



Satisfactory Academic Progress (SAP)

All categories listed below are components of the SAP policy. As updated on 6.15.2023. The forward-facing policies are posted to the Student Intranet, <https://sites.google.com/sanfranciscofilmschool.edu/sffs-student-intranet/knowledge-base/academics/sap>

GRADING AND ACADEMIC PROGRESS

(Student Handbook: page 5, 10)

In the both Digital Filmmaking Programs (AAS & PC), each course is graded by the individual instructor according to the criteria outlined in the class syllabus. Grade symbols of A, B, C, D, F will be used in grade point average calculation. Courses completed with a P will not be used in grade point average calculation.

However, please note non-passing grades, which are not used to determine grade point average, will be used to determine minimum unit requirements. Additionally, even though a "D" is considered a passing grade, the total cumulative GPA must not fall below 2.00 for each semester. Repeated courses may be considered in the GPA calculation.

Grades are calculated on the basis listed below:

Letter	Min. Points	Direct Evaluation	Grade Points	Failure
A	92.00	96.00	4.00	
A-	90.00	91.00	3.70	
B+	88.00	89.00	3.30	
B	92.00	85.00	3.00	
B-	80.00	81.00	2.70	
C+	78.00	79.00	2.30	
C	72.00	75.00	2.00	

C-	66.00	69.00	1.3	
D	62.00	65.00	1.00	
D-	60.00	61.00	.70	
F (assignments)	0.00	59.00	0.00	Yes
P	60.00	80.00	4.00	

Please note each class has a set of criteria for the components on which the student is evaluated. The score achieved reflects the student's competency and the skill level achieved to meet the criteria for the components.

Students are responsible to know their academic standing by referring to written policies and regulations and by consulting with their instructors

Attendance is also graded. Students are expected to meet the 70% attendance for all courses and overall. Failure to do so will result in the student failing a class regardless of their assignment/exam grade. Three "Tardy" will result in one absence. Three "Absent" will result in a lower grade. Six or more "Absent" will result in failure (F)..

Assignment and Attendance grades are combined together at the end of the semester to calculate the student's final grade in the course.

EXTENSIONS AND INCOMPLETE GRADES

(Student Handbook: page 7, 12)

Extensions: Students who need extra time to complete their coursework must obtain an extension from both the instructor and the Dean. The deadline to request an extension will always be the Monday of Week 14 in each semester. Students will be notified by email of this deadline. Any extension request received after the deadline will not be considered.

Each request is evaluated on a case by case basis. The request is first submitted to the Dean's office. Students requesting an extension must provide documentation stating why they are requesting the extension. Failure to provide supporting documentation will result in the extension being denied.

If the request is approved, an Extension Agreement will be sent via DocuSign to the student and the instructor for signature. This will also contain all assignments that need to be turned in by the student in order to fulfill the extension agreement, as well as the date those items are due.

Incomplete Grades: If the extension is approved, the student will receive an Incomplete for the assignment until the deadline stated in the extension agreement. "I" will show on the student's transcript during this time. The "I" is only a placeholder until the deadline specified in the extension agreement.

When the deadline is reached, the instructor and/or TA must notify the Registrar of the student's final grade in the course. If the student failed to turn in the agreed upon items, then the "I" will be changed to an "F". If the student did turn in the agreed upon items, the instructor and/or TA must state what the student's final grade for the course is, along with all grades pertaining to assignments and attendance. All incompletes must be changed to a letter grade once the semester has been finalized. Incompletes are not factored into either the term or cumulative GPA.

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses.

FAILING GRADES AND COURSE RETAKES

(Student Handbook: page 7, 8, 10, 21)

If a student earns a failing grade in a class or if a student fails a class due to nonattendance, the student is required to retake the course in the following semester. All retaken classes will incur additional tuition costs at the current cost-per-credit rate. Students are required to pass all courses in a program in order to receive a degree or professional certificate.

The higher grade will be used in determining Pace Progression and GPA (semester and cumulative). Any grade counts as a retake (no grades are excluded). The learning management system will keep the higher of the two grades, and the lower grade will not be used to calculate GPA or Pace Progression. Retaken courses will appear in brackets on the transcript.

Students are allowed to repeat a course to obtain a higher grade. The school does not restrict the number of times a student may retake a course. But Financial Aid may only be used to cover the cost of one passed course instance. Students must contact Financial Aid to determine how the cost of the repeat class will be covered. The student must obtain permission from the Registrar to repeat a course that they have already passed. Students requesting to repeat a course will be informed that this will delay their progress in the program. Registering for a repeat course depends on the vacancy in the course in the semester. Priority is given to students that have not taken the course but it is required for their degree and to students who previously failed the course and must retake it.

According to the VA and VRRAP Team, Veterans may retake courses they fail under the VRRAP program. However, it will be at the student's own expense. VRRAP does not cover the cost of retaking a failed class.

COURSE WITHDRAWAL

(Student Handbook: page 12, 18, 22)

The first two weeks of each semester is the add/drop period. During this time, students can choose to drop a course without it showing on their transcript. From weeks 3 to 10 each semester, a student may submit (in writing) to the Registrar a request to withdraw from a course. If approved, a "W" will show on the student's transcript. This will not affect the student's GPA. If a student submits a request to withdraw from a course after week 10 of the semester, if approved, the student's transcript will show an "F" for the course. This will affect the student's GPA.

If a student withdraws from a course that is required to finish their program, the student must retake the course. All requests to withdraw from a course require approval from the Registrar. If approved, a form will be sent to the student to sign via DocuSign. The instructors of the course will also receive a copy of the withdrawal form.

If the student is requesting to withdraw from a course that is a corequisite for another course they are currently enrolled in, the student must meet with either the Assistant Dean or Registrar to explain the reason for dropping the course and produce supporting documentation. The student will then be counseled on how this will affect their progress in the corequisite course.

If the student withdraws from a course that is a prerequisite to move to the next level, the student must retake the withdrawn course in the following semester. Until the student receives a passing grade in the withdrawn/prerequisite course, they will not be allowed to move to the next level.

Information on how a course withdrawal will affect a student's tuition or financial aid, can be found in the Financial Aid section of the Student Handbook under Cancellation and Refund Policies.

TRANSFER CREDIT EVALUATION POLICY

(Student Handbook: page 8, 11)

All prior credits will be evaluated. All students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon a written exam, an oral exam, or a technical competence exam as appropriate for the class. All general education credits will also be evaluated.

The student must provide a course description of the class as well as an official transcript which is to be sent directly from the student's previous school where the course was taken. A transcript from another school that shows the course as transfer credits will not be accepted.

The course will be evaluated by the Registrar. The transcript should be sent upon acceptance into SFFS. If any credits are allowed, they will be recorded upon enrollment and a record of this evaluation with its supporting documentation will be placed in the student's permanent file. The length of the course will be shortened proportionally and the tuition charges and program hours will be reduced. In addition, the student and (in the case of a veteran student the DVA) shall be notified.

A grade of "B" or higher must have been achieved; and the class is similar in scope and content to a class offered at SFFS.

No more than 6 credit hours are allowed to be transferred into SFFS.

Credits/courses that are transferred in will be treated as completed hours at SFFS. The equivalent course requirement will be met.

For International students, a notarized translation of the syllabus must be provided if in a language other than English. A written exam, oral exam, or a technical competence exam may be additionally requested as appropriate for the class.

The school reserves the right to grant or reject any prior credit or training, this evaluation will become part of the student's permanent record. Only official transcripts will be accepted. Transfer credit hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

SATISFACTORY ACADEMIC PROGRESS

(Student Handbook: page 9)

The satisfactory academic progress (SAP) policy applies to **all students** enrolled in the San Francisco Film School, which is accredited by the Council on Occupational Education and licensed by the California bureau for Private Postsecondary Education and has a Veterans Education approved program. All students, whether receiving Federal Title IV, HEA funds, partial funding assistance, or self-pay, are evaluated by SAP each semester.

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution.

Students enrolled in programs approved by COE must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the 1st class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. SAP applies to students that are enrolled either Full time, Part Time, or Half Time, in either the Certificate Program Associates Degree program.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards.

SAP standards are established by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Academic Progress according to the following standards to continue enrollment. The evaluation of a student's academic progress occurs at the following intervals and will be checked before disbursement of aid.

- For educational programs of one academic year in length or shorter than an academic year, evaluations are conducted at the end of each semester
- For all other educational programs, evaluations are performed at the end of each semester.

Same As or Stricter Than:

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

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

SATISFACTORY ACADEMIC PROGRESS CRITERIA

(Student Handbook: page 10)

In order to satisfy Satisfactory Academic Progress requirements, financial aid recipients must:

Earn a minimum Cumulative Grade Point Average (GPA) of 2.00 for all classes attempted. Grade symbols of A, B, C, or P earned during Fall, Spring and Summer semesters will be considered as acceptable for courses completed, and satisfactory academic progress consideration. If a student started at SFFS during a Mid semester, that will be included and considered in SAP as well.

Courses completed with an "F" will not be considered acceptable for Satisfactory Academic Progress. Courses completed with a MW (withdrawal for military service) are excluded from the determination.

There is a three step process for students that do not meet SAP requirements: warning, appeal, then either expulsion or probation.

PACE OF PROGRESSION

(Student Handbook: page 10)

Federal regulations require institutions to measure a student's pace toward his/her

educational objective to ensure completion within the maximum time length for his/her program. To progress at the required pace, the student must earn 70% of his/her attempted credits each semester.

For a student pursuing an Associate Degree or Certificate, the pace cannot be less than 70%.

70% of the cumulative units attempted for each pay period (Fall, Spring and Summer) must be completed with a passing grade. The total number of successfully completed units must be equal to or greater than the calculated total of attempted units multiplied by 0.70.

Generally, for students to meet graduation requirements within the stated time frame, the student should be registered for the following credits each semester:

Associates Degree:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take 17.5 credits each semester for Full Time Students.
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then 15.25 credits in each full semester for Full Time Students.

Professional Certificate:

- Students that start SFFS in either the Fall, Spring or Summer semesters, students should take 16 credits each semester for Full Time Students.
- Students that start SFFS in either the Mid-Fall, Mid-Spring, or Mid-Summer semesters, students should take 9 credits in the mid semester, then 13 credits in each full semester for Full Time Students.

MAXIMUM TIME LENGTH

(Student Handbook: page 11)

Federal regulations require institutions to establish a maximum time period or unit total for a student to complete an educational objective (degree/certificate) if financial aid is received. Financial aid recipients will be considered to be making Satisfactory Academic Progress if they complete their educational objective in the time frame indicated below. The educational objective as indicated by the student's choice of program of study will be used for this determination.

1. For an undergraduate program measured in credit hours, a period no longer than 150% of the published program length.
2. For an undergraduate program measured in credit hours, a period no longer than 150% of the published program length, as measured by the cumulative number of credit hours the student is required to complete and expressed in calendar time.

For example, for the AAS program, $70 \times 1.5 = 105$ credits. This is the maximum.

San Francisco Film School does not currently offer any program that is over 2 years in length. The Associates Degree is 4 semesters, designed to be completed in a year and a half. The Professional Certificate is 3 semesters, designed to be completed in one year.

If a student is not progressing at the established PACE, a meeting will be set up to discuss what is prohibiting the student from completing their program. If the student can provide documentation that supports the need to take longer, then an Academic Plan will be created that the student must adhere to while enrolled at SFFS.

If the student cannot provide documentation as to why they need more time to finish or the student is not fulfilling SAP while at SFFS, the student may be subject to expulsion.

SAP WARNING

(Student Handbook: page 9)

SAP reports are pulled at the end of each semester and prior to the beginning of the following semester. Any student that does not meet the SAP requirements and who was not on Warning for the previous semester, will receive notification via DocuSign that they are on warning for the upcoming semester. Warning letters will come from the Dean's office and once sent, will be added to the student's file.

The Warning will last for the semester immediately following the one that has been finalized. During the semester that the student is on warning, the student is required to retake any courses that they failed in the previous semester. In all classes while on warning, the student is expected to turn in all assignments, take all exams, participate in group activities, and attend all scheduled classes, including LRP is enrolled in a production course.

If the student feels that they will need extra accommodations during the warning period, they must meet with the Assistant Dean to discuss options and create an academic plan which will be added to their file. The academic plan will be sent to the student's instructors and TA's.

At the end of the Warning semester, the student is expected to have a minimum cumulative GPA of 2.0, have attendance of at least 70%, and meet any other requirements set forth in their academic plan (if applicable). If the student does achieve these, then the Warning will be lifted.

If the student does not meet the requirements needed at the end of the warning semester, their financial aid will be suspended and they will have to file an appeal for Probation.

SAP APPEAL PROCESS

(Student Handbook: page 10)

If, at the end of the second semester (Academic Warning semester), the student does not meet SAP requirements they will lose their Title IV, HEA financial aid eligibility and will be placed on Academic Development Status, with a loss of Title IV, HEA funding, with the right to appeal. If

the appeal is granted, the student will be placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be submitted to the Dean and Assistant Dean, who in turn will meet with the Registrar, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The student must submit any supporting documentation needed for their appeal to be considered.

The basis on which a student may file an appeal:

- Death of a relative,
- Injury that prohibited the student from attending class,
- Illness that prohibited the student from attending class.
- Any other special circumstances that prohibited the student from attending class

The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must also submit information about what has changed and how they will now be able to achieve SAP going forward. The Dean will make the final decision as to whether an appeal is granted or not. If it is granted, the student will be placed on probation. If the appeal is denied, the student will be expelled from SFFS.

Once the Dean receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The Assistant Dean will notify the student in writing of the decision and that decision is final. The

PROBATION

(Student Handbook: page 20)

If Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible semester only. The student must be making SAP at the end of the semester to regain Title IV, HEA funding for the next semester.

When a student is placed on Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advising 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.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE semester only, or are placed on a Plan for two or more semesters.

Students who regain SAP on a cumulative basis (70% Pace and 2.0 cumulative GPA) at the end of the next semester, according to the terms of the Plan will have regained full eligibility for Title IV, HEA funding.

If a student is on Title IV Probation during the current semester for not maintaining SAP during the previous semester, the student must either achieve SAP on a cumulative basis (70% Pace and 2.0 cumulative GPA) during the current semester, or satisfy the terms of a Plan during the current semester (following a successful Appeal), in order to receive Title IV HEA funding during the next semester. This must be able to be accomplished within the 150% maximum timeframe.

REINSTATEMENT OF TITLE IV, HEA AID

(Student Handbook: page 20)

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

PROCEDURES

The Office of Academic Affairs is responsible for SAP determination, and:

- Follows the established SAP policy and procedures in accordance with federal regulations and regularly updates and adapts SAP policies and procedures to ensure alignment with changing Federal regulations.
- Reviews SAP criteria at each evaluation interval, considering GPA, course completion rate, and maximum timeframe.
- Conducts a comprehensive review of each student's academic progress against the established criteria at each evaluation interval.
- Communicates timely notifications to students who are not meeting SAP
- Reviews the Federal regulations related to SAP standards for Title IV aid by the FSA Handbook, Dear Colleague Letters, and the FSA Partner Connect Website.
- Documents the SAP determination process and findings, maintaining records for the federally required record retention timeframe at each evaluation interval.

- Trains new staff responsible for monitoring SAP on the established policies and Federal regulations.
- Updates the data management system to regularly track and update student progress.
- Sets up periodic reviews within the term to evaluate the academic progress of all students.
- Developed the workflow specifying the process and actions for students not meeting SAP standards.
<https://drive.google.com/file/d/1PM4GEbatWsD3eS9ZgCrc9zmjaNLwZRrr/view>
- Prepares/revises standardized notification templates that clearly state the deficiency and potential consequences.
- Maintain records of all notifications, appeal requests, and outcomes for auditing purposes.