



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

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OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

ACADEMIC PROGRESS

Satisfactory academic progress is necessary in order to maintain eligibility for financial aid assistance and to continue regular student standing at the School. Satisfactory progress is measured on a modular basis. The School defines all students maintaining the following standards as "making satisfactory progress":

1. A student must achieve a minimum grade point average of 1.5 at the end of the first module of program, a 2.0 grade point average at midpoint of the program, and a 2.0 grade point average to graduate. If a student falls below the required GPA, he/she will be placed on academic probation. Prior to academic probation, a student has the right to appeal a financial aid SAP probation by presenting a written appeal with a personal statement and documentation of mitigating circumstances. Appeal forms are available in person from the Office of Financial Aid. Follow the instructions on the appeal form to document your special circumstances. The SAP Appeals Committee evaluates all SAP appeals considering such factors as your personal statement, your academic history, your documented extenuating circumstances and your ability to achieve academic progress in the future. Students must complete their program within one and one-half times of the normal program time frame. Students able to complete their program within this maximum time frame will be terminated from their course of study. Time during an authorized Leave of Absence is not considered part of the program maximum time frame. Evaluation for satisfactory progress will be made at the completion of each module of instruction.

2. Academic probation is generally no more than two modules in length. (*Due to the varying lengths of modules, probation periods may be amended at the Director's discretion except in the case of Veterans receiving benefits). During the time the student is on probation, the student will be eligible for disbursement of financial aid funds and Veteran's Benefits. At the end of the probationary period, if the student has not satisfied the conditions of the probation, additional financial aid and Veteran's Benefits will be withheld, and the student will be terminated from the program.

3. Students with an incomplete course or with modular repetitions are eligible to continue receiving financial aid if the student is otherwise making satisfactory progress and the time needed to make up and complete course work is within the program maximum time frame.

Satisfactory academic progress policies and procedures for Title IV recipients are available on the California Career School website at www.californiacareerschool.edu or the Financial Aid Office.