

Satisfactory Academic Progress Information

Minimum Standards for Academic Progress

To maintain academic progress, each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average;
- Achieve the minimum incremental completion rate; and
- Complete the program within a maximum allowable time frame.

a.) Cumulative Grade Point Average (CGPA)

To continue enrollment in an academic program, a student must:

- Achieve a minimum CGPA of 1.0 at the end of first quarter of attendance.
- Achieve a minimum CGPA of 1.5 at the end of the third quarter of attendance.
- Achieve a minimum CGPA of 2.0 at the end of the fifth quarter and each quarter thereafter.

All grades except W's, P's, K's, and transitional studies courses are calculated into the CGPA. W's are included in the maximum allowable credit calculation and incremental rate requirements. P's and K's will reduce the maximum allowable time frame.

A student who withdraws in the first nine weeks of the quarter may return the next quarter on a probationary status.

b.) Incremental Completion Rate (ICR)

To continue enrollment in an academic program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the fourth quarter and any subsequent quarter through the seventh quarter.
- At the end of the student's eighth quarter and thereafter, the student must have successfully completed at least 66.66% of the cumulative attempted course credits.

c.) Maximum Allowable Timeframe

To be awarded the designated degree of the academic program, the student must successfully complete all the program requirements within the maximum allowable time frame, which is 150% of the program length. The maximum allowable time frame is calculated as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

Examples:

- Student in a 90-credit program can attempt no more than 135 credits.
- Student in a 96-credit program can attempt no more than 144 credits.
- Student in a 105-credit program can attempt no more than 157 credits.
- Student in a 108-credit program can attempt no more than 162 credits.
- Student in a 180-credit program can attempt no more than 270 credits.

Note: The trigger for the students' academic progress is evaluated at the end of each quarter.

Change of Major

Students will be allowed only one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate program to a bachelor's program for the same major is not considered a change of major. **Courses taken in one major applicable to the second major shall be transferred with the grade. If students have taken a course more than once, all grades relevant to that course shall apply to the second major. Grades earned in the original major shall count towards the cumulative grade point average. For ICR purposes only those courses transferred will apply to the new major. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new major X 150%. Example if a student transfers 36 credits to a new major consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 150\% = 216$ credits. Second example, if a student earned 36 credits in the original major that are applicable to the new major, but transfers 48 credits due to repeating failed classes, then the maximum allowable timeframe is reduced to 198 credits.**

Consequences for Failing to Meet the Minimum Standards

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

a.) Academic Probation:

1. Academic Probation for any student, who withdraws in the first nine weeks of the quarter, may return on a probationary status.
2. Academic Probation for any student who has a CGPA >1.5 and <2.0 at the end of the third quarter of attendance.
3. Second Academic Probation for any student who fails to achieve a GPA of 2.0 after the first Academic Probation
4. Academic Probation for any student who fails to complete at least 55% of all attempted course credits at the end of the second quarter.
5. Academic Probation for any student who fails to complete at least 60% of all attempted course credits at the end of the third quarter of attendance.
6. Second Academic Probation for any student who fails to complete at least 60% of all attempted course credits at the end of the first Academic Probation.

- A student must show improvement in academic progress over the previous quarter or be terminated.
- A student may not be placed on Academic Probation for more than two consecutive quarters.
- A student on academic probation status is deemed to be making satisfactory academic progress.

b.) Academic Termination:

A student will be placed on Academic Termination for any of the following conditions:

CGPA below 1.0 at the end of the first quarter of attendance and thereafter.

CGPA below 1.5 at the end of the third quarter of attendance and thereafter.

CGPA below 2.0 at the end of the fifth quarter of attendance and thereafter.

ICR below 60% of the cumulative attempted course credits at the end of the fourth quarter of attendance up through their seventh quarter.

ICR below 66.66% of the cumulative attempted course credits at the end of the eighth quarter of attendance and each quarter thereafter.

1. Failing to meet the minimum academic standard(s) after being placed on Academic Probation for two consecutive quarters.
2. Failing to complete all program requirements within the maximum allowable time frame.
3. Failing to pass a transitional studies course after three attempts.

*Please note that a student may be terminated for academic reasons without previous academic action.

c.) Denial of Graduation with a Degree

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate with a degree.