Satisfactory Academic Progress (SAP) Policy

All Pathways College students in degree programs must demonstrate Satisfactory Academic Progress (SAP) towards a degree. This SAP policy is consistently applied to all students (e.g., full-time, part-time). To determine if a student is meeting SAP, Pathways College will review a student’s Cumulative Grade Point Average (CGPA), Rate of Progress (ROP) and Maximum Time Frame (MTF). Receiving lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic Warning, Academic Probation, (with the opportunity to appeal for aid for one additional semester) and/or Academic Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact their Academic Advisor or Registrar’s Office.

Metrics of SAP

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA) (calculated by dividing the total cumulative points earned by the total cumulative credits attempted for cumulative evaluation periods) of 1.5 or greater in the first academic year, and 2.0 or greater thereafter;
- Must maintain a rate of progress (ROP) of 67% or greater as defined as the credit hours successfully completed divided by the credit hours attempted; (successfully completed is defined as a grade A, B, C, D and P and unsuccessful grades are F, I, W, AW, and NP); and
- Complete the program of study within 150 percent of the program length (Maximum Time Frame – MTF).

Maximum Time Frame Example:

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours Required for Program Completion</th>
<th>Maximum Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. in Business Administration</td>
<td>120</td>
<td>180</td>
</tr>
<tr>
<td>B.A. in Liberal Studies</td>
<td>120</td>
<td>180</td>
</tr>
</tbody>
</table>

For the purposes of calculating SAP:
- Incompletes will be counted as credits attempted and not earned, and count as zero points towards the CGPA
- Withdrawals are not used in the calculation of the GPA or CGPA but are considered attempted credits and not earned
- Transfer Credits will not be used to calculate CGPA but will be counted as credits attempted and earned
Repeated classes: each attempt will count as attempted credits, but only one passing grade will count as credits earned, and the highest grade earned will be used in the calculation of CGPA. Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Academic Office or Campus Registrar within four (4) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria.

The Satisfactory Academic Progress Policy contains the following information:

I. Milestones and Evaluation Points for Satisfactory Academic Progress

II. Satisfactory Academic Progress Evaluation

III. Procedure for Appealing Academic Dismissal

IV. Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student’s Satisfactory Academic Progress (SAP) and are considered to be punitive grades. Failing courses, being suspended or terminated from courses, or withdrawing from courses could result in academic dismissal. Refer to the Metrics of SAP section below for additional information regarding the calculation of CGPA, ROP and MTF.

While the terms Academic Warning, Academic Probation, and/or Academic Dismissal are used, the status applies to all students whether receiving aid or not. The College has the right to modify the Satisfactory Academic Progress Policy at any time.

I. Milestones and Evaluation Points for Satisfactory Academic Progress

Degree programs are evaluated after each academic year based on the criteria below:

1. During the first academic year (6 terms or three semesters), students must achieve a minimum CGPA of 1.5 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section II. Satisfactory Academic Progress Evaluation for possible changes in status).

2. During subsequent academic years (8 or more terms or four or more semesters), students must attain a minimum CGPA of 2.00 and an ROP of 67%. Anything below these milestones will result in administrative action and a change in status (see Administrative Actions under section II. Satisfactory Academic Progress Evaluation for possible changes in status).

3. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time. While unlikely, with extenuating circumstances a student might be able to appeal this dismissal.

4. The grades, grade point average, units attempted, units completed, and cumulative data for all courses a student attempted at the College, as well as courses successfully transferred in from prior postsecondary education, are available on the student information system for review. There is also an indication if a student is on Academic Warning, Academic Probation, or Academic Dismissal.

5. For Degree programs, compliance with SAP is reviewed at the end of every Academic Year (every 6 terms or three semesters).

6. **Reentry:** An evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Evaluation Point Milestones requirements) noted in this policy. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to
accomplish in order to remain in compliance with SAP requirements at the next official evaluation point. Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.

II. Satisfactory Academic Progress Evaluation
Each program is comprised of two grading periods which occur at the end of each eight-week term session. Two term sessions equal one semester. At the end of each academic year (six terms or 3 semesters), after the finals grades have been entered into the student information system for both terms in the semester, the student’s CGPA, ROP and MTF will be available. Student’s Satisfactory Academic Progress will evaluated at the end of each academic year according to the table below (Evaluation Milestones for Degree Programs, Evaluated Each Term). This evaluation is to ensure that all 3 requirements for Satisfactory Academic Progress are met. A student failing to meet all of the minimum standards for Satisfactory Academic Progress will be notified of such and administrative action will be taken. These actions include being placed on Academic Warning, or ultimately Academic Dismissal from Pathways College.

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Both Milestones (CGPA and ROP) Must be Met</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the First Academic Year (2 Semesters)</td>
<td>&lt; 1.50 and/or .67%</td>
<td>Academic Warning (1st time)</td>
</tr>
<tr>
<td>End of every Academic Year Thereafter</td>
<td>&lt; 2.00 and/or 67%</td>
<td>Academic Warning (1st time)</td>
</tr>
<tr>
<td></td>
<td>Anything in excess of 150% MTF</td>
<td>Academic Probation (if on Academic Warning)</td>
</tr>
<tr>
<td>At Any Time</td>
<td></td>
<td>Academic Dismissal</td>
</tr>
</tbody>
</table>

Administrative Actions
**Academic Dismissal:** A student not meeting all 3 aspects of the Satisfactory Academic Progress policy (CGPA, ROP and MTF) at the end of an academic year will have the right to appeal for one additional semester, or for a longer period of time if an Academic Plan is approved. The College will advise the student in writing of his or her status after grades are posted and within 5 days of the start of the next grading period. The student will be required to work directly with the Academic Advisor to submit an appeal or develop an Academic Plan. If a student fails to achieve the milestones for Satisfactory Academic Progress for the next evaluation period which is either a single semester or the length of an Academic Plan if an Academic Plan is developed.

**Reinstatement:** A student on Academic Warning or Academic Probation will be returned to good standing with the College if the minimum requirements for SAP are met at the end of the evaluation period as described above.

**Academic Plan:** At the end of each evaluation period in which a student does not meet Satisfactory Academic Progress standards, the college academic staff will assist the students in creating an Academic Plan. The Academic Plan will outline, in detail, minimum academic performance standards for the student for the upcoming semester and/or academic year. The
student must acknowledge and meet the requirements of the Academic Plan to remain enrolled in the college.

Unless otherwise noted, Academic Dismissal may be appealed. Please see the III. Procedure for Appealing below.

If the review of a student’s Satisfactory Academic Progress performed at any time indicates that it is mathematically impossible to meet the minimum requirements of the Standards of Satisfactory Academic Progress policy at the next evaluation period, the student will result in Academic Dismissal from the College.

To be removed from Academic Warning or Academic Probation, a student must meet the Satisfactory Academic Progress requirements at the next evaluation period.

III. Procedure for Appealing Academic Dismissal

A student who is academically dismissed for violating Satisfactory Academic Progress may appeal one time in writing to the Academic Office to reenter their degree program or before the start of the semester in which he/she wishes to return to the College. If a student wants to continue in the next term, the appeal is timely and needs to be submitted to the Academic Office within 5 calendar days of notification. If a student wishes to return in a later term, the appeal must be received in the Academic Office 14 days prior to the start of the term.

The written appeal must state the mitigating circumstances that contributed to the change in status. The written appeal must be supported with appropriate documentation of the mitigating circumstances with an explanation on how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if readmitted to the program.

The Academic Office or an Appeals Committee will review the student’s appeal and will determine within 5 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for readmission. The student may be asked to appear in person during the review process when deemed necessary by the Academic Office or the Appeals Committee. Upon the Appeals Committee decision, the student will be notified by the Academic Office both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

Students should understand that by having a mitigating circumstance it does not automatically mean the appeal will be approved. The Appeal Committee will review that the student
sufficiently provided documentation of the mitigating circumstance (as outlined above) and that the student has resolved the mitigating circumstance.

A student who is successful in his or her appeal is able to continue their studies; however, the student will be placed on Academic Probation at the start of the academic term. If the appeal is denied, aid cannot be paid and the student is dismissed.

Students who have had their appeal approved will work with the academic office to reenter their program/courses while on Academic Probation and re-entry paperwork will be completed. An Academic Plan will be defined with the Academic Advisor which must be followed to meet SAP requirements. Each student’s individual requirements will be outlined in the Academic Plan, and mitigating circumstances, if applicable, will be addressed in the Plan.

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student’s circumstances have been remedied to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the College.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last semester of attendance. Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted. The appeal procedure described in the preceding section applies.

Upon the Appeals Committee decision, the student is notified by the Academic Affairs Office both verbally and in writing. The Appeals Committee decision will be final.

Any student who is on Academic Dismissal can no longer attend the College.

Note: If a student chooses not to pursue the appeal process, or if the appeal is denied, the student will be withdrawn from the College due to failure to reach Satisfactory Academic Progress.

IV. Explanations of Related Issues

Calculation of CGPA
A student’s cumulative grade point average is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods. The number of quality points awarded for each course is determined by multiplying the quality points listed for each letter grade by the number of credits of the course. Note: that if there is a change of programs, only courses applicable to the new program will be considered in the CGPA.

Remediation of Academic Deficiencies
Withdrawal or failing a course counts negatively toward the SAP standards. Withdrawal or failing too many courses will cause SAP violation. It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent term to improve academic performance.

Transfer Credits from another Postsecondary Institution
Credits from transfer courses are calculated in the maximum allowable credits and rate of progress (ROP) requirements as credits attempted and credits earned. Grades for credits transferred from any other postsecondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student’s CGPA.
**Change of Program**

Students will be allowed one change of program. Courses that apply to the second major will be recorded as earned credit and will affect the student’s CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student’s academic file. Note: If a student is at the point of Academic Dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic Dismissal, appeal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.

In cases in which a student has graduated from one program in the Institution then subsequently begins work in a new program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Rate of Progress as credits attempted and credits earned.