

# Rennert Language Schools

## Satisfactory Academic Progress Policy



It is of utmost importance at Rennert that all students show satisfactory academic progress during their course of study. Students are expected to proceed through the levels sequentially at least at the pace set by the curriculum.

Satisfactory Academic Progress (SAP) is therefore measured by the student's ability to complete the **Can-Do Statements** for his/her level or program in a timely manner; SAP is defined quantitatively in terms of the time (clock hours) taken to for a course/ level and qualitatively in terms of meeting the Can-Do Statements/ performance objectives for each course/ level. An additional quantitative measure is the grade given on each student's progress report each week (AEP and PEP) and 5-week course (Foreign Language Programs). This grade indicates that a student is ready to be assessed against the Can-Do Statements for their current level.

Students are expected to successfully meet 85% of the Can-Do Statements/ performance objectives within the designated number of clock hours for each level, as described in the course curriculum. If a student completes the total clock hours for a level without being able to meet 85% of the Can-Do Statements, then this is flagged as unsatisfactory academic progress. If a student can complete 80-84% of the Can-Do Statements, they MAY be eligible to progress to the next level. Teachers should discuss these cases with the Director of Studies, who will make a determination based on a number of factors including the student's learning style, length of program, class availability, etc.)

It is recognized, however, that students are individuals who learn at different paces, so additional guidance and support is given when this happens.

It is recognized that attendance can also impact students' academic progress (see *Attendance Policies and Procedures*).

**Certificates:** Students who successfully complete their program, maintaining an attendance rate of 80% or higher, will receive a Certificate of Attendance on the last day of class for the total program hours. If a student's attendance rate is below 80%, the Certificate of Attendance reflects the actual number of hours or lessons

attended. Students must complete an *End-of-Program Evaluation (feedback) Form* prior to receiving their certificate.

Students who take an Exit Test receive an Exit Report with their starting and ending level, as well as their starting and ending test results.

A student is not "in good standing" if they receive 3 Satisfactory Academic Progress notifications.

Students may not study for more than 36 months in total at Rennert in the same language.

Students' programs are defined on Rennert's I-17 as the number of weeks a student enrolls. Teachers complete a Progress Report for each student each week, and meet individually with each student to show the Progress Report to the students and to discuss their progress, regardless of the length of the students' program. Students receive a printed or electronic copy of this formal progress report on request.

Teachers are required to inform the Program's Academic Supervisor when a student is repeating a level. The Program's Academic Supervisor will ask the teacher to complete the Teacher Feedback section of the *Learning Plan for Students Repeating Levels* in order to assess why the student will have to repeat the level, as well as to address the student's individual needs, strengths and weaknesses. The teacher will review the Can-Do Statements for the level and identify what learning objectives the student has not yet met.

Students repeating weeks in the Intermediate **TOEFL Success course** or the Upper-Intermediate/Advanced TOEFL Success course will have their progress assessed based on the scores they receive during their weekly practice tests. These scores are documented by the Studies Department.

For students taking afternoon **Elective courses** only, when the student has completed the total number of clock hours for the course they are enrolled in, he/she will be asked to re-take the Placement Test at the end of each cycle in order to monitor and document student progress.

For **Cambridge Exam Preparation courses**, which have finite start and end dates, students will take a practice exam during the fourth week of the course and at the end of the course and the results will be compared to show satisfactory academic progress.

If a student starts to repeat his/her level, and is therefore determined to have failed to show Satisfactory Academic Progress, he/she will first receive a SAP notification from his/her Program's Academic Supervisor. This notification will be noted in the student's electronic file.

The Program's Academic Supervisor will also work with the student to create a **Learning Plan** to ensure that SAP will be met in the future.

If the student begins the same level for a third time, the Program's Academic Supervisor will work with the student to create another Learning Plan to ensure that SAP will be met in the future and will issue the student's second SAP Notification.

If the student fails to pass the level by the third attempt, they will receive a third and final SAP Notification. The Program's Academic Supervisor will immediately notify a DSO/ student services staff member, who will cancel the student's enrollment. If the student is an F-1 visa student and has attendance below 80% at this point, their I-20 will also be terminated for failing to maintain status as a full-time student. See *Terminations and Expulsions Policy*.

Once a student has met the required number of Can-Do Statements for his/ her level and moves up to the next level, the student's SAP record will start anew and any prior SAP Notifications will not be counted towards the student's overall academic progress.

If a student is disputing repetition of a level due to a SAP Notification, then he/she must submit a written appeal to the Program's Academic Supervisor within a week of the determination to repeat a level. After this appeal has been submitted, the level dispute procedures will be followed.