



## **Satisfactory Academic Progress Policy**

**PURPOSE:** To assure all students are aware of the requirements for Satisfactory Academic Progress (SAP) while enrolled in a program at the University.

**MONITOR:** Academic Dean, Registrar

**AUTHORIZATION:** Academic Dean, Dean of Enrollment Management, CEO

**AUTHORIZATION DATE:** 2015

**REVIEWED BY:** Academic Dean, Registrar, Dean of Enrollment Management

**REVISION DATE(S):** October 2019 – Academic Advisor role implemented, Academic Dean role reduced, DAOM specific category added, P/F didactic grades factored into CGPA calculations; March 2021 - Update Definitions, Academic Advisor Role replaced with Financial Aid Officer

**EFFECTIVE DATE:** 2015

**NEXT REVIEW DATE:** June 2022

**POLICY APPLIES TO:** All students

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### **INTRODUCTION**

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be considered making satisfactory progress toward a degree or certificate, a student must both maintain specified cumulative grade point average and a specified completion rate. Failure to meet Satisfactory

Academic Progress each term will result in academic sanctions and the potential loss of federal financial aid eligibility.

**POLICY**

To determine satisfactory progress for all programs, a student’s cumulative grade point average (CGPA) and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 5 business days after the end of the quarter.

The minimum cumulative grade point average (CGPA) and completion rate required for all DAOM programs are as follows:

<b>Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted</b>	<b>Minimum CGPA</b>
<b>80%</b>	<b>3.0</b>

The minimum cumulative grade point average (CGPA) and completion rate required for all master’s and Professional Doctor programs are as follows:

<b>Cumulative Earned Credit</b>	<b>Minimum Percentage of Term Cumulative Credit Hours Completed that were attempted</b>	<b>Minimum CGPA</b>
1 – 45.99 Quarter Credits	<b>67%</b>	<b>2.0</b>
46 – 90.99 Quarter Credits	<b>67%</b>	<b>2.5</b>
91 – 130.99 Quarter Credits	<b>67%</b>	<b>2.7</b>
131+ Quarter Credits	<b>67%</b>	<b>3.0</b>

**Maximum Time Frame**

Students are expected to complete the requirements for their program in the scheduled time frame, not to exceed 2 times the standard length of time required to complete the program. In some cases, when a student is not using federal financial aid, an extension can be made.

**Satisfactory Academic Progress: Warning (step 1)**

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, he or she will be notified in writing by the Financial Aid Officer and placed on Academic Warning.

### **Satisfactory Academic Progress: Probation (Step 2) and Academic Plans**

If a student fails to achieve satisfactory progress for a second consecutive term, they will be placed on Academic Probation. A student who has been placed on Academic Probation must submit an appeal along with an academic plan for improvement to be considered for continued enrollment. If an appeal is not submitted or is not approved the student will be dismissed from the program and required to re-apply, meeting all admissions standards at that time.

### **Satisfactory Academic Progress: Appeals and Academic Plans**

A student may appeal the University's determination of Academic Probation due to failure to re-establish satisfactory progress by the end of the warning period to the Financial Aid Officer, 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 within 48 hours of notification.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; 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; and 3) An academic plan. Supporting documentation should be submitted if possible.

The Financial Aid Officer, in consultation with the Academic Dean and Financial Aid Officer will review the information submitted in the context of the student's entire academic record and notify the student of their decision within 48 hours. This decision is final. If the appeal is granted, then the student will remain on probation for the quarter.

- The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (2 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 against the SAP standards, inclusive of the academic plan. If the student is meeting the SAP standards, they will be eligible to remain in school and be removed from academic probation. 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 SAP standard at the end of the probationary quarter, the student may be dismissed. If the student has made progress, but is not yet meeting the academic standards, an appeal may be submitted. All subsequent appeals must show academic progress to be approved. There is no limitation on the number of appeals, however, students will not be permitted to continue enrollment indefinitely while on probation.

### 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
<b>P (Didactic Courses Only)</b>	Pass	Yes	Yes	Yes
I	Incomplete	Yes	No	No
R	Retake	Yes	No	No
W	Withdrawn	Yes	No	No
IP	In Progress	Yes	No	No
AUD	Audit	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 clinic courses:** Clinic courses are not factored into SAP calculations.

**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 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 one year. 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.

## **PROCESS**

At the conclusion of each quarter, the Financial Aid Officer run the SAP report from Populi. This takes place approximately 5 business days after the end of the quarter, after all grades have been submitted.

Upon completion of all grade submissions by faculty, and after running the SAP report, the Financial Aid Officer, in consultation with the Dean of Enrollment Management will begin notifying students. If required, all parties are expected to respond within 48 hours.

VUIM staff make every effort to notify students of any SAP failure before the next term begins, however, in some cases this is not possible. Students will be notified of their status as soon as practicable given any unforeseen circumstances.

## **DEFINITIONS**

**Appeal:** A process by which a student who is not meeting SAP standards petitions the school for reconsideration of his eligibility for Title IV funds.

**Financial Aid Warning:** A status a school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

Financial Aid Probation: A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.