



# College of Court Reporting

## Standards of Satisfactory Academic Progress Policy

455 West Lincolnway  
Valparaiso, Indiana 46385  
866-294-3974 – 219-531-1459  
www.ccr.edu

### Standards of Satisfactory Academic Progress Policy

#### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to successfully complete a program of study, students must maintain satisfactory academic progress (SAP). CCR adheres to the policies and guidelines of the U.S. Department of Education's SAP requirements. To be considered to be making satisfactory progress toward an academic credential, a student must maintain minimum grade point averages, earn a minimum of credits attempted, and proceed through and complete his or her course of study within a specified maximum time frame. Progress is monitored each semester. SAP policies are cumulative throughout enrollment and are applied consistently to all students. All credits attempted starting with the first semester of enrollment, including transfer and test-out credits, are considered whether or not federal financial aid was utilized. Students must be making satisfactory academic progress to be eligible for Title IV financial aid. Financial aid disbursements are credited directly to the tuition accounts of eligible students. SAP policies and standards apply to all students including those who are readmitted and those who transferred from another program or institution.

Transfer credits and test-out credits are accepted by CCR. Transfer credits are determined by the Director of Alumni and Employer Relations, Natalie Kijurna, or designated administrator, and are counted as both attempted and completed hours to determine a student's total credits earned. Transfer credits are not used as part of the calculation to determine a student's GPA. Students may earn test-out credits for a course by passing the test-out examination. Passing a course test-out examination demonstrates that a student mastered the expected learning outcomes of the course. Test-out credits are counted as both attempted and completed hours to determine a student's total credits earned. Test-out credits are not used as part of the calculation to determine a student's GPA. A student must earn 50 percent or more of their program credits at the College of Court Reporting to earn an academic credential. Transfer credits do not count toward the 50 percent requirement; however, test-out credits do count toward the 50 percent requirement.

SAP includes both quantitative and qualitative measurements equally applied to all students. The quantitative measurement is defined by the minimum percentage of credit hours that must be earned each semester in order for students to complete their respective program within the maximum time frame. Students must earn a minimum of 67 percent of attempted credits each semester and complete all program requirements within the maximum time frame allowed in a given program. The qualitatively measurement is determined by the semester and cumulative GPA. Students must earn a 2.0 semester and cumulative GPA to remain on good academic standing.

Students are informed of their progress each semester and standards are applied consistently to all students. Those who are not on track to earn a C or higher in any course are notified after Weeks 5 and 10 each semester.

#### EVALUATION OF SAP

Students must meet the following criteria at the end of each semester to meet SAP requirements:

1. Maintain a minimum semester and cumulative grade point average (GPA) of 2.0 or higher;

2. Complete at least 67% of all credits attempted; and
3. Be within 150% of the published credits required for program completion.

The director of student services and president/executive director review every transcript at the end of every semester to determine if Satisfactory Academic Progress is being maintained. Any student not meeting the SAP requirements is given a warning and placed on warning status the following semester. All teachers are provided a list of students who are on warning status. Students are also reminded by the president/executive director or designate about their warning status during semester registration.

Students placed on warning status must improve their performance to the stated standards within the warning status period to be considered meeting SAP requirements. The college offers additional assistance to students placed on warning status. Students are notified by the director of student services by mail and a phone call at the beginning of any semester that a student is on warning status. Students are told why and what they need to accomplish to return to good academic standing. The director of student services provides initial academic advising and recommends that each student make an appointment with the president/executive director to develop a strategy to return to good academic standing.

For financial aid purposes, grades of D- (D minus) or higher are considered completed credits and are calculated in a student's semester and cumulative GPA. Withdrawals (W), Incompletes (I), and grades of F (fail), and withdrawal fail (WF) are not considered completed credits and will affect the percentage of credits attempted.

NOTE: Students who have earned a semester grade point average of 0.0 (zero) by receiving all or a combination of F, I, NP, W or WF will be immediately disqualified for financial aid and have to appeal the disqualification of their financial aid.

**Maximum Allowable Credits:** The maximum allowable credits that can be earned to complete a program and remain eligible for federal financial aid is as follows: 127 for the A.A.S. in Court Reporting, 82 for the Certificate in Court Reporting, and 55 credits for the Certificate in Voice Writing. Students will receive a Warning status when they have earned 75 percent of the maximum allowable credits in their program and each semester thereafter. Students who reach the maximum allowable credits in their program are immediately ineligible for federal financial aid and will need to submit a SAP Appeal for reconsideration. Note: students may only receive an approved appeal (probation) for Maximum Credit Limit one time.

Failure to maintain Satisfactory Academic Progress: Failure to meet the rate of completion requirement and / or the grade point average requirement will result in the following:

Academic and/or Financial Aid Warning:

1. Students who are not making satisfactory academic progress at the end of a semester will be placed on financial aid warning and will be notified of their financial aid status by the director of student services (or designate) and the director of financial aid (or designated representative in the Financial Aid Department).
2. During the term of financial aid warning, students are eligible for federal financial aid and are encouraged to reevaluate their academic progression toward the completion of their course of study, obtain academic assistance, and other academic support resources to support their academic success.

Academic and/or Financial Aid Disqualification:

1. Students who are not making satisfactory academic progress after at least two semesters of enrollment will be placed on financial aid disqualification and notified of their financial aid status via email.

2. Students who are placed on financial aid disqualification will be ineligible to receive federal financial aid for the next semester of enrollment unless they have an approved SAP Appeal or until their academic standing improves to meet or exceed SAP guidelines.

**SAP Appeal Process:** Federal regulations restrict those circumstances that may enable a SAP appeal from being successfully approved. There are several reasons a student may file an SAP appeal. These include the following: death of a family member; disabling illness or injury to the student; disabling illness or injury of an immediate family member that required the student's care; the student's emotional or mental health issue that required professional care; or other unusual circumstances beyond the student's control.

Specific steps on how to appeal are outlined in both the disqualification notice. A student will be required to submit all of the following by the posted deadlines:

1. Meeting with the president/executive director or designate to discuss circumstances that led to the warning and disqualification.
2. Personal statement outlining the situation that prevented the student from being successful, including the following: specific details on how the situation has been rectified to promote academic and program success in the future.
3. Supporting documentation of the extenuating circumstance.

Submission of an appeal does not guarantee the reinstatement of financial aid eligibility. The decision of the SAP Appeal Committee is final. Students may not re-appeal the decision of the SAP Appeal Committee, unless additional information supporting original circumstances have been provided.

#### **SAP Appeal Outcomes:**

##### Financial Aid Probation Status:

Students who have demonstrated mitigating circumstances contributed to their inability to meet the SAP requirements will have their financial aid eligibility reinstated on a probationary basis. To receive aid beyond the probationary period, the student must meet the following:

1. Students who lost eligibility due to a GPA and/or completion rate must:
  - a. Follow the prescribed degree plan submitted with the SAP appeal.
  - b. Earn a semester grade point average (GPA) of 2.0 or higher.
  - c. Successfully complete at least 67% of the courses they attempt within the semester.
2. Students who lost eligibility due to Maximum Allowable Credits must:
  - a. Maintain a cumulative grade point average (GPA) of 2.0 or higher
  - b. Complete 100% of all courses attempted per semester.

NOTE: If an SAP Appeal is approved for probation and the student does not enroll within one year, they will need to submit a new SAP Appeal to re-affirm academic program completion.

##### Disqualification Status:

Students who have not demonstrated mitigating circumstances will have their SAP Appeal denied and will remain ineligible for financial aid. Students who are placed on Financial Aid Disqualification will have their SAP status evaluated at the end of each semester of enrollment to determine whether the student has complied with overall cumulative SAP standards to be returned to an eligible SAP status.

## **POLICIES DEFINING THE EFFECT ON SATISFACTORY PROGRESS**

### **LEAVES OF ABSENCE**

See Class Attendance Policy. A leave of absence is a temporary break in a student's attendance during which the student is considered to be continuously enrolled. Students may take a leave of absence for up to 180 days. A student who has extended the leave of absence over 180 days must withdraw from CCR. Only one leave of absence may be granted during a 12-month period. If a subsequent leave of absence is taken in the second year of school, the two combined cannot exceed 180 days. No loan checks will be negotiated during the leave of absence. A student requesting a leave of absence must do so by applying to the college for the leave in writing in advance of the beginning date of the leave of absence unless some unforeseen circumstance prevents the student from doing so.

The signed and dated request must outline the medical reasons and/or other valid mitigating circumstance, and the request must be verified by a doctor or other documentation verifying that the student is unable to attend his or her scheduled classes. Requests should contain a reasonable time as to when the student expects to return to classes. Leaves of absence are permitted for the following reasons:

- a. Medical reasons
- b. Maternity
- c. Relocation of residence
- d. Personal reasons: illness or death in the immediate family or change of employment
- e. Military obligation

When a student returns from a leave of absence and if the course or courses that the student was taking are not offered during the returning semester, the student will receive an incomplete grade for each course. The student will be responsible for completing each course during the next semester that it is offered. Upon returning to CCR after a leave of absence, the student's skill level will be reevaluated and he/she may be placed in a lower level course. The student will not be eligible for financial aid for courses that are being completed. Students will not be charged tuition or other fees during the leave of absence. If a student's leave of absence expires before the end of a semester, the student may attend skill classes at no charge until the new semester begins.

Time off for authorized leaves of absence will not be considered as part of the maximum time frame. Student's expected graduation date will be extended in accordance with the amount of time authorized for the leave of absence. The college will complete the U.S. Department of Education's Return to Title IV calculation for students who are approved for a leave of absence.

The student must attest to understanding the procedures and implications for returning or failing to return to school within the time frame of the leave of absence. All documentation of the student's request for a leave of absence and CCR's approval will be kept in the student's file.

### **WITHDRAWALS**

Withdrawal is the termination of a student's attendance in a class or in all classes before the end of a semester. Withdrawal from school will not affect a student's satisfactory academic progress status if the student chooses to reenter the college at a later date.

### **CHANGE OF CAREER PATH**

There are many career paths available for students who take the course of study as outlined for the A.A.S. Degree in court reporting. As students progress, many decide they prefer one career path over the others. Students must be reminded that the same basic skill set is the same for all career paths. Listed below are some of the careers for entry-level court reporters that should help students see a variety of careers and aid them in selecting elective courses to take.

- Freelance reporters are hired by attorneys, corporations, unions, associations, and other individuals. Students entering this career should have an interest in law and legal proceedings.

- Official court reporters work for state and federal judicial systems. Students entering this career should have an interest in law and legal proceedings.
- Broadcast captioners provide captions of live television programs for deaf and hard-of-hearing viewers. Reporters must have excellent vocabulary, communication, and realtime translation skills. Current events and all general education courses are essential.
- A version of the captioning process called Communication Access Realtime Translation (CART) allows court reporters to provide more personalized services for deaf and hard-of-hearing people. CART providers commonly caption classes for college students. CART reporters must have excellent vocabulary, communication, and realtime translation skills. Current events and all general education courses are essential.
- Legislative reporting is a very prestigious and vitally important position and requires a person interested in government and the legislative process.
- International reporting is worldwide and requires a person who likes to travel. Knowing foreign languages is very helpful.
- Webcasters are reporters who use their training to capture financial earnings reports, sales meetings, press conferences, product introductions, and technical training seminars and instantly transmit the captions to all parties involved via the Internet.

## **WITHDRAWAL FROM COURSES**

A student may withdraw from any course during the automatic withdrawal period and automatically receive a grade of W by completing and returning a Drop-Add/Withdrawal Form to the Director of Student Services no later than Friday of the eighth week of the semester. The automatic withdrawal period ends on the Friday of the semester's eighth week. After the automatic withdrawal period, a student may withdraw from a course only with the permission of the college. This approval is given only for urgent reasons relating to extended illness or equivalent distress.

To qualify for the grade of W, a student must be passing the course at the date of withdrawal. If the student is failing the course at the time of the requested withdrawal, the grade recorded on the date of withdrawal will be F. A W has no impact on the GPA of a student. Students cannot receive additional funding from Title IV financial aid for retaking a class for which they received an F. If the student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the student's academic record; and both grades will be calculated in the student's cumulative GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

## **PROCEDURES FOR WITHDRAWING AND ADDING COURSES**

After the first week of classes, a student might find that one or more of their courses does not meet his/her expectations. Not attending a class is not withdrawing from a class. Also, failure to pay tuition obligations is also not an acceptable method of withdrawing from classes. You must formally withdraw from the course you do not wish to attend or face a failing grade. Students who either never attend a class or whose lack of attendance is the reason for a failing grade will still receive a failing grade.

### **PROPER PROCEDURE FOR WITHDRAWING FROM A COURSE:**

Obtain and complete a Drop-Add/Withdrawal Form from the Director of Student Services.

Return the form signed and dated by the Director of Student Services as soon as possible, but within seven (7) days of the date on the form.

Refund credits for courses dropped from an existing enrollment after classes begin will be posted to the student's account. Refund amounts for dropped courses will be determined by the date the paperwork is processed by CCR. The refund schedule for students who drop a course or courses and remains enrolled is as follows:

- 100 percent refund period - first week of classes - student does not owe tuition;
- 75 percent refund period - second week of classes - student owes 25 percent of credit hours for dropped course;
- 50 percent refund period - third week of classes - student owes 50 percent of credit hours for dropped course;

- 25 percent refund period - fourth week of classes - student owes 75 percent of credit hours for dropped course;
- If student drops the course following the fourth week of classes, they will be obligated to pay for 100 percent of the credits hours for the dropped course.

## **PROCEDURES FOR WITHDRAWING FROM THE COLLEGE**

Students withdrawing completely from the college should notify the college. Students may be required to schedule an exit interview with the Director of Student Services.

### **EXIT INTERVIEW**

Students withdrawing from the college, who, during their enrollment, received Title IV federal financial aid student loans, will be required to complete their U.S. Department of Education financial aid exit counseling.

### **REPEATING COURSES**

Students who are enrolled in a skill course such as a shorthand/speedbuilding course may receive a grade for the work completed. Students not fulfilling the top speed requirements in a skill development speedbuilding course (SH130, SH200, SH220, SH230, or SH240) with a high degree of competency may repeat that course in accordance with U.S. Department of Education. Students earn six credits in each required skill development course. Students may receive Title IV funds for repeating a course once in order to improve their skill level if a D- or better was initially earned. Title IV funds are not available for more than one repeat. A maximum of six courses for the Court Reporting - A.A.S. Degree program students may be repeated during the training program, therefore, allowing the maximum time frame of 44 months for the Court Reporting - A.A.S. Degree program.

Students receive a grade each time they take a course, and each grade will appear on the student's transcript. Both grades for the course, the original grade and "repeat" grade, will be calculated in the student's cumulative GPA.

### **REMEDIAL COURSES**

If necessary, a student may be placed in a remedial class upon the recommendation of a teacher and an evaluation of the student. The remedial class will be required of a student who is having difficulty progressing through the requirements. The student will be tutored and may be charged depending upon the arrangements made with the instructor or tutor of the remedial course. During the second year, a student may enroll in a maximum of four remedial courses for court reporting. Remedial courses are not limited to but include courses in communications, vocabulary, technology, and keyboarding.

Grades for non-credit remedial courses will appear on the transcript, but they will not be calculated in the student's cumulative GPA since academic credits are not awarded for a non-credit course. Remedial courses must be taken during the student's established maximum time frame.

### **CONTINUATION AS A NON-REGULAR STUDENT**

A student who has not progressed and who has been terminated by the college may continue as a non-regular student. The student may work at home and correct skill deficiencies by working on recordings and practicing previously learned skills in order to be reinstated as a regular student. Records and documentation will not be kept on non-regular students. When a student feels competent enough to be reinstated, he/she must appeal to the Director of Student Services in writing. The student's skills will be tested, and the student will be reinstated if adequate progress was made. Upon reinstatement, the student will be placed on probation for the first semester and must maintain satisfactory progress as outlined in this catalog.

Students cannot receive funding from Title IV financial aid when attending school as a non-regular student. Students may attend all classes and pay the regular tuition out of personal funds. Classification as a non-regular student will be computed in the student's time frame; therefore, students enrolled in school beyond their time frame are not eligible for a degree.

## **TRANSFER OF READMITTED STUDENT**

Any student who has transferred from another school or a former student who has been readmitted may be able to transfer credits for courses in which they earned the grade of C or higher. See Transfer of Credits Requirements and the Procedures for Requesting Transfer of Credits in this catalog.

## **FAILING A COURSE**

Any student receiving an F in a course must retake the course. When the course is retaken, it will count as a repeated course. Courses at the College of Court Reporting are offered minimally once every three semesters; many are taught every semester. Students cannot receive funding from Title IV financial aid when repeating a class due to failing that class. If a student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the transcript; and both grades will be calculated in the student's cumulative GPA. The grade of F has a 0.00 value toward the GPA. Retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

## **INCOMPLETES**

An incomplete (I) may be given when the work of a course is substantially completed and when the student's work is of passing quality. Students have until the end of the semester in which the course is offered again to remove the incomplete and receive the appropriate grade for the course. If the student does not complete the coursework at the appropriate time, the incomplete will become an F. Students cannot receive additional funding from Title IV financial aid when continuing in a class for which they received an incomplete or an F. If the course in which the student received the incomplete is a requirement for a program, the student must complete the course with a passing grade or retake the course and receive a passing grade for the course. If the student receives an F, retakes the course, and receives a passing grade for the course, both grades will appear on the transcript; and both grades will be calculated in the student's cumulative GPA. Completing the coursework to remove the incomplete or retaking the course to receive a passing grade must be accomplished during the student's established maximum time frame.

## **TERMINATION FROM COLLEGE**

Students may be terminated from the college for the following reasons in addition to not meeting standards of satisfactory progress:

- When students are caught cheating on a test, assignment, or other work.
- Upon enrollment, all students are required by the U.S. Department of Education to sign a drug-free statement in compliance with CCR's Drug-Free Workplace/Drug-Free School Policy. Failure to abide by the conditions outlined in the statement of this Catalog are grounds for dismissal. (See Conduct and Professionalism for other grounds for dismissal.)

Students with outstanding balances for tuition, books, or supplies will not be allowed to attend classes; therefore, they are subject to dismissal. Transcripts, diplomas, and other records will not be forwarded to the student or another school when there is an existing past-due account. Students terminated by the college will receive a written dismissal notice by certified mail.

## **APPEALS**

A student who has been placed on probation and/or terminated from the College of Court Reporting due to failure of meeting the Standards of Satisfactory Progress may appeal within 30 days in writing to the Director of Student Services. The student must outline specific circumstances as to why he or she did not meet satisfactory progress and should not be placed on probation or terminated. This appeal must be accompanied by documentation validating the mitigating circumstances and what has changed in his or her situation that will allow him/her to meet the satisfactory progress standards in the next semester that warrant the appeal. Mitigating circumstances include, but are not limited to the following: injury to or illness of the student, death of a relative of the student, or undue hardship to the student as the

result of other special circumstances which made it impossible to achieve satisfactory progress within the required time frame.

All appeals will be reviewed by an appeals board consisting of the president/executive director, the financial aid director/officer, the Director of Student Services, appropriate staff members, and student representatives, if appropriate, to determine whether the student should be allowed an additional probationary period. Students will be required to follow a written plan to improve their progress. The plan will be developed by the president/executive director or designate with the student and his/her instructor(s) will document adherence to the plan. The student will be notified in writing of the board's decision within five days. The decision of the committee is final. The reinstated student will be on probation for an additional semester. The student must meet Standards of Satisfactory Progress during the extended probationary period. He/she will be reinstated to good academic standing by attaining satisfactory progress requirements during the extended probationary period. Students who do not meet satisfactory progress during the extended probationary period will be terminated, which will not be appealable.

## **REINSTATEMENT**

Dismissed students and students who withdrew while not within the required time frame as outlined in Standards of Satisfactory Progress may petition to reapply to the college for reinstatement. Dismissed students must remain out of school at least four months before petitioning for reinstatement. If reinstated, the student must maintain all elements of satisfactory progress as defined in this policy. With respect to financial aid, a student must complete one semester demonstrating that satisfactory progress is being achieved and be on good academic standing before financial awards will be made.

As stated previously, when a student feels competent enough to be reinstated, he/she must appeal to the Director of Student Services in writing. In order for the student's appeal to be considered for approval, the student must participate in a college-approved training regimen. The student's skills will be tested, and the student will be reinstated if adequate progress was made to justify reinstatement. Upon reinstatement, the student will be placed on probation for the first semester and must maintain satisfactory progress as outlined in this catalog. A reentering student will be charged at the current tuition rates. If the student reenters within 12 months of withdrawal, the registration fee will be waived. If the student reenters after 12 months, the registration fee will be charged to the student.