

## SATISFACTORY ACADEMIC PROGRESS

Students are expected to meet specific standards of Satisfactory Academic Progress (SAP) while working toward a degree at CFU. Students will be evaluated for academic progress at the end of each term. The SAP policy measures three factors:

1. Qualitative Measure (Cumulative GPA):
  - a. Undergraduate students must maintain a cumulative GPA of 2.0 (“C” average) or higher for all credit hours attempted.
  - b. Graduate students must maintain a cumulative GPA of 3.0 (“B” average) or higher for all credit hours attempted.
  - c. The grade of “W” has no effect on the student’s cumulative GPA in either undergraduate or graduate programs.
2. Quantitative Measure (Credit Hour Progression): Students must complete at least two thirds (67%) of the credit hours attempted in each two consecutive eight-week academic periods to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total ratio of attempted hours to earned hours. For example, a student who enrolls for 12 credit hours in two consecutive terms is required to successfully complete a minimum of 8 credit hours ( $12 \times 67\% = 8$ ) in those consecutive terms.
3. Maximum Timeframe to Complete a Degree: Students are allowed a maximum timeframe equal to 150% of the length of the program. For example, if the student is pursuing a program that requires 120 credits for graduation, he/she would reach the maximum timeframe at 180 credits attempted. The student will be withdrawn from the university once. It is determined that he/she exceeded the allowable maximum timeframe. Transferred credits for accepted coursework will be counted in the maximum timeframe. The student can repeat a course, but the credits will also be applied toward the maximum timeframe.

## CATEGORIES OF ACADEMIC PROGRESS

**SAP Warning:** A student will be placed on SAP Warning at the end of a term for which the SAP standards outlined above have not been met. This status is only available for students making SAP in the prior academic term. A SAP Warning can be issued for a maximum of two consecutive terms. If during the SAP Warning period, the student meets SAP, the student will be removed from SAP Warning.

**SAP Probation:** A student will be placed on SAP Probation for not meeting the standards outlined above for a third consecutive term. A student may appeal this designation. The student appeal must include the reasons for which the student failed to meet SAP and an argument stating what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on SAP Warning until the completion of the respective term and the student will be placed on an academic plan designed by the course instructor which must be followed. If after one term, the student is meeting SAP, the student will be removed from SAP Probation.

**Academic Suspension:** A student on SAP Probation who fails to obtain a minimum GPA of 2.0 on the most recently completed term, and whose cumulative GPA is below 2.0, will be suspended for not meeting the academic standards outlined above. Suspension may result in dismissal from CFU.

**SAP Terminology:** the following terms are used:

- “Attempted” means all credit hours for which a student is enrolled and has remained enrolled after the add/drop date.
- “Successful Completion” of a course is defined as a passing grade (A, B, C or D). Grades of “W” (withdrawn) and “F” (failing) are not considered successful completion. A grade of “I” (incomplete) is not considered a successful completion until the course has been completed and the new grade has been officially received and recorded.
- Transfer credits are counted toward the student’s current program as both attempted and completed credit hours to calculate the maximum timeframe to complete a program.

CFU provides developmental (undergraduate level) and preparatory (graduate level) courses. These courses will not be considered for SAP or GPA calculations.