

Everest University – Brandon
2016-2018 Catalog, Volume I, Version VIII
Addendum Effective 10/09/2017

■ **ADDENDUM:** The SAP policy for on-ground students has been updated as follows:

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP/AP)

Students must maintain Satisfactory Academic Progress (SAP) and adequate academic progress (AP) in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor, federal, and state regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory and adequate academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

For clock hour modular programs, students must also maintain a satisfactory rate of attendance. The student may not have absences in excess of 10% of the scheduled hours in a payment period, measured at the nearest full module. The maximum time frame allowed to complete is 150% of total number of weeks in the program of study (MTF).

Evaluation Periods for SAP/AP

Satisfactory academic progress is measured for all students at the end of each payment period. Academic progress is measured for all diploma students every eight weeks.

SAP and AP are evaluated as outlined in the tables below. All students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP or AP NOT MET status. Students not meeting SAP or AP will be issued a SAP or AP Not Met letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and potentially lose eligibility for federal financial aid. An academic appeal will be required for those students whose academic progress is not met.

Academic Guidance

A non-SAP status identifying students with a CGPA of a 2.5 to 2.0 and providing a student with information or guidance that can lead to improvement of the student's Cumulative Grade Point Average (CGPA) and Rate of Progress (ROP) toward program completion, including informing that failure to improve may result in unsatisfactory academic progress, a dismissal from the program and potential loss of Financial Aid (FA) eligibility. Students will receive notification of their status after final grades post and will be contacted by the students' academic team to discuss appropriate Academic Guidance. In addition, diploma students who have a CGPA below a 2.0 at the end of modules 1, 3, and 7 will receive the notification and will be placed on an Academic Plan.

Financial Aid Warning

The Campus Director or Academic Dean (or designee) must provide the written notice of FA Warning status to all degree students who earn a (CGPA) of 2.5 or below while attempting their first 16 credits. Note that students can only remain in FA Warning for one term.

- Students must receive the notification by the first day of the term;
- Must be advised within seven (7) calendar days (excluding Holidays) after the term start; and
- Student will complete the Academic Advising Questionnaire

Academic Probation

For diploma students, at the end of each Academic Progress evaluation period the student's AP status is calculated. Academic Progress Not Met is assigned to a student who falls below the required academic progress standards (CGPA, ROP, or MTF) for the program. Students will be notified with an AP NOT MET letter indicating that they will be placed on an academic plan and will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. If the appeal is accepted the student is placed on Academic Probation and is put on an Academic Plan to exceed 3 mods or 3 terms.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with a SAP NOT MET according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. If the appeal is accepted the student is placed on Financial Aid Probation and is put on an Academic Plan not to exceed 3 mods or 3 terms.

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Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Plan. During the period of FA probation students will continue to be eligible for financial aid. While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Plan when evaluated at the end of each evaluation period on the Plan which is not to exceed 3 mods or 3 terms.

Academic Plan

Students on AP Probation, FA Probation or students in a modular program during non-SAP/AP modules with a CGPA of below a 2.0 must agree to the requirements of an Academic Plan if he/she can meet the CGPA/ROP standards as outlined in the catalog within 3 mods/terms. If not, the student shall be dismissed from the institution. Each student shall receive a copy of his or her Plan. A copy of each student's Plan shall be kept in the student's permanent academic file.

The Plan may extend over one (1) or multiple terms not to exceed 3 mods/terms. At the end of the first evaluation period on the Plan, the student will meet with the Academic Dean (or designee) for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Met status, and the student's Plan shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirements will be set and the student will be placed manually into (S)AP Meeting Plan Status and will adhere to the subsequent term requirements of the Plan.

If at the end of any SAP or AP evaluation period on the Plan the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the Plan.

Students who have violated their AP Probation or FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the Plan, the student will meet with the Campus Director or Academic Dean (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting the Plans requirement(s) must be completed no later than the first (1st) calendar day of the module or term.

SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP MET status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with a Return to Academic Good Standing Letter.

The Campus Director or Academic Dean (or designee) must provide a written notice of Return to Academic Good Standing status. The following timelines apply for all students placed on SAP Met status:

- For degree programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For diploma programs:
 - Students must receive the notification by the third (3) business day of the subsequent module; and
 - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

AP/SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain AP or SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the Plan requirements are met, will be manually assigned (S)AP Meeting Plan status and continue on the Plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

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The Campus Director or Academic Dean (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For degree programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

- For modular programs:
 - Students must receive the notification by the third (3) business day of the subsequent module; and
 - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory and Academic Progress (SAP/AP) standing.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Plan and the student will be placed on FA probation.

■ **ADDENDUM:** The two SAP policies below were removed from the catalog:

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the Academic Advising Form. The form shall be kept in the student's academic file. The Campus Director or Academic Dean (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) business day of the subsequent module; and for linear programs, notifications must be received by the first day of the term.
- Must be advised within ten (10) calendar days after the module start; and for linear programs, must be advised within 14 calendar days after term start. The (10 and 14) calendar days should exclude schedule breaks and holidays.

Notification of Financial Aid Warning

The Online Designee must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

- Students must receive the notification by the first day of the term; and

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- Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within the first day of the second week of the term start and be advised within twenty-one (21) calendar days after the term start.

■ **ADDENDUM:** The SAP policy for online students has been updated as follows:

Financial Aid Warning

The Campus Director or Academic Dean (or designee) must provide the written notice of FA Warning status to all degree students who earn a (CGPA) of 2.5 or below while attempting their first 16 credits. Note that students can only remain in FA Warning for one term.

- Students must receive the notification by the first day of the term;
- Must be advised within seven (7) calendar days (excluding Holidays) after the term start; and
- Student will complete the Academic Advising Questionnaire

Financial Aid Probation

At the end of each term following a SAP evaluation, students with a SAP NOT MET status according to the academic progress standards stated in this catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. If the appeal is accepted the student is placed on Financial Aid Probation and is put on an Academic Plan not to exceed 3 mods or 3 terms.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an

Academic Plan. During the period of FA probation students will continue to be eligible for financial aid. While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Plan when evaluated at the end of each evaluation period on the Plan which is not to exceed 3 mods or 3 terms.

Academic Plan

Students on FA Probation must agree to the requirements of an Academic Plan as a condition of their FA probation. In addition each student must meet the CGPA/ROP standards as outlined in the catalog within 3 terms. If not, the student shall be dismissed from the institution. Each student shall receive a copy of his or her Plan. A copy of each student's Plan shall be kept in the student's permanent academic file.

The Plan may extend over one (1) or multiple terms not to exceed 3 terms. At the end of the first evaluation period on the Plan, the student will meet with the Online Designee for an evaluation of progress of the plan's requirements. If on a single term plan and the student has met the requirement(s) of the plan, the student will move into SAP Meeting Plan or SAP Met status, and the student's Plan shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then a new requirement will be set and the student will be placed on FA Probation status again and will continue to adhere to the requirements of the Plan.

If at the end of any SAP evaluation period on the Plan the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the Plan, the student will meet with the Online Designee for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting Plan requirement(s) must be completed no later than the first (1st) calendar day of the term.

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SAP Met Status

If the student has met the requirements of a one-term plan, the student will move into a SAP MET status and the student's Academic Plan shall be considered fulfilled and closed. The student will be provided with a Return to Academic Good Standing Letter.

The Online Designee must provide a written notice of Return to Academic Good Standing status. The following timelines apply for all students placed on SAP Met:

- Students must receive the notification by the first day of the term; and
- Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

Note: For terms without a break week, students must receive the notification within the first day of the second week (within seven (7) calendar days after the term start) of the term start and complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the Plan requirements are met, will remain in FA Probation and continue on the Plan. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Online Designee must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- Students must receive the notification by the first day of the term; and
- Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

Note: For terms without a break week, students must receive the notification within the first day of the second week (within seven (7) calendar days after the term start) of the term start and complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of the term). The student must be notified of dismissal no later than the second calendar day of the term.

Note: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after term-end), or the student must be dropped with the correct DOD.

Satisfactory Academic Progress (SAP) Appeals Policy

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for diploma programs and
- Sixth calendar day of the subsequent term (by the fourteenth calendar day if there is no break week) for degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Plan and the student will be placed on FA probation.

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■ **ADDENDUM:** The SAP tables have been updated as follows:

94 Quarter Credit Hour Program Total credits that may be attempted: 141 (150% of 94).				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-141	N/A	2.0	N/A	66.67%

96 Quarter Credit Hour Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-144	N/A	2.0	N/A	66.67%

113 Quarter Credit Hour Program. Total credits that may be attempted: 169 (150% of 113)				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-169	N/A	2.0	N/A	66.67%

192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	FA Warning if CGPA is below	SAP Not Met if CGPA is below	FA Warning if the Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16 (1st Term)	2.5	N/A	66.67%	N/A
1-288	N/A	2.0	N/A	66.67%

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- **ADDENDUM:** The following table has been updated to the catalog:

ECMC Group	
Directors	Officers
Jeremy Wheaton	Jeremy Wheaton, President and CEO
John F. DePodesta, Chair	Greg Van Guilder, Chief Financial Officer and Treasurer
Gary M. Cook	Dan Fisher, General Counsel and Corporate Secretary
Julia Gouw	
I. King Jordan	
James V. McKeon	
Jack O'Connell	
Roberta Cooper Ramo	
Maurice M. Salter	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	
Zenith Education Group	
Directors	Officers
Jeremy Wheaton	Jeremy Wheaton, Interim President and CEO
John F. DePodesta, Chair	Jim Gilbertson, Chief Financial Officer
Gary M. Cook	Dan Fisher, Secretary
Julia Gouw	Mary Ostrye, SVP and Provost
I. King Jordan	
James V. McKeon	
Jack O'Connell	
Roberta Cooper Ramo	
Maurice M. Salter	
James E. Murray (Emeritus Dir.)	
Robert A. Stein (Emeritus Dir.)	