

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

UNITS OF CREDIT

One clock hour consists of fifty (50) minutes of instruction and a ten (10) minute break.

One-quarter credit hour is awarded for each ten (10) hours of lecture, one-quarter credit hour is awarded for each twenty (20) hours of supervised laboratory instruction, and one-quarter credit hour is awarded for each thirty (30) hours of clinical. A student carrying 12 quarter credit hours or more is considered to be a full-time student.

The OBC Academic Year Definition: 9 months/36 weeks. The Practical Nursing program is conducted on a quarter credit hour basis with 10-week quarters. The week following a 10-week quarter (week 11) is for makeup classes. The Trades programs are conducted on a quarter credit hour basis in 12-week quarters with finals given during week 12.

Out of class student work is a necessary extension of the school day and an important part of the educational process. Out of class student work is meant to increase student understanding of the subject matter and assist students in keeping up with material presented in class through critical thinking, concept formation, and information processing. Out of class student work activities, assigned by the teacher, may consist of: preparing for a new lesson, strengthening skills already taught, reading, answering questions, research for projects, writing assignments, preparing presentations, and observations. Generally, for every one hour of classroom lecture requires two hours of out of class student work.

GRADING CRITERIA

A student at Ohio Business College generally receives grades on classroom participation, laboratory and project work, written examinations, and homework.

All final grades are given at the end of each quarter in all subjects taken by the student. Grade cards are distributed to students either through the learning management system of Canvas or hand delivered.

Grade Challenge. If a student feels he or she has been awarded an incorrect grade the student should first attempt to resolve the matter with the instructor. If this fails to result in a satisfactory agreement, the student must immediately submit a letter to the Registrar challenging the grade and contain all documents to support the challenge. If a student challenges a grade of F in a course that is a prerequisite to a course in the following sequence/quarter and the challenge is not successful, that student may not progress in that course until the student repeats the original challenged course. This may affect the student's full-time status the following quarter. If a student chooses to challenge a grade of "B-D" it must be resolved the first week of the next quarter (this does not apply to Nursing Students).

GRADING SYSTEM

A 2.0 cumulative grade point average/qualitative measure is required for graduation from all programs. For all classes in the trades programs, the following grading scale is used. Refer to the Practical Nursing and LPN to RN programs grading scale.

Letter Grade	Definition	Quality points
A+	98-100%	4.25
A	93-97%	4.00
A-	90-92%	3.75
B+	87-89%	3.25
B	83-86%	3.00
B-	80-82%	2.75
C+	77-79%	2.25
C	70-76%	2.00
D	60-69%	1.00
F or WF	Below 60% = Failing	0.00

		APPLIES TO:	
		CGPA	PACE
AU	AUDIT or GRADUATE REFRESHER (No grades are assigned)	NO	NO
AD	AUDIT/REFRESHER DROP	NO	NO
FR	FAILED REPEAT	Highest Grade	Both initial and new
SR	SATISFACTORY REPEAT	Highest Grade	Both initial and new
- or I	INCOMPLETE or IN-PROGRESS	NO	NO
PT	PROFICIENCY TEST	NO	YES
CC	CERTIFICATION CREDIT	NO	YES
T	TRANSFER CREDIT (must have a grade of C or higher)	NO	YES
CF	CARRIED FORWARD (Any credit carried forward due to a program change initiated by the institution)	YES	YES
WD	NO START OR WITHDRAWN DROP/ADD (see catalog for specifics)	NO	NO
W	WITHDRAWN (see catalog for specifics)	NO	YES
WF	WITHDRAWN FAILED	YES	YES
S	SATISFACTORY	NO	NO
U	UNSATISFACTORY	NO	NO
COV	GRADE EXCLUDED (in SAP calculation due to COVID)	NO	NO

*Refer to the Practical Nursing and Truck Driving Academy sections of this catalog for the Grading System specific to that program.

FOR PRACTICAL NURSING STUDENTS

GRADING SCALE

Letter Grade	Definition	Quality points
A	93-100%	4.00
B	85-92.99%	3.00
C	78-84.99%	3.00
F or WF	77.99 or below	0.00

Numerical grades are not rounded and extra credit is not available. Students must earn a grade of C (78%) in each course, and successfully pass all clinical and laboratory components in order to progress to the next nursing course. If a 78% is not earned in the course the student must repeat that nursing course and earn a grade of 78% or higher to progress and to graduate.

NOTE: The passing grade of 78% is higher than the 70% for a passing grade for other OBC programs.

COURSES WITH THEORY, NURSING SKILLS LABORATORY, AND CLINICAL LABORATORY EXPERIENCES

Students must successfully pass each of the components of the course: theory, skills laboratory, and clinical experiences to pass a course that has some or all of the 3 components. Failure of any one or combination of the components will result in failure of the course.

Skills Laboratory

A pass/fail grade is issued for skills lab. Students must earn a satisfactory grade on all skill check-offs to successfully complete the laboratory portion of the class. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if a failing grade is earned in the skills laboratory, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

Clinical Laboratory

A pass/fail grade is issued for clinical. Students must achieve a satisfactory score on all areas of the clinical evaluation tool. The letter grade recorded for the course is based on the theory portion and is recorded only after the student passes the skills laboratory and clinical laboratory portions of courses with these learning experiences. However, if a failing grade is earned in clinical, the course grade is recorded as an F regardless of the grade for the theory portion of the course.

SATISFACTORY ACADEMIC PROGRESS

To maintain satisfactory academic progress (SAP) a student must satisfy the academic requirements and specific program requirements as well as make satisfactory academic progress, as required by federal law. For students receiving financial aid assistance, who cease attendance in a program, SAP standards are applied consistent with guidance provided by the US Department of Education. Students who do not meet the SAP standards will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds.

Students are expected to meet specific standards of satisfactory academic progress (SAP) while

working toward a diploma at Ohio Business College. Students who meet the SAP standards are considered in “good standing.” A regular student is defined as one who is enrolled for the purpose of receiving a diploma.

Students must demonstrate satisfactory academic progress toward completing their academic program by meeting Ohio Business College’s established SAP standards in at least two specific measurable areas: cumulative grade point averages (CGPA) and pace of completion (PACE). Ohio Business College’s academic year is 36 weeks and SAP evaluation points are at the end of each payment period (quarter).

MEETING STANDARDS OF SATISFACTORY PROGRESS

The SAP is measured by two standards:

- a. **Qualitative Measurement** – a minimum Cumulative Grade Point Average (CGPA) of 2.0 on a 4.0/4.25 scale at the end of each quarter/payment period. CGPA is calculated at the end of each quarter.

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points earned by total completed credits per course. CGPA is computed each quarter for all hours attempted. CGPA and PACE (PACE) will be affected by failure to resolve I’s and F’s. The college strongly recommends that any class in which a D is earned be retaken, if possible, so that a higher grade may replace the D. When a grade is replaced, only the highest grade earned will be counted in the CGPA but hours attempted for PACE will include both the original and the repeated hours. Example of GPA and CGPA calculation below.

	Course	Credits	Grade	Points	Quality Points
Quarter 1	TDS 101	10	B	3	$10 \times 3 = 30$
	HVA 105A	<u>6</u>	C	2	$6 \times 2 = \underline{12}$
TOTAL		16			$42/16 = 2.63 \text{ GPA}$
Quarter 2	HVA 106A	2	F	0	$2 \times 0 = 0$
	HVA 107A	7	D	1	$7 \times 1 = 7$
	HVA 108A	<u>7</u>	B	3	$7 \times 3 = \underline{21}$
TOTAL		16			$28/16 = 1.75 \text{ GPA}$
CGPA		32			$70/32 = 2.19 \text{ CGPA}$

- b. **Quantitative Measurement (PACE).** PACE is the calculation of how students are satisfactorily progressing through their program. For credit hour programs, PACE is calculated by dividing the number of credit hours the student has successfully completed by the number of credit hours they have attempted. Students must maintain a minimum of 67% PACE calculation at the end of each quarter. A student must complete his/her program within a timeframe not to exceed 150% of the published length of the program. Examples of PACE calculation below.

46 CREDIT HOUR PROGRAM	Credits Attempted	Credits Completed	PACE Calculation
Quarter 1	16	16	100%
Cumulative PACE	16	16	100% good standing
Quarter 2	12	8	67%
Cumulative PACE	28	24	86% good standing
Quarter 3	18	10	56%
Cumulative PACE	46	34	74% good standing
Quarter 4 repeat class	4	4	100%
Cumulative PACE	50	38	76% good standing
64 CREDIT HOUR PROGRAM	Credits Attempted	Credits Completed	PACE Calculation
Quarter 1	18	14*	78%
Cumulative PACE	18	14	78% good standing
Quarter 2	12	4*	33%
Cumulative PACE	30	18	60% placed on warning
Quarter 3	16	8	100%
Cumulative PACE	46	26	57% placed on probation
Financial Aid terminated. Can submit appeal. Appeal accepted, student returns on Financial Aid/Academic Warning.			
Quarter 4 repeat classes*	12	12	100%
Cumulative PACE	58	38	66% student dismissed

Required PACE	
Normal Completion Time of Program	Maximum Clock Hours a Student May Attempt (150%)
Diploma 55 Credit Hours	83 Credit Hours
Diploma 64 Credit Hours	96 Credit Hours
Diploma 70 Credit Hours	105 Credit Hours

Financial Aid/Academic Warning. If a student fails to earn a 2.0 CGPA and/or have a minimum of 67% rate at the end of each quarter, that student will be placed on Financial Aid/Academic Warning, without appeal, for one quarter. The student will be notified by mail of this status and will continue to receive Title IV financial aid and will be required to participate in academic advising with the Campus Director or Department Head the following quarter. As part of academic advising, the student will be given an Individual Academic Plan (IAP), which will focus on what steps the student must take to reestablish his or her good academic standing and related eligibility for Title IV financial aid.

If the student meets both CGPA and PACE at the end of the Financial Aid/Academic Warning quarter, the student will regain good academic standing and will be removed from Financial Aid/Academic Warning.

If the student does not meet both the CGPA and PACE at the end of the Financial Aid/Academic

Warning quarter, the student will lose their financial aid eligibility from their financial aid funding source(s). The student will be notified that he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal. If that is the case, the student is placed on Financial Aid/Academic Probation.

Financial Aid/Academic Probation. When a student was placed on Financial Aid/Academic Warning and did not come into SAP compliance for CGPA and PACE after one quarter, the student loses his or her Title IV eligibility and is dismissed. The student will be notified by mail that he or she is no longer eligible for Title IV financial aid funds and is academically dismissed unless the student files a successful appeal.

If the appeal is successful, he or she will be placed on Financial Aid/Academic Probation and will continue with the Individual Academic Plan in place that will outline what needs to be done to come back into SAP compliance and reestablish their financial aid eligibility. This means that the student's eligibility to receive Financial Aid has been reinstated for one quarter.

If the student does not file an appeal or an appeal is not successful, the student is dismissed.

***NOTE: If at any point it becomes mathematically impossible for a student to meet the SAP standards by the end of his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.**

Individual Academic Plan. When a student is placed on Financial Aid/Academic Warning or Financial Aid/Academic Probation, the student will work with the Campus Director and Department Head to establish an Individual Academic Plan (IAP) focusing on steps the student needs to take in order to return to good academic standing. The IAP may include but is not limited to mandatory tutoring, scheduled advisement 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.

Financial Aid/Academic Appeal Procedures. After being on Financial Aid/Academic Warning and not meeting the SAP standards, the student is notified of loss of financial aid eligibility and academically dismissed. The student has seven calendar days to appeal the decision. The college has an Academic Appeal Committee, whose purpose is to review documentation submitted by a student for an academic appeal. **An appeal will only be considered for students who have a reasonable likelihood of achieving both a 2.0 cumulative grade point average and a 67% PACE percentage at the end of their program.**

The following procedures are to be followed:

- a. The student must submit a written appeal letter to the Campus Director or Department Head stating why the student was not able to meet the SAP standards. The letter must include what has changed in his or her situation that would allow him or her to be successful and come into compliance with the SAP standards. If there were any mitigating circumstances that caused not meeting the SAP standards, the student must include appropriate documentation. Mitigating circumstances could include (but not limited to): serious illness, severe injury, accident, or death in the family during the quarter. Appropriate documentation could include (but not limited to): a physician statement, medical records, police report, or a death certificate.
- b. The Academic Appeals Committee will meet within ten days after receiving the appeal letter and documentation to determine whether the information from the letter and the documentation provided is sufficient and the student has the desire and academic ability to progress satisfactorily to come into SAP compliance.

***NOTE:** Students will not progress to the next level until the appeal is accepted which may

cause students to sit out a quarter. The student will be notified by letter and emailed to the student's school email address. The outcome of the appeal will be one of the following:

- i. The Appeals Committee determined that mitigating circumstances did exist with appropriate documentation and the appeal is granted. The student will continue enrollment for one quarter on a Financial Aid/Academic Probation status with no loss of Title IV eligibility. An Individual Academic Plan will be developed for the student to follow which include (but not limited to): mandatory tutoring, scheduled advisement 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. If at the end of the following quarter the student is able to come into compliance with the SAP standards (2.0 CGPA and 67% completion), the student will be placed in good standing and will continue with Title IV eligibility. If at the end of the following quarter the student is not able to come into compliance with the SAP standards (2.0 CGPA and 67% completion), the student will be dismissed from school.
- ii. If the Appeals Committee determines there was a lack of mitigating circumstances therefore, the appeal was denied and the student will remain ineligible for Title IV federal aid funds and is academically dismissed.

***NOTE: A student is allowed one and only one appeal.**

Reestablishing Financial Aid Eligibility. A student can regain financial aid eligibility only by coming into SAP compliance by having at least a 2.0 CGPA, having at least 67% completion rate, and does not exceed 150% of the program length.

REPEAT CLASSES AND INCOMPLETE GRADES

Grades of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D" indicate the student successfully completed that particular course. The policy on repeating courses is as follows:

- ◆ Students who received a grade of "F," "W," or "WF" must successfully repeat that course prior to:
 - a) Taking any course to which the failed course is a prerequisite; and
 - b) Graduation.
- ◆ Students who received a grade of "F" or "WF," once the course is repeated, the highest grade earned will be counted in the CGPA calculation.
- ◆ When a failed course is repeated the previous grade will become an FR on the transcript.
- ◆ When a previously passed course is repeated the lowest grade becomes an SR on the transcript.
- ◆ All attempted courses, including repeats, will be included in the PACE measurement calculation.
- ◆ Students will be able to repeat a previously failed course no more than two times unless approved by the Campus Director or Department Head (except for students in the Nursing program).
- ◆ The full tuition rate will be charged for retakes of the same course.
- ◆ Students may repeat previously passed courses once while receiving Title IV financial aid. Students wishing to repeat successfully passed courses must check with the Financial Aid Office to determine availability of funding. Some funding sources may not allow successfully passed courses to be repeated.
- ◆ Students repeating a class(es) in which they received a "D", "F", "W," or "WF" will be provided with an Academic Advisement Plan during the quarter(s) they repeat the course.

- Below is an example of how a student's financial aid is affected by repeating a class for all programs except PN and LPN to RN courses:

-	Course	1st Attempt	2nd Attempt	Eligible for a 3rd attempt
-	TRD 100	F/WF	C	Yes (student passed course one time, eligible for 3rd attempt).
-	TRD 100	D	C	No (student passed course twice, not eligible for 3rd attempt).
-	TRD 100	D	F/WF	No (student passed course first attempt, on the second attempt they failed, no longer eligible for federal financial aid on 3rd attempt).
-	TRD 100	W	F/WF	Yes (student has not yet passed course, the 3rd attempt is eligible for federal financial aid).
-	TRD 100	F/WF	F/WF	Yes (student has not yet passed course, the 3rd and final attempt is eligible for federal financial aid).

- Below is an example of how a student's financial aid is affected by repeating a class for PN and LPN to RN courses:

-	Course	1st Attempt	2nd Attempt	Eligible for a 3rd attempt
-	PN 130	F/WF	C	No (Nursing courses are only allowed 2 attempts).
-	PN 130	D	C	No (Nursing courses are only allowed 2 attempts).
-	PN 130	D	F/WF	No (Nursing courses are only allowed 2 attempts).
-	PN 130	W	F/WF	Yes (student has not yet passed course, the 2nd attempt is eligible for federal financial aid).
-	PN 130	F/WF	F/WF	No (Nursing courses are only allowed 2 attempts)..

Passing Grade for PN and LPN to RN Courses = 78%

Students who receive an "I" (Incomplete) for a course will have seven (7) days after the later of the last scheduled class for the quarter end or makeup/exam date to complete the course. Should the student not complete the required work the "I" reverts to an "F."

NOTE: Repeating a course may affect a student's status (full time, half time, part time, less than half time) which may affect the Financial Aid availability. The student must see the Financial Aid Office for more information.

REMEDIAL COURSEWORK – NON-PUNITIVE GRADES

The college does not offer remedial courses or courses that have a non-punitive grade.

READMISSION/REENTRY

Prior to a student reentering school, the Campus Director or Department Head will review the student's status when they left to determine if mathematically the student will be able to meet the SAP standards (CGPA and PACE) and complete the program within 150% of the program length.

A student who has withdrawn from school for more than one quarter must reapply and register

for classes under the current curriculum. A student who reenters (under the same program enrolled in when they left) will return under the same SAP status (ex. Good Standing, Financial Aid/Academic Warning, Financial Aid/Academic Probation).

A student dropped for academic reasons (not maintaining SAP), may re-enter under extended enrollment or approved academic appeal.

A student dismissed for reasons other than academic (See Student Code of Conduct and Dismissal from School under Academic Policies) must apply for reentry in writing to the Campus Director and show just cause for readmission to Ohio Business College. This does not apply to Practical Nursing and LPN to RN programs.

The Campus Director, Department Head, Student Accounts Specialist, Registrar, and Financial Aid Office must approve all applicants for readmission.

A student may only be enrolled in one program at a time. Any graduate desiring to earn an additional credential the Campus Director or Department Head will review previous courses taken to determine if any courses will transfer in the new program. All grades earned will be applied and used in determining SAP compliance.