



Policy Title: Satisfactory Academic Progress

Policy Number: REG.106

Policy Owner: Provost and Vice President for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 7/18/2022

1. Purpose and Scope

The purpose of the Satisfactory Academic Progress Policy is to monitor the academic standing for both undergraduate and graduate students. Students must make measurable progress toward completion of their program of study to maintain eligibility for enrollment and for receiving federal financial aid.

2. Policy

Evaluation of SAP is made at the close of each semester (Fall, Spring, and Summer) by the Registrar's Office once grades are available in the university system. SAP is measured by the following three standards:

1. Maximum Time Frame for Program Completion
2. Qualitative Standard: a required cumulative grade point average (CGPA)
3. Quantitative Standard: a required completion rate

Students who fail to meet any of the above-mentioned standards will be considered not maintaining satisfactory academic progress and be notified of their SAP status via NAU email and/or regular mail. However, students are responsible for monitoring their own SAP status. Failure to receive the notification does not negate the student's SAP status and its implications. Consequences of not maintaining satisfactory academic progress are explained in Failure to Meet SAP Standards section below.

Maximum Time Frame for Program Completion

Federal regulations require that students complete their program within a maximum time frame of 150% of the normal program length measured by attempted credit hours.

For an undergraduate degree program, the normal program length is 120 credits and a student should complete the program in 180 attempted credit hours (180 = 150% of 120 credit hours). For the Master of Education degree programs, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours (54 = 150% of 36 credit hours). For the Master of Business Administration and Master of Science in Computer Science degree programs, the normal program length is 30 credits and a student should complete the program in 45 attempted credit hours (45 = 150% of 30 credit hours).

All registered hours including withdrawals, repeated courses, and all accepted transfer hours will be counted towards maximum time frame.

Qualitative Standard: Required Cumulative Grade Point Average

According to the Federal regulations, undergraduate students must have a cumulative grade point average (CGPA) of 2.00 at the end of the second academic year and thereafter. Undergraduate students are required to have a CGPA of 2.0 for graduation. In addition, undergraduate students must meet the following CGPA requirements at the close of each semester:

<u>Credit Hours Attempted</u>	<u>Minimum CGPA</u>
0 – 23	1.60
24 – 47	1.80
48 – 180	2.00

Graduate students are expected to maintain a CGPA of 3.00 at the close of each semester. If any student cannot comply with the CGPA requirement, s/he should follow an approved academic plan developed by the Academic Advisor. Graduate students are required to have a CGPA of 3.0 for graduation.

Quantitative Standard: Required Completion Rate

Undergraduate students must successfully complete a percentage of all attempted credit hours at the close of each semester according to the table below:

<u>Credit Hours Attempted</u>	<u>Completion Rate</u>
0 - 23	50%
24 - 47	60%
48 - 180	67%

Graduate students must successfully complete at least 75% of attempted credit hours at the close of each semester after attempting 9 credit hours.

SAP Warning

Students are placed on SAP Warning for one semester if they do not meet the qualitative or quantitative SAP standards. Students on SAP Warning may be eligible for financial aid for one semester but must work towards improving their CGPA and/or completion rate to meet the SAP standards by the end of the semester. Students who fail to meet the qualitative standard at the end of the second academic year will be placed on SAP Suspension.

SAP Suspension

Students are placed on SAP Suspension for one of the following reasons:

1. Do not meet the qualitative or quantitative SAP standards after one semester on SAP Warning
2. Do not meet the qualitative or quantitative SAP standards after one semester on SAP Extended Enrollment
3. Do not meet the qualitative or quantitative SAP standards at the end of SAP Probation period
4. Do not meet the requirements of their Academic Plan while on SAP Probation
5. Do not maintain a CGPA of 2.0 at the end of second academic year
6. Exceed the maximum time frame for program completion

Students who are placed on SAP Suspension for the first time may be placed on an Academic Plan decided on by their department chair. Details of the Academic Plans are explained in SAP Probation section. Students who are placed on SAP Suspension the second time may file an appeal if any mitigating circumstances resulted in the suspension. Details of the appeal procedures are explained in the Appealing SAP Suspension section.

Students are not eligible to enroll in classes or receive federal financial aid while on SAP Suspension. F-1 students placed on SAP Suspension will have their F1 visa status terminated unless their appeals are approved or placed on an academic plan by their department chair.

SAP Probation

A student whose appeal is approved by the SAP Appeals Committee will be placed on SAP Probation for one semester. Students who receive an Academic Plan by their department chair will be placed on SAP Probation for the length of the Academic Plan. The Academic Plan is a written agreement between a student and the institution in order for the student to improve his/her academic performance. The Academic Plan includes a minimum GPA and a minimum completion rate that the student must achieve every semester during the probationary period. The student is also required to meet SAP standards at the end of the probationary period as a part of the Academic Plan. The Registrar's Office will monitor the academic progress of the student at the end of each semester. Academic Plans may be made for students who attempted less than of 144 credit hours.

SAP Extended Enrollment

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Extended Enrollment. SAP Extended Enrollment is one semester and students are expected to meet SAP standards at the close of the semester. Students on SAP Extended Enrollment are not eligible for federal financial aid.

Appealing SAP Suspension

A student who is placed on SAP Suspension a second time may file an appeal if mitigating circumstances prevented him/her from meeting the SAP standards. The following is a list of conditions that can be considered as mitigating circumstances which have adversely impacted the student's academic progress.

- Student illness or injury that lead to hospitalization or documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling or child)
- Illness of an immediate family member where the student is the primary caretaker, or the family member is the primary financial support
- Work-related major changes during the period (including Military deployment)
- Natural disaster
- Other extraordinary circumstances that affect the ability to meet SAP standards.

3. Procedures

Evaluation of SAP is made at the close of each semester (Fall, Spring, and Summer) by the Registrar's Office once grades are available in the university's student information system. Students who fail to meet the required academic standards will be considered not maintaining satisfactory academic progress. Students not maintaining satisfactory academic progress will be notified of their academic standing and actions required via email. Department Chairs are also notified of the SAP violations via the academic standing report to ensure their students receives an academic advising.

4. Who Should Read This Policy

Students
Department Chairs
Advisors
Student Success Coordinator

5. Related Documents and References

Appeal Request Form
Academic Plan for Undergraduates Form
Academic Plan for Graduates Form
Academic Plan Supplemental Document Form
Academic Catalog