

2010 Program Catalog **Addendum**



Parsippany, New Jersey
antheminstitute.edu



Anthem Institute Parsippany
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Addendum to 7/31/2009 Academic Catalog
Catalog Effective: 7/31/2009-Current

This bulletin is an integral part of the College's Academic Catalog. The purpose of this bulletin is to amend current information or include additional information in the catalog. The information published herein is effective **3/22/2010**.

Catalog Amendment:

Miscellaneous Corrections:
Course Descriptions Page 37
CN71270 Network Security

Remove CN71160 as a listed prerequisite

New Information:

Anthem Institute participates in the Imagine America Scholarship and Awards Program. Students start the application process on the Imagine America website, www.imagine-america.org. Your high school guidance counselor must accept your application before Anthem Institute may review it. Applications are reviewed and approved by the Scholarship Review Committee at the campus. The Scholarship Review Committee will determine the final approval based on essay then financial need.

Errata Sheet

Anthem Institute, Parsippany, New Jersey
Addendum to Catalog Published July 31, 2009
November 30, 2009

This replaces the Satisfactory Academic Progress policy on page 13

SATISFACTORY ACADEMIC PROGRESS

To be considered to be making Satisfactory Academic Progress toward graduation, each student must maintain a specific grade point average as well as proceed through the program at a pace leading to completion in a specified time frame.

The School's Satisfactory Academic Progress Standards have been established to ensure the quality of educational programs offered and to ensure the responsible disbursement and administration of Federal Title IV Financial Aid.

Only those students who are making Satisfactory Academic Progress (SAP), as defined by this policy, are considered to be in good standing and are eligible to receive Federal Financial Aid.

MINIMUM STANDARDS FOR ALL STUDENTS

Students must make Satisfactory Academic Progress (SAP) toward the completion of course requirements in their selected program of study. The School will consider students to be making SAP if they meet the following criteria:

1. Maintain a minimum grade point average of 1.0 at the end of the first 25% of the program; a 1.5 grade point average at the midpoint of the program; and achieve a 2.0 grade point average upon graduation.
2. Successfully complete 50% of all attempted credits at the first evaluation point and 66.67% of the cumulative attempted credits at each evaluation point thereafter.

MAXIMUM TIME FRAME

Students must complete the training program within a time period which may not exceed 150% of the normal time frame required to complete their program. Therefore, students may attempt no more than 150% of the number of credits required for graduation in the program of study in which they are enrolled.

Maximum time frame will be evaluated at the end of the attempt of the first 25% of the credits in the program, at the midpoint of the attempt of the credits in the program, and at the attempt of 100% of the credits in the program.

For programs longer than one academic year, maximum time frame will be evaluated at the end of the attempt of the first 25% of the credits in the academic year, at the midpoint of the attempt of the credits in the academic year, at the end of the attempt of the credits in the academic year and at the attempt of 100% of the credits in the program.

At the end of the first 25% of the attempted program or academic year, 50% of all attempted credits must be successfully completed. At each subsequent evaluation point, 66.67% of all cumulative attempted credits must be successfully completed.

| Evaluation Points: Maximum time frame will be Evaluated at the end of the attempt of: | CGPA | Rate of Progress % of Attempted Credits Successfully Completed |
|---|-------------|--|
| 25% of the credits in the program of study | 1.0 | 50% |
| 50% of the credits in the program of study | 1.5 | 66.67% |
| 100% of the credits in the program of study | 2.0 | 66.67% |
| 150% of the credits in the program of study | 2.0 | 66.67% |

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For programs longer than one academic year:

| Evaluation Point: Maximum time frame will be evaluated at the end of the attempt of: | CGPA | Rate of Progress % of Attempted Credits Successfully Completed |
|--|-------------|--|
|--|-------------|--|

| | | |
|--|-----|--------|
| 25% of the credits in the academic year | 1.0 | 50% |
| Midpoint of the credits in the academic year | 1.5 | 66.67% |
| 100% Credits in the academic year | 1.5 | 66.67% |
| 100% of the credits in the program of study | 2.0 | 66.67% |
| 150% of the credits in the program of study | 2.0 | 66.67% |

A Leave of Absence and scheduled holiday breaks are not considered when calculating maximum time frame since no credits are attempted during those times.

Any student whose completion rate falls below the required completion percentage for that evaluation period will be placed on Academic Probation for the next evaluation period. While on Academic Probation the student remains eligible for Title IV financial aid. Any student who successfully completes 66.66% of the credit hours attempted in the evaluation period while on Academic Probation will be allowed to remain in school. A student may continue on Academic Probation even though the cumulative completion rate is below 66.66% as long as the student meets the minimum standard for the evaluation period.

Any student on Academic Probation who brings the completion rate to 66.66% will be removed from Academic Probation. Any student on Academic Probation who does not complete 66.66% of the credits attempted in an evaluation period will be withdrawn from School.