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University of Western States establishes requirements for maintaining satisfactory academic progress (SAP). SAP requirements are designed to ensure the timely completion of an academic program and align with federal financial aid regulations.

Failure to meet SAP requirements may result in academic sanctions, up to dismissal, and/or loss of financial aid eligibility. Students who fail to meet SAP requirements are notified at the end of each academic term.

I. Scope
SAP requirements apply to all students enrolled in an academic program that results in a graduate or first-professional degree or certificate, regardless of funding source. Undergraduate or student-at-large (non-degree seeking) enrollments are not evaluated for SAP.

SAP is run after each term where a student earns grades, including if a student withdraws during that term.

If a student changes their academic program or enrolls in an academic program that results in a degree or certificate after being enrolled as a non-degree seeking student, all credits accepted toward the new program are considered both attempted and earned credits and are included in the evaluation of SAP.

SAP is evaluated for each academic program in which a student is enrolled.

II. Definitions

A. Attempted Credits
Attempted credits are all credits associated with courses recorded in the student record, including incomplete grades, withdrawals, remedial grades, in-progress grades, course repeats, and any other grade outlined in Policy 1207 Grading System except audit (AU) grades. Credits accepted and applied in transfer count as both attempted credits and earned credits.

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B. Earned Credits

For the purpose of calculating the minimum cumulative rate, earned credits are all credits associated with courses when a student earns a letter grade of D or above or a pass (P) grade. Credits accepted and applied in transfer count as both attempted credits and earned credits.

C. Financial Aid Suspension

Financial aid suspension indicates that a student does not meet SAP requirements and is ineligible to receive federal financial aid until they can either demonstrate that they meet SAP requirements or appeal the status of suspension with an outcome of approval.

D. Financial Aid Probation

Financial aid probation indicates that a student on financial aid suspension appealed and was approved to have their financial aid eligibility reinstated.

III. Academic Requirements by Program

A. Minimum Program Cumulative Grade Point Average (GPA)

A student in their first academic term is required to meet the first term minimum GPA requirement for their academic program, as indicated below. A student who does not meet the first term minimum GPA requirements for their academic program is dismissed from the program. A student who meets the first term minimum GPA requirement for their program but not the minimum program cumulative GPA requirement is placed on academic and financial aid warning.

A student is required to maintain minimum program cumulative grade point averages throughout their academic program, as indicated below. A student who does not meet the minimum program cumulative GPA requirement is placed on one of the following statuses:

- Academic and financial aid warning,
- Academic probation / financial aid suspension,
- Academic and financial aid probation.

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Academic Program	First Term Minimum GPA Requirement	Minimum Program Cumulative GPA Requirement
Doctor of chiropractic and undergraduate	1.75	2.0
Doctor of naturopathic medicine	2.0	2.5
Master of Science in sports medicine (for cohorts starting before the winter 2024 academic term)	2.0	2.75
All other graduate degree or certificate programs (including sports medicine cohorts beginning in the winter 2024 academic term and afterward)	2.0	3.0

B. Unsatisfactory Grades
Students are required to achieve satisfactory grades in each course to meet program requirements. Unsatisfactory grades for each academic program are listed below.

Academic Program	Unsatisfactory Grades
Chiropractic, naturopathic medicine, sports medicine, human nutrition and functional medicine, and human biology programs	D, F, NP, WF, WNP
All other graduate degree or certificate programs	C, D, F, NP, WF, WNP

Unsatisfactory grades are included in GPA, completion rate, and maximum attempted credit calculations and do not apply toward a degree. A student who receives an unsatisfactory grade must repeat the course and receive a satisfactory grade to fulfill the graduation requirement. When a student repeats a course, the original and repeated course grades are recorded on the student's transcript. The highest grade is used to calculate the program GPA.

Note: While C grades are satisfactory grades in the naturopathic medicine, sports medicine, and human nutrition and functional medicine programs, students in these programs are required to maintain the minimum program cumulative GPA requirements as listed above.

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IV. Satisfactory Academic Progress (SAP) Requirements

To maintain SAP, a student must meet the following requirements.

A. Minimum Program Cumulative GPA (Qualitative)

Maintain a minimum program cumulative grade point average (GPA) as indicated in this policy.

B. Minimum Cumulative Completion Rate (Quantitative)

Maintain the minimum cumulative rate of completion of 67%, which is calculated by dividing earned credits by attempted credits. See definition for attempted and earned credits above. The resulting percentage is rounded.

C. Maximum Attempted Credits (Pace)

Remain on pace to complete the program under the threshold of maximum attempted credits, which is 150% of total credits needed to complete the program.

The number of credits required for each degree is listed in the university academic catalog. A student must complete all degree requirements within 150% of the number of required credits needed for the degree.

A student in an academic program with a published length of two years or more must have an academic standing consistent with the graduation program requirements at the end of their second year. A student in an academic program with a published length of two years or more who is not in the status of satisfactory academic standing at the end of their second year is placed on academic probation/financial aid suspension.

V. Evaluation and Reevaluation of SAP

SAP is evaluated at the end of each academic term/payment period for each program in which a student is enrolled, following the entry of final grades. All academic credits included on the student record are considered when evaluating SAP. A student who is not meeting the established criteria at the time SAP is evaluated is placed on the corresponding academic standing status as defined in this policy.

If a student does not meet SAP due to outstanding I, IX, IP, or R grades, the student may request a new calculation of SAP status once a term grade has been assigned. The student must request a recalculation of SAP.

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VI. Academic Standing Statuses

A. Satisfactory Academic Standing
Satisfactory academic standing denotes that a student meets all SAP requirements. This status is listed in university systems as "Active."

B. Academic and Financial Aid Warning
Academic and financial aid warning denotes that a student failed to meet SAP requirements.

A student is removed from academic and financial aid warning if they meet SAP requirements in the subsequent academic term.

Financial Aid Implication: A student on academic and financial aid warning may receive federal financial aid for one additional term of enrollment.

C. Academic Probation/Financial Aid Suspension
Academic probation/financial aid suspension denotes that a student:

- Failed to meet SAP requirements for two consecutive academic terms;
- Did not have a status of satisfactory academic standing at the end of their second year of the academic program (for students in programs with a published length of more than two (2) years); or
- Exceeded the 150% threshold of maximum attempted credits for the program or cannot mathematically complete the program within the threshold of attempted credits.

A student who is placed on academic probation/financial aid suspension is placed on a Satisfactory Academic Progress (SAP) plan, as described in this policy.

A student is removed from academic probation/financial aid suspension if they meet SAP requirements in the subsequent academic term.

Financial Aid Implication: A student on financial aid suspension does not receive federal financial aid. A student may regain financial aid eligibility by meeting the SAP requirements or by submitting a financial aid appeal that is approved. For more information about appealing financial aid suspension, see section VIII. Financial Aid Suspension Appeal.

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D. Academic and Financial Aid Probation

Academic and financial aid probation denotes that a student on the status of academic probation/financial aid suspension appealed against the financial aid suspension and their appeal was approved.

A student on academic and financial aid probation retains the SAP plan generated when they were placed on the status of academic probation/financial aid suspension.

A student is removed from academic and financial aid probation if they meet SAP requirements in the subsequent academic term.

<u>Financial Aid Implication</u>: A student on academic and financial aid probation is eligible to receive federal financial aid as outlined in the notice of their approved appeal, as described in this policy.

E. Academic Dismissal

Academic dismissal denotes that a student:

- Failed to meet the first term GPA requirement for their academic program; or
- Failed to meet the terms of their SAP plan.

Dismissal from an academic program that is a pre- or co-requisite for enrollment in another academic program leads to administrative withdrawal from the secondary academic program.

VII. Satisfactory Academic Progress (SAP) Plan

The college dean coordinates the development of a SAP plan to prescribe conditions for continued enrollment for students who are placed on the status of academic probation/financial aid suspension or academic and financial aid probation. Conditions must comply with this policy and may include, but are not limited to, remediation, change in term course load, registration for specific course(s) in subsequent academic terms, or other provision at the discretion of the dean/program director.

The SAP plan may be written for one or more academic terms. SAP plans written for more than one academic term must contain benchmarks for required progress at the end of each

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academic term the plan addresses. Failure to meet the terms of the SAP plan at benchmark points established within the plan results in academic dismissal.

If a student is placed on a SAP plan spanning more than one academic term and the student is meeting the benchmarks outlined in the plan, the student remains enrolled as long as they continue to meet those established benchmarks. A student who meets SAP requirements before the end of their established SAP plan regains satisfactory academic standing and the plan is discontinued.

A student who appeals financial aid suspension is required to submit their SAP plan during the appeal process.

VIII.   Required Academic Advising

A student who is placed on a SAP plan is required to meet with their student success advisor to discuss the conditions for continued enrollment outlined in their SAP plan. During the required advising meeting, the student success advisor and the student review support measures available to the student, such as tutoring and academic coaching. The student is afforded the opportunity to identify and discuss barriers to their academic success, and the student and their advisor collaborate to develop strategies to address those barriers.

At the discretion of the college dean/program director, academic advising may also be required when a student is placed on the status of academic and financial aid warning.

An advising hold preventing registration may be placed on the student's record to ensure that required academic advising occurs.

IX. Financial Aid Suspension Appeal

A student in the status of academic probation/financial aid suspension may submit a written appeal to regain financial aid eligibility. Appeals must be submitted no later than the Friday of week four (4) of the new term.

A student's financial aid is not disbursed unless the financial aid suspension appeal is approved, and aid cannot be applied retroactively to a previous academic term. A student on financial aid suspension is individually responsible for payment of tuition and fees incurred while the student is on the status of financial aid suspension.

The appeal must include:

- A statement outlining one or more mitigating circumstance(s) that explain why the student did not meet SAP standards for the second consecutive term (e.g., death of a relative, injury or illness, other special circumstances).
  - Mitigating circumstances must be beyond the student's control and address the same timeframe that SAP requirements were not met.
  - A student may not use the same mitigating circumstance for more than one appeal.
- A statement explaining what has changed in the student's situation that would facilitate their ability to meet SAP at the next evaluation.
- Documentation of the mitigating circumstances (e.g., obituary, doctor's note, etc.).
- The student's SAP plan that describes the requirements to remain enrolled and to re-establish SAP in a subsequent term.

X. Financial Aid Suspension Appeal Decision

Appeals are reviewed within five (5) business days of receipt. The appeal decision is communicated to the student within two (2) business days of the review of the appeal. The financial aid suspension appeal decision consists of one of the following responses.

The financial aid suspension appeal decision is final.

A. Financial Aid Appeal Approved

An approved appeal notice includes the requirements for the student to regain financial aid eligibility and the term that eligibility begins. The appeal approval indicates whether the student is placed on financial aid probation for a single term or multiple terms.

The length of the student's financial aid probation is based on the student's SAP plan. A student who is on financial aid probation for multiple terms may remain enrolled and continue to receive financial aid as long as the student meets the conditions set forth in their SAP plan at the end of each academic term. A student who fails to meet the conditions of their plan at the established benchmarks loses financial aid eligibility and is dismissed from the program.

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B. Financial Aid Appeal Denied

A denied appeal notice includes information about how to regain financial aid eligibility by meeting SAP standards. A student with a denied appeal is ineligible for financial aid until they meet SAP standards.

A student whose appeal was denied may continue enrollment as a **cash pay** student and remains on the status of academic probation/financial aid suspension. A student who continues as a cash pay student in this status must comply with the conditions of their SAP plan and meet SAP requirements.

C. Financial Aid Appeal Incomplete

An incomplete financial aid appeal notice includes information about what is needed to evaluate the appeal. A student with an incomplete appeal may resubmit an appeal with the needed information.

A student with an incomplete appeal is ineligible for financial aid until they meet SAP standards or until they resubmit their appeal for evaluation AND their resubmitted appeal is approved.

A student with an incomplete appeal may continue enrollment as a **cash pay** student and remains on the status of academic probation/financial aid suspension. A student who continues as a cash pay student in this status must comply with the conditions of their SAP plan and meet SAP requirements.

XI. Reestablishing SAP

SAP status is measured at the end of each academic term/payment period. A student placed on academic probation/financial aid suspension who does not appeal, whose appeal is incomplete, or whose appeal has been denied may re-establish SAP by regaining the required GPA and program completion measures. A student may request that the registrar's office re-evaluate their SAP status. The registrar's office reviews the information, determines if SAP standards have been met, and communicates to the student the findings of the review.

XII. Academic Appeal

A. Grade Appeal

A student may appeal a course grade by following Policy 1211 Grade Appeal, if they meet the grounds to appeal as established in the policy.

B. Dismissal Appeal

A student may appeal the decision of academic dismissal by following Policy 9009 Student Appeal of a University Decision, if they meet the grounds to appeal as established in the policy.

Related Policies:　　Policy 1207 Grading System
Policy 1211 Grade Appeal Policy 1215 Drop Add
Policy 1239 Continuous Enrollment, Withdrawal, Dismissal and Expulsion
Policy 2006 Readmission
Policy 2007 Transfer Credit
Policy 3021 Tuition and Fee Refunds Policy 9009 Student Appeal

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