: for Title IV, HEA transfer credit recognition, please refer to our Title IV Policies and Procedures.

WITHDRAWALS AND THE RETURN OF TITLE IV FUNDS

DSDT performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns to school, DSDT will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal. Title IV, HEA federal financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which the funds were awarded. When a student withdraws from their respective program of study, regardless of the reason, she/he may no

longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A pro-rated schedule determines the amount of federal student aid funds she/he will have earned at the time of full withdrawal.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws
- Stops attending before the semester's end;
- Does not complete all modules in which the student is enrolled

DSDT students who receive federal financial aid and who do not remain in attendance through the end of the academic period may be responsible for repaying a portion of the financial aid originally received (Please see DSDT Refund Policy).

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Practical equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student Film Production or Information Technology activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

PLACEMENT ASSISTANCE

DSDT maintains an active placement assistance service for our graduates. Prior to graduation or at any time thereafter, graduates may avail themselves of the school's placement assistance services in addition to arranging interviews with potential employers. The Director of Job Placement guides students in the completion of employment applications, resume writing, preparing for interviews, professional attire, workplace communication, and behavior. DSDT also assists students interested in finding non-program related job leads while enrolled in school. Graduate's names and phone numbers are kept on file for future references upon completion of the course. Although every effort is made to help graduates find employment, DSDT cannot guarantee its graduates employment.

STATE LICENSED POST SECONDARY SCHOOL DISCLAIMER

The State of Michigan will not provide a certificate of completion or award a diploma to any student that has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or a crime; committed any act that, if committed by a graduate of the business or profession in question. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT does not use the Third Step Verification of Eligible Noncitizen Status due to DSDT not currently offering eligibility status to noncitizens. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship. DSDT does not admit students to English-as-a-second language courses.

NON- DISCRIMINATION POLICY

DSDT does not discriminate in its employment, admission, instruction, counseling, or graduation policies on the basis of sex, color, age, race, national or ethnic origin, creed, religion, or disabilities that would not preclude employment within their selected program area nor do we recruit students already attending or admitted to another school offering similar programs of study.

STUDENTS RECORDS/FERPA

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing and dating our specific inhouse release form. State law requires the school to maintain these records for not less than five years. Students may request a review of their records by writing either print or digital to the School Director.

EDUCATION GOALS

DSDT strives to provide a quality educational system that prepares students to successfully complete the Film Production Diploma Program with specialization areas or Information Technology Certificate of Completion programs within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within their industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the Film Production Diploma Program or Information Technology Certificate of completion Programs.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within their program of study.

Student Signature

Date