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## 6.119 Satisfactory Academic Progress

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<div style="border: 1px solid black; padding: 5px;">           Type of Policy  <input checked="" type="checkbox"/> <b>University</b>  <input type="checkbox"/> <i>Campus</i>  <input type="checkbox"/> <i>Department/Unit</i>  <input type="checkbox"/> <b>Interim</b> </div>		<b>Satisfactory Academic Progress</b>  <b>Policy 6.119</b>	
<b>Student Policies</b>		Effective date: July 1, 2013	
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<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of University Vice Chancellor of Academic Affairs	Associate Vice Chancellor of Academic Affairs and Students Services	937-766-1890	All Academic Programs

## I. Introduction

### A. University Expectations

Antioch University is committed to supporting students in their educational pursuits and to assuring that students maintain the timely academic progress toward completion of their academic program.

Antioch University maintains a definition of Satisfactory Academic Progress that reflects the University’s mission and core values and that is consistent with accepted practice in higher education. The academic progress of every student is carefully monitored to support student success. Any student not meeting the requirements of Satisfactory Academic Progress is informed and is advised accordingly. This policy applies to all students who are enrolled in a degree or certificate program.

## **B. Purpose**

There are two primary purposes for this policy:

1. To assure that the University is in compliance with federal financial aid satisfactory academic progress regulations and
2. To inform students of the University's expectation regarding the review and assessment of satisfactory academic progress, the relationship of satisfactory academic progress to a student's eligibility for financial aid, as well as students' right of appeal.

## **II. Definitions**

### **A. Satisfactory Academic Progress (SAP)**

In order to maintain satisfactory academic progress (SAP) at Antioch University, students must meet minimum standards of academic success. These standards are intended to insure that students demonstrate the ability to be successful in their program, progress at a reasonable rate, and graduate within the maximum allowable time.

Antioch University's SAP guidelines and procedures are in compliance with all associated federal regulations. In addition to the Registrar's assessment of student academic achievement and standing through SAP, the Financial Aid Office uses the results of Satisfactory Academic Progress reviews to determine student eligibility for Title IV Federal aid. Per federal regulations, failure to maintain satisfactory academic progress will result in disqualification from federal student aid. Scholarships and other student aid based on academic progress may also be affected if a student fails to achieve satisfactory academic progress.

### **B. Academic Progress Warning**

A status assigned to students who fail to meet SAP at the end of a term. Students continue their enrollment and receive federal financial aid, but are expected to meet SAP by the end of the term in which they are put on Academic Progress Warning.

### **C. Academic Progress Probation**

A status assigned to students who fail to meet SAP at the end of the Academic Progress Warning term and who successfully appeal a suspension of academic and financial aid eligibility, as described in section IV.B. Students on this status are eligible to register and to receive federal financial aid.

**D. Academic Plan**

A plan developed by the academic advisor and the student, and approved by the academic unit head, to ensure that the student is able to meet the University’s satisfactory academic progress standards by a specific point in time.

**E. Academic Withdrawal**

A status assigned to students who fail to meet SAP at the end of Academic Progress Warning and who do not appeal or whose appeal is not approved. The Academic Withdrawal process prohibits students from continuing their studies and receiving additional financial aid.

**F. Extended Academic Progress Probation**

A status assigned to students who fail to meet SAP at the end of the Academic Progress Warning term and who successfully appeal a suspension of academic eligibility, as described in section VII.B. Students on this status are not eligible to receive federal financial aid.

**III. Satisfactory Academic Progress Review Standards**

The standards and guidelines below apply to all students for all academic terms (quarters or semesters). Students must meet both term-based and cumulative standards to be in SAP compliance.

**A. Term-based Standards (Qualitative Measure)**

The term-based measure of academic performance compares the number of credits that a student attempts to the number of credits that a student earns within a single term.

**B. Cumulative Standards (Quantitative Measure)**

The University’s cumulative standard of satisfactory academic progress is a measurement over time, comparing the total number of applicable credits attempted to the total number of credits earned.

**C. Undergraduate Minimum Satisfactory Academic Progress (SAP) Standards**

- 1. First term** – Completion of 50% of term-based and cumulative attempted credits
- 2. Second term** – Completion of 66% of term-based and cumulative attempted credits

3. **All subsequent terms** – Completion of 75% of term-based and cumulative attempted credits

#### **D. Graduate Minimum Satisfactory Academic Progress Standards**

1. **First term** – Completion of 50% of term-based and cumulative attempted credits
2. **All subsequent terms** – Completion of 75% of term-based and cumulative attempted credits

#### **E. Calculation of SAP**

1. All coursework at Antioch is evaluated on a Credit / No Credit basis. As a minimum standard, academic credit may be awarded toward a degree only if the student's performance is at least "satisfactory." Antioch University defines "satisfactory" to mean the following: For undergraduate credit, the student has performed at a level which would be considered at least a "C" or better in a graded system. For graduate credit, the student has performed at a level which would be considered "B" or better in a graded system (see Antioch University Policy on Grading System and Transcript Recording, 5.227).
2. Courses with the following grade/evaluation issued will count toward the number of credits attempted, but not toward the number of credits completed: 'INC' (Incomplete), 'W' (Withdrawn), and 'NC' (No Credit) and 'NP' (Not Passing).
3. A grade of Incomplete 'INC' indicates that a student has not completed all course requirements in the expected timeframe, as established in the course syllabus. A grade change from an 'INC' to 'CR' or "P" does not have retroactive impact on the term-based SAP standard of term-based completion for the term in which the work was scheduled to be completed. However, the new grade ('CR' or 'NC') is included in the subsequent cumulative calculation of cumulative percentage of credits earned.
4. Courses with the 'INP' (Course in Progress) designation will not count toward the number of credits attempted, since the course is scheduled to continue into the subsequent term and there is no grade to assign.
5. Coursework retaken due to a prior 'NC' grade counts toward the number of credits attempted, and if passed, toward the number of credits completed. The course credits will be counted only once, with the credits associated with the second attempt being included, and the credits associated with the first attempt being excluded. The policy for retaking a course more than

once due to a prior 'NC' is established at the program level.

6. For courses that are designed to be taken more than once, all attempted credit will count toward both term-based and cumulative SAP calculation, unless the repeated coursework falls under the category of III.E.5 above.
7. Credits accepted in transfer are considered credits attempted and credits earned, and are included in the cumulative SAP calculations.
8. When students change their major or program of study, only those credits already earned that are applicable to the new major or program of study are included in the SAP calculation.
9. The calculation of satisfactory academic progress is determined at the end of one term for the student's standing in the upcoming term. Adjustments of student SAP status in the current term are allowable only for corrections to SAP miscalculations.

#### **IV. Maximum Time Frame for Degree Completion**

**A. Undergraduate students must** graduate from the program upon or before attempting 150% of the number of credits required for the completion of the degree or certificate program.

**B. Graduate students** must graduate within 150% of the established time frame for their program. The total number of credits required for degree completion and the time frame for completion are established by the academic program.

#### **V. Procedures Related to Academic Progress Warning and Academic Progress Probation.**

##### **A. Review of Academic Records**

At the end of each academic term, the Registrar's Office monitors student academic records according to the SAP requirements below. The Registrar's Office notifies the academic unit head of all students who are not meeting satisfactory academic progress. Students are notified of their academic status via Antioch email.

##### **B. Academic Progress Warning**

Students who fail to meet SAP at the end of a term will be placed automatically on Academic Progress Warning for a period of one academic term. Students are expected to meet SAP by the end of the term in which they are put on Academic Progress Warning. Students on Academic Progress Warning may receive federal financial aid.

Students who fail to meet SAP at the end of the Academic Progress Warning term

shall be Academically Withdrawn and will not be eligible to continue their studies or receive federal financial aid, unless they have appealed successfully their ineligibility and have been placed on Academic Progress Probation (see V.C. Academic Progress Probation below and VI. Appeal Processes Status below).

1. Students on Academic Progress Warning who achieve 100% term completion but who remain below the required 75% cumulative completion will be placed automatically on Academic Progress Probation for their next term of enrollment by the Registrar's office, but without being recommended for withdrawal. They will be notified of their status, and of whether they need to submit an Academic Plan.

### **C. Academic Progress Probation**

Students who fail to meet SAP at the end of the Academic Progress Warning term will be recommended for Academic Withdrawal. Students may appeal an Academic Withdrawal and, if successful, may be put on Academic Progress Probation for one additional term. At the end of that term, the student must meet SAP standards.

Students are allowed up to three discrete occurrences of being placed on Academic Program Probation during the course of their program. Students who fail to meet SAP standards for the fourth time will be Academically Withdrawn from the University, without a right to appeal.

### **D. Academic Plan**

In situations in which it is mathematically impossible or academically improbable for a student to reach SAP minimum standards within one Academic Progress Probation term, a long-range academic plan, with interim milestones, should be included in the appeal process. Academic plans are tailored to the individual need of the student based upon the circumstances the student described in the SAP appeal. The objective of the academic plan is to assist the student in achieving academic success at each of the interim milestones of the academic plan, so that the student will be able to achieve SAP minimum standard at the end of the probationary period. An academic plan may span up to 3 academic terms, but may not extend beyond the maximum time frame for the degree.

An approved academic plan must be submitted to the Registrar's Office by the established deadline. An academic plan may be modified for upcoming terms upon approval of the academic unit head. Once the term has begun, the modification of an academic plan requires approval of the academic unit head and chief academic officer.

The academic plan will be vacated if a student fails to meet a milestone or does not maintain continuous enrollment during the probationary period. The student will be notified of the vacation of the academic plan and Academic Withdrawal from the University.

The University reserves the right to vacate the academic plan if the student changes major or program of study.

## **VI. Appeal Processes**

### **A. Appeal Petition for Academic Progress Probation Status**

1. A student who has been recommended for Academic Withdrawal after the Academic Progress Warning period may file an appeal petition, based on extenuating circumstances, to continue enrollment under Academic Progress Probation status.

2. The student must submit a written appeal petition to the unit head of the student's academic program within 5 business days of receiving notification of recommendation for withdrawal. The written appeal must contain the following information:

- a. Why the student failed to meet SAP; and
- b. What has changed that will allow the student to meet SAP in the future.

The written appeal should be accompanied by any relevant documentation that would verify the extenuating circumstances.

NOTE: Students are eligible to continue to attend classes and participate in all learning activities until the determination of the written appeal has been made.

3. The academic unit head or campus appeal committee, if one is established, will review the appeal petition within five business days of receipt and the student, the Registrar, and the Financial Aid office will be notified of the decision. If the appeal is granted, the student will be placed on Academic Progress Probation and will be eligible for financial aid.

4. The appeal decision must indicate whether the student is required to follow an Academic Plan as a condition of Academic Progress Probation.



5. The Academic Plan must be approved by the academic unit head and submitted to the Registrar's Office no later than 5 weeks before the end of the term in which the student is on Academic Progress Probation. The Academic Plan is placed in the student's official file.

6. A review of student progress is conducted at the end of each academic term by the Registrar's Office in collaboration with the academic programs to assess whether the student is meeting the interim milestones.

**B. Appeals Related to Withdrawal for not Meeting SAP Standards at the end of the Academic Progress Probation Period or due to a Denied Academic Progress Probation Appeal**

Students whose appeal for Academic Progress Probation has been denied or who did not reach SAP at the end of the Academic Progress Probation period may appeal their withdrawal on the basis of a disputed SAP calculation or disputed student learning evaluation only through the process outlined in the Academic Appeal Policy 6.111.

**VII. Academic Progress Probation and Eligibility for Federal Financial Aid Funds**

**A.** Students who have not met SAP after the Academic Progress Warning period and who have received approval of their academic appeal petition to be placed on Academic Progress Probation are allowed to continue their studies and regain eligibility for Federal Financial Aid.

**B.** Students who do not meet SAP or an Academic Plan benchmark at any point during the Academic Progress Probation period will be recommended for withdrawal at the end of the term. Students must successfully file an appeal petitioning to continue their studies on Extended Academic Progress Probation. Extended Academic Progress Probation spans one additional term only. Students on Extended Academic Progress Probation are not eligible for Federal Financial Aid.

1. Students who meet SAP or all applicable Academic Plan benchmarks by the end of the Extended Academic Progress Probation term may continue with their studies and regain eligibility for Federal Financial Aid.

2. Students who do not meet SAP or who do not meet any applicable Academic Plan benchmark by the end of the Extended Academic Progress Probation term will be Academically Withdrawn from their program.

## VIII. Re-admission

Students who have been academically withdrawn due to inability to meet SAP four times during their program are not eligible to return to their program of study. Exceptions must be approved by the Academic Unit Head and the Chief Academic Officer.

Students who wish to pursue their studies in another program must follow the admissions requirements of the program to which they are applying, as specified in the Admissions Policy 5.607. Students who were withdrawn due to failure to meet SAP standards in one program will have their academic record assessed at the time of admission to the new program, and may be admitted provisionally. If the calculation of all applicable credits results in the student not meeting SAP standards, the student will be admitted to the new program on Academic Progress Warning and will be accountable for the Academic Progress Warning requirements as specified in this policy.

### Policy Cross References

Curriculum Standards	Policy # 5.201
Grading System and Transcript Recording	Policy # 5.227
Admissions Policy	Policy # 5.607
Transfer and Intra-University Credit Policy	Policy # 5.611
Student Conduct Policy	Policy # 6.103
Academic Appeal Policy	Policy # 6.111