IP0041 | Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress for Degree Programs

Purpose

The Satisfactory Academic Progress Policy outlines the expectations and criteria for satisfactory academic progress for students at Westcliff University. This policy aims to ensure that students maintain consistent academic performance, meet program requirements, and make timely progress towards their educational goals

Definition of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is a measure of a student's successful completion of coursework and progression toward the completion of their degree or program. SAP is evaluated based on quantitative (e.g., completion rate or pace) and qualitative (e.g., GPA) criteria.

Evaluation Period

SAP will be assessed at the end of each academic year or program change to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

Master's and Doctoral Student Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits)	Minimum Credit Completion Rate
Level 1: 0 – 18 Credits	50%
Level 2: ≥ 19 Credits	67%

Undergraduate Student Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	Minimum Credit Completion Rate
Level 1: 0 – 24 Credits	50%
Level 2: ≥ 25 Credits	67%

Withdrawn Courses: Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

<u>Incomplete Courses</u>: Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

<u>Repeated Courses</u>: If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a student's PACE.

Qualitative Criteria: Grade Point Average (GPA)

Master's and Doctoral Student GPA Threshold	GPA
Level 1: 0 – 18 Credits	**2.75**
Level 2: ≥ 19 Credits	**3.5**

Undergraduate Student GPA Threshold	GPA
Level 1: 0 – 24 Credits	**1.75**
Level 2: ≥ 25 Credits	**2.0**

Academic Probation Status/Financial Aid Probation Status

- Students who do not meet SAP criteria for the first time must submit an appeal (see Appeal Process) to be placed on Academic Probation/Financial Aid status.
- Students on Academic Probation/Financial Aid status will have an Academic Plan that outlines specific criteria achieving satisfactory academic standing.
  - Students on Academic/Financial Aid Probation will be reviewed after each payment period to ensure they are meeting the conditions of their plan. If they are not meeting, they will be Academically Disqualified from the University.

Academic Disqualified

Students on Academic/Financial Aid Probation who do not meet SAP according to their outlined Academic Success Plan will face Academic Disqualification.

Academic Dismissal

Students that do not meet SAP after an evaluation period and do not submit an approved appeal to go onto Academic Probation will be Academically Dismissed.

Appeal Process

- Students may appeal to be on Academic/Financial Aid Probation and Financial Aid eligible by submitting a written appeal to the Satisfactory Academic Progress Appeals Committee
- The Appeal must include a detailed explanation of the circumstances leading to academic difficulties and an Academic Success Plan for improvement.

- The Satisfactory Academic Progress Appeals Committee will review appeals and make decisions based on the merits of each case.
  - If appeal is approved, students will be reviewed for SAP every payment period until they either meet SAP, or if they are not meeting the conditions of their Academic Success plan, they will be Academically Disqualified from the institution.
  - If appeal is denied, student will be Academic Dismissed from the institution
  - Or resubmit an appeal request.

Student Notifications of SAP Status Changes

Students are automatically notified of academic/financial aid status changes that occur in their academic record.

Students utilizing Scholarships, Financial Aid or Veterans Benefits of any type will be notified of the impact on their funding as the status changes occur.

Satisfactory Academic Progress for Certificate Programs*

The certificate program SAP is same as above policy with the **exception** of:

Evaluation Period

SAP will be assessed at the end of each semester to determine if students are meeting the established criteria. This includes regular semesters, summer sessions, and any other terms as applicable.

Quantitative Criteria: Completion Rate (PACE)

Students must successfully complete at least 50%-67% of attempted credits each term depending on their credits earned and transferred in.

Certificate Completed Credit Threshold (Transferred Semester Credits + Earned Semester Credits/Transferred + Attempted)	Minimum Credit Completion Rate
Level 1: 0 – 9 Credits	**50%**
Level 2: ≥ 10 Credits	**67%**

Certificate programs of 9 credits or less must meet 67% Quantitative by the end of the first semester.

Withdrawn Courses: Withdrawn courses (W): these grades count towards a student's PACE, but do not impact their GPA.

Incomplete Courses: Incomplete courses (I): these courses count towards both PACE and GPA. The units attempted are factored into a student's PACE immediately, but are not factored into the GPA until a final grade is awarded.

Repeated Courses: If a student repeats a course, only the most recent attempt will be factored into their GPA, but each attempt will count towards a students PACE..

Academic/Financial Aid Warning Status

Students who do not meet SAP criteria for the first time will be placed on academic/financial aid warning for the subsequent evaluation period.

Assigned Leadership

Vice President of Student Experience

Revision Dates

08/03/2012

08/16/2012

07/21/2023

01/31/2024

02/08/2024