



Policy: Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must both maintain specified cumulative grade point averages and a specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 5 days after the end of the quarter. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length, as measured in credit hours attempted.

The minimum cumulative grade point average (CGPA) and completion rate required based on program and quarter progression is as follows:

MSOM

Cumulative Earned Credit	Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted	Minimum CGPA
1 – 45 Quarter Credits	67%	2.0
46 – 90 Quarter Credits	67%	2.5
91 – 150 Quarter Credits	67%	2.7
151+ Quarter Credits	67%	3.0

MSA

Cumulative Earned Credit	Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted	Minimum CGPA
1 – 45 Quarter Credits	67%	2.0
46 – 90 Quarter Credits	67%	2.5
91 + Quarter Credits	67%	3.0

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

Satisfactory Academic Progress: Warning

At the end of each quarter, if the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of cumulative credit hours completed that were attempted as described in the chart above (required to complete the program within 150% of the program length), he or she will be notified in writing



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by the Academic Dean and placed on Academic Warning for the remainder of the current quarter (i.e. if you are placed on academic warning for your first quarter's performance, five days after the quarter ends you will be placed on warning for the next quarter, quarter two). If a student fails to achieve satisfactory progress by the end of the quarter in which they are on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the quarter, they will be notified and removed from Academic Warning.

Satisfactory Academic Progress: Appeals

A student may appeal the University's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Monday of the second week of the new quarter for the student to be eligible to continue in the quarter.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

Satisfactory Academic Progress: Probation, and Academic Plans

The Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the quarter, and the Dean's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter, the student will be dismissed. Second appeals in this situation will only be granted at the discretion of the Dean, and based upon very exceptional circumstances.



Procedure for re-establishing Satisfactory Academic Progress: A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning. A student who files an appeal and is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation

The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)

Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
A	Outstanding	Yes	Yes	Yes
B	Good	Yes	Yes	Yes
C	Satisfactory	Yes	Yes	Yes
F	Failed	Yes	No	Yes
P	Pass	Yes	Yes	No
I	Incomplete	Yes	No	No
R	Retake	Yes	No	No
WF	Withdrawn, with penalty	Yes	No	No
IP	In Progress	Yes	No	No
AUD	Audit (Not offered for ESL Courses)	No	No	No

The effect on SAP for repeated courses: The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The effect on SAP for non-punitive grades and non-credit or remedial courses: The University does not offer remedial courses. The grade assignments "AUD", and "I" are non-punitive grades that do not impact CGPA or completion rate calculations.

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

The effect on SAP for Extended-Enrollment Status: The University does not offer extended-enrollment status.



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The effect on SAP when student changes programs or is re-admitted to the same program: If a student is re-admitted into the University or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the quarter.

The effect on SAP for Transfer Credits: Transfer credits are included as both credits attempted and earned for determining the completion rate, but do not impact the CGPA.

Re-entry for students dismissed due to failure to meet SAP: Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.