

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is the standard by which the University measures a student's progress toward completion of a degree or certificate program. SAP is evaluated using the following components:

- Program Grade Point Average (GPA)
- Course Completion Rate (Pace)
- Maximum Timeframe

SAP Component Definitions

Program Grade Point Average (GPA)

A cumulative Program GPA is calculated using only grades earned at the University that apply to the student's current program of study.

- Minimum GPA requirement for undergraduate programs: 2.0
- Minimum GPA requirement for School of Law Juris Doctorate program: 2.4
- Minimum GPA requirement for masters, doctoral, and graduate certificate programs: 3.0

Course Completion Rate (Pace)

Students must successfully complete at least 66.67% of the cumulative credit hours attempted.

- Pace is calculated by dividing cumulative successfully completed credits by cumulative attempted credits.
- Passing grades count as completed credits.

Attempted, passing and non-passing are assigned as follows:

Grade	Count as Attempted?	Passing	Non-Passing
Letter grades A-D-	Yes	Yes	No
F	Yes	No	Yes

No Grade (NG)	No	No	No
Incomplete (I, IR, IC, ICR)	Yes	No	Yes
PLC (Prior Learning credit)	Yes	Yes	No
RD (Repeated Dissertation Sequence)	No	No	No
W (Withdrawal)	Yes	No	Yes
WL (Withdrawal Military leave)	Yes	No	Yes

Maximum Timeframe

The Maximum Timeframe cannot exceed 150% of the published program length of the student's active program, measured in credit hours.

Example: A 120-credit program must be completed within 180 attempted credits.

Treatment of Courses and Credits

Course Repetitions

- Only the highest grade is included in GPA calculations.
- All attempts are included in Pace and Maximum Timeframe calculations.

Dropped Courses

Courses dropped before the end of the official drop period are not included in GPA, Pace, or Maximum Timeframe calculations.

Incomplete / In Review Grades

Incomplete or In Review grades:

- Are included in Pace and Maximum Timeframe
- Are not included in GPA

Once a grade is finalized for a previously assessed I or IR grade, that grade is evaluated in the overall SAP as appropriate at the next evaluation point.

Course Withdrawals

Courses withdrawn after the drop period receive a grade of W and:

- Are included in Pace and Maximum Timeframe
- Are not included in GPA

Applied or Migrated Credits Earned at the University

Credits earned at the University and accepted into the student's current program:

- Are included in GPA, Pace, and Maximum Timeframe calculations

Transfer Credits from Another Institution

All accepted transfer credits:

- Are included in Pace and SAP Maximum Timeframe calculations
- Are not included in GPA calculations

Changing Programs

When a substantial change is approved:

- SAP calculations reset only during the first substantial program change
- Applicable prior coursework may still count toward GPA, Pace and Maximum Timeframe

Note: See substantial program change for more information

Remedial, Prerequisite, and Preparatory Coursework

Remedial Coursework

Remedial coursework is defined as coursework designed to correct or improve a student's skills at the postsecondary level while enrolled in a program of study so the student can successfully pursue a degree or certificate. A remedial course cannot be below the educational level needed for a student to successfully pursue their program after one year

in that course. One academic year's worth of these courses can be used for enrollment status and receive Title IV funds.

- Remedial coursework counts toward GPA, Pace, and Maximum Timeframe

Prerequisite Coursework

Prerequisite coursework required for admission into a program or to enroll in a specific course that is required for graduation but which itself does not count toward program completion is not Title IV eligible unless they are also remedial courses and would be treated as such.

- Prerequisite coursework does not count toward GPA, Pace, or Maximum Timeframe

Preparatory Coursework

Preparatory coursework prepares a student to be eligible for admission as a regular student into an educational program. Title IV aid can only be paid for courses which count toward degree completion requirements, or for qualifying remedial courses after a student has been admitted as a regular student. After admission, courses that do not count toward degree completion and are not remedial courses cannot be paid with Title IV aid.

- Preparatory coursework does not count toward GPA, Pace, or Maximum Timeframe

SAP Evaluation Schedule

- Term-based programs: Evaluated at the end of each term
- Non-term programs: Evaluated at the end of each payment period
- Subscription-based programs: Evaluated annually

SAP Statuses

The University communicates SAP statuses to students when there is a SAP status change. A SAP status is not nullified due to a student not receiving a SAP status change notification.

Met

A student is in “Met” status if they meet all SAP requirements at the evaluation point. Students in this status may continue in their academic program and are eligible to receive Title IV financial aid.

Warning

A student is in “Warning” status if SAP standards are not met at the evaluation point. Students may continue in their program and remain eligible for Title IV funding during the Warning period.

Suspension

A student is placed in “Suspension” status when they fail to meet SAP standards after being in “Warning” status. While in “Suspension,” the student is not eligible for Title IV funding unless an appeal (see below) is submitted and approved for Title IV eligibility, at which point the status is updated to “Probation.” Students in “Suspension” have seven (7) days to submit an appeal to continue in their program of study, regardless of their funding source. If no appeal is submitted within this timeframe, the student will be dismissed from the program, and their status will be updated to “Dismissed.” If an appeal is approved, the student may continue enrollment in a “Probation” status until the next SAP evaluation point. If the appeal is denied, the student will be dismissed from the program, and their status will be updated to “Dismissed.”

Students can regain “Met” status by achieving the minimum GPA, Pace, and Maximum Timeframe calculations by the next SAP evaluation point or transferring into a substantially different program.

Probation

A student is placed in “Probation” status when a SAP appeal has been approved. Students may continue in their program and are eligible for Title IV funding while on Probation through the next SAP evaluation point, provided they meet the terms of their approved appeal.

Probation with Plan

Probation with Plan is assigned to a School of Law student who is unable to regain Met Standing after a Warning period and whose SAP appeal is approved due to documented extenuating circumstances. This status is used when it is determined that one or more term is required for the student to regain good academic standing.

As a condition of approval, the student must comply with an academic plan established and monitored by a designated School of Law representative. The student must meet all requirements of the academic plan each term. Failure to meet the terms of the academic plan will result in dismissal from the program.

SAP Dismissal

A student is in “Dismissal” status when they fail to meet SAP standards after “Probation” status, they cannot achieve ‘Met’ status within the remaining maximum timeframe, or if the student does not appeal for “Probation” once entering “Suspension.” A student in “dismissal” status is dismissed from the program and may not appeal to return under the same program.

SAP Appeals

Students may appeal a “Suspension” status when documented extenuating circumstances exist. Appeals must be submitted through the student portal and include the following:

- A description of the extenuating circumstance
- An explanation of how the extenuating circumstance prevented the student from meeting SAP requirements
- An explanation of what has changed since the extenuating circumstance that will support the student’s future academic success

Appeals will only be accepted within seven (7) calendar days after the “Suspension” status has been applied. An approved appeal grants the student both the “Probation” evaluation period AND Title IV eligibility for the courses taken during that time. All appeal decisions made by the University are final.

Time Limits for Degree Completion

SAP Maximum Timeframe rules supersede Academic Maximum Time Frame rules for financial aid eligibility.

Academic Maximum Time Frame (By Program Type)

- Bachelor’s Degrees: 180 attempted credit hours
- Certificates: 2 years
- Master’s Degrees (≤ 36 credits): 5 years
- Master’s Degrees (> 36 credits): 6 years
- Education Specialist (EdS): 5 years
- Doctoral Degrees (≤ 60 credits): 7 years
- Doctoral Degrees (> 60 credits): 8 years

SAP Maximum Time Frame to Completion

The Maximum Time Frame to complete a program cannot exceed 150% of the published length of the student's active program and is measured in credit hours; this applies to graduate and undergraduate programs. For example, if a program consists of 120 credit hours, the student must successfully complete the program after attempting no more than 180 credit hours.

Below is a list of example programs. Please see your program page for specific graduation requirements.

Program Type	Minimum Cumulative GPA	SAP Maximum Time Frame
Bachelor's Degrees - 120 credit hours	2.0	180 attempted credit hours
Paralegal Certificates - 28 credit hours	2.0	42 attempted credit hours
Post-Baccalaureate Certificate -12 credit hours	3.0	18 attempted credit hours
Master's Degrees - 30 credit hours	3.0	45 attempted credit hours
Master's Degrees - 36 credit hours	3.0	54 attempted credit hours
Post-Master's Certificate -18 credit hours	3.0	27 attempted credit hours
Education Specialist (EdS) - 33 credit hours	3.0	49 550 attempted credit hours
Doctoral - 54 credits hours	3.0	81 attempted credit hours
Doctoral - 60 credit hours	3.0	90 attempted credit hours

Please note that the Satisfactory Academic Progress (SAP) policy for the Juris Doctor (JD) program is maintained separately and is available in the [JD Catalog](#).