



CARIS COLLEGE  
PATIENT CARE CAREERS

## School 2018-2019 Catalog Addendum

### Accreditation, License and Approvals

Caris College is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES).

This institution is authorized by:

- Indiana Commission on Higher Education/  
Indiana Board for Proprietary Education  
101 W. Ohio Street, Suite 300  
Indianapolis IN 46204
- Kentucky Commission on Proprietary Education  
300 Sower Boulevard, 4th Floor  
Frankfort, KY 40601

The institution is approved by the following:

- Kentucky Board of Dentistry
- Indiana State Department of Health for Radiation Safety X-Ray Technique and Expanded Duties Dental Assisting
- Workforce Innovation and Opportunity Act (WIOA)
- Vocational Rehabilitation
- Indiana State Department of Health Medical Radiology Services

## Standards of Satisfactory Academic Progress

Caris College measures satisfactory academic progress (SAP) by considering student's quantitative (time) and qualitative (grades) components. The institution will measure both components at specified time periods. It is imperative to realize that all students, regardless of Federal Student Aid program participation, must complete their training within **150% maximum timeframe** of the expected time to complete their program of study. Caris College is a non-semester school. All programs have individual term calendars divided into increments that do not exceed the lesser of one academic year or one-half of the published program length.

### **All students in all programs must meet the following academic requirements to meet SAP:**

1. Complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program. Students must successfully complete 66.6% of the credit hours attempted each academic term and achieve a cumulative grade point average of 2.0.
2. Achieve a cumulative grade point average of 2.0 and successfully complete all required courses in the program with a grade of "C" or higher to qualify for graduation.
3. Students who have failed to complete the program successfully and have attempted 150% of the program credit hours will be dismissed from the institution.

In order to fulfill the quantitative component for meeting SAP, students must progress at a pace of successfully completing 66.6% of credit hours attempted during each academic term. This is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Students are notified of the results of their current SAP evaluation electronically through the learning management system. If a student has not met all SAP requirements, he/she will be notified immediately by the Program Director in an advising session to discuss an academic leave of absence. Please refer to the full Academic Leave of Absence policy.

Non-punitive grades such as pass/fail do not affect the student GPA. However, a fail must be retaken and the retake does affect the maximum timeframe for completion. Incompletes, grades of "I", are only given for a temporary grade. Outstanding work must be completed and submitted within 1 calendar week from the end of the term at which time the grade will be changed to the grade earned. If the work is not finalized within the 1 calendar week, all outstanding work will convert to a zero "0" and will be averaged with all other coursework. The final grade is submitted to the Registrar and counts in the academic progress calculation. Course withdrawals are counted towards attempted credit hours but not completed hours.

Noncredit remedial courses are not counted toward the maximum time frame and/or GPA. Credit value is assigned to noncredit remedial coursework for determining enrollment status only.

The standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, Caris College has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the credits and grades that do not count toward the student's new program of study. Similarly, transfer credits that apply towards the student's program of study will be counted as both attempted and completed hours and towards the 150% maximum timeframe of the expected time to complete their program of study. Transfer credits are not included as part of the student's cumulative GPA and are given a grade designation of "--".

## Academic Leave of Absence

At the end of each term, the student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements. Due to the nature of our accelerated programs students are not eligible to continue to move forward in their academic progress if they do not successfully achieve SAP standards upon evaluation of an academic term.

The student will be required to take an Academic Leave of Absence (LOA) in order to retake the failed course(s) and/or the academic term in its entirety. The first term the student fails to meet the SAP requirements will be placed on Financial Aid Warning. This probationary status should be utilized by the student to meet the SAP requirements. Students must complete the program of study prior to attempting 1 ½ times the credit hours required for graduation from the program, and must complete their training within **150% maximum timeframe** of the expected time to complete their program of study. The student will be eligible to receive Federal Title IV financial aid while on Financial Aid Warning. The retake term does affect the maximum timeframe for completion because both term credits (original term and retake term) are counted towards SAP. Students will be allowed to repeat a failed course one time with no additional tuition charge.

Students who return from academic LOA will be re-evaluated at the end of their retake term. In order to become SAP compliant, the student must raise their CGPA and rate of progress to meet or exceed the minimum requirements. If the student comes into SAP compliance after their retake term, they will return to active status.

If a student has failed to meet the SAP guidelines at the end of their retake term, the student will be placed into a terminated status. In the event that a student is terminated, the student may reapply for admission after the three (3) month waiting period has ended according to the Re-Admission policy listed in the Catalog.

## Appeals of Failed SAP Determination and Academic Dismissal

A student who has been determined to fail SAP by Caris College or been terminated may appeal the determination if special or mitigating circumstances exist. Mitigating circumstances that may lead to a successful appeal may include: student illness or injury, death of a student's relative or other reason resulting in extreme hardship to the student.

Any appeal must be in writing and must be received by the Director of Education no later than five (5) business days after receiving notification of his/her Probation status/dismissal from the school. The letter must include reasons why minimum academic requirements were not achieved and what corrections will be made to achieve minimum satisfactory academic progress standards the following term. Documentation to support the appeal letter is highly recommended. The student will be notified of the outcome of the appeal within five (5) business days of the receipt of the appeal letter. The decision of the Director of Education is final and may not be further appealed.<sup>1</sup>

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<sup>1</sup> Caris College courses for all programs are designed to be completed in a designated order due to the building nature of our curriculum. For example, students must successfully pass their 1<sup>st</sup> term to be able to move forward to their second term and so on.