

## **Satisfactory Academic Progress Policy**

Policy Type: Academic/ Registrar-Related

Policy Title: Satisfactory Academic Progress Policy

Policy Document: Satisfactory Academic Progress Policy final revision 1.19.2016

Who Authors: ADAA/ Registrar

Who Approves: APRC

Review Cycle: As  
needed

Who Implements:

Registrar

Policy Location: Academic Policies and Guidelines Manual, Curriculum Catalog

Governing Body: Faculty Assembly

Approval date by APRC: 4.26.2017

Adoption date: Fall 2011

Effective date: Immediately upon approval

Revision date 1.19.2016

### **Satisfactory Academic Progress and Title IV Financial Aid Requirements**

It is necessary to measure the progress of each student on a term and end-of-academic- year basis in order to provide students with clear guidelines and expectations against which to gauge performance and progress towards the degree. The monitoring of satisfactory academic progress also permits the college to provide students with timely academic advice and support services. The number of credits earned, work experiences successfully completed, and grade point average (GPA) are some of the criteria by which academic progress is gauged.

Antioch College's standards of satisfactory academic progress require that students earn Antioch College credit and complete jobs at least at the minimal satisfactory rate each term. Students must understand that failure to meet the minimum standards of progress may necessitate additional quarters of enrollment, delaying graduation, generating additional costs in tuition and fees, and the potential loss of Title IV eligibility.

### **Qualitative Evaluation - Grade Point Average**

All students are expected to achieve at least a 2.0 grade point average in order to graduate. Students who fail to meet this standard for any SAP evaluation may receive an institutional academic warning, be placed on institutional academic probation, receive an institutional academic suspension, or be academically dismissed. Additionally, students who are placed on institutional academic warning will be automatically placed on Financial Aid warning. Students who fail to meet the standard of academic progress for two consecutive quarters may be at risk of losing their financial aid.

### **Pace of Completion - Credits Completed and Maximum Timeframe**

All students are expected to receive passing grades for at least 80% of enrolled coursework in order to graduate. Students with first-year status (50 or fewer quarter credits) are expected to receive passing grades for at least 67% of enrolled coursework. This completion rate is determined by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted. Students with at least a second-year status (51 quarter credits or more) who fail to meet this standard for any SAP evaluation may receive an academic warning, be placed on academic probation, receive an academic suspension, or be academically dismissed. Additionally, students who are placed on academic warning will be automatically placed on Financial Aid warning. Students who fail to meet the standard of academic progress for two consecutive quarters may be at risk of losing their financial aid.

Students must successfully complete at least 80% of all attempted credits each quarter. Antioch degree programs require 180 credits for completion. Thus, the maximum number of credits a student may attempt is 225. When the student's total attempted credits plus the number of credits remaining to be completed exceeds 225, the student is no longer eligible for Title IV aid unless successful upon appeal.

### **Financial Aid Warning - End-of-Term Satisfactory Academic Progress Evaluations**

All students at Antioch College are expected to maintain the college's standards of satisfactory academic progress (SAP). Academic progress is measured by both grade point average and credits completed as defined in this policy. Students who fail to meet these standards may receive an institutional academic warning, be placed on institutional academic probation, receive an institutional academic suspension, or be academically dismissed.

Satisfactory academic progress is evaluated at the end of each quarter. A student who is not meeting the minimum satisfactory academic progress requirements at this time will be automatically placed on financial aid warning for one quarter and will continue to be Title IV eligible.

Students on financial aid warning will have until the end of the following quarter to meet SAP requirements or they will lose Title IV eligibility unless successful upon appeal (see Financial Aid Appeal and Probation – Impact of SAP on Financial Aid below).

All Antioch College students are expected to maintain a full-time course load of at least twelve credit hours, although a course load of 15 – 16 credit hours per quarter is required to graduate within 4 years. Since there are no less than full-time programs at Antioch College there is no SAP policy to uniquely measure the progress of a student who may occasionally be enrolled at a less than full-time status.

## **Financial Aid Appeal and Probation – Impact of SAP on Financial Aid**

Students who receive Title IV Financial Aid and are placed on financial aid warning will have until the end of the following quarter to meet SAP requirements or they will lose eligibility for Title IV aid unless successful upon appeal.

A student who has lost Title IV aid eligibility may appeal to have their Title IV reinstated. A financial aid appeal must be submitted to the Academic Policy and Review Committee (APRC) and will be reviewed by APRC and the director of financial aid. The appeal must be based on the following criteria:

- Injury or illness
- Death of a relative
- Other mitigating circumstances

The appeal must be made in a letter written by the student to APRC. The student will submit the letter to the registrar, who will forward it to APRC. The appeal must explain why the student failed to make SAP and what has changed in his/her situation that will allow him/her to make SAP at the next evaluation point. If the appeal is successful, the student will then be placed on financial aid probation for the next quarter and will continue to be eligible for Title IV aid. The student must meet SAP at the end of the quarter while on probation or he/she will not be eligible for financial aid after that quarter.

Financial Aid probation is for one (1) quarter only. At times, it may be determined that a student will need more than one quarter to rectify the academic deficiency. In these situations, an academic plan to meet SAP over 2 or more quarters will be developed by the APRC. The student maintains Title IV eligibility as long as he/she is meeting all requirements of the academic plan. If the student is not meeting all requirements of the academic plan after the end of financial aid probation, then he/she has lost Title IV eligibility, unless successful upon 2<sup>nd</sup> and final appeal. The academic plan will be placed in the student's academic file and will be reviewed with the student minimally at the end of each quarter.

A student may only appeal twice and the reason for appeal must be different in each appeal.

A student who fails to meet SAP after two successful appeals will lose Title IV eligibility.

## **Other Requirements**

### **Incomplete Courses**

Courses for which a student receives an incomplete grade (IN) have no grade points and will have no effect on SAP grade point average evaluations. However, incomplete courses will count as credit attempted for the purpose of SAP evaluations for credits completed. Incomplete grades must be rectified by the 6<sup>th</sup>

week of the next quarter or they will be converted to an “F” and will be counted in the GPA at the next SAP evaluation.

### **Withdrawals**

Courses from which a student withdraws and receives a withdrawal grade (W) have no grade points and will have no effect on SAP grade point average evaluations. However, withdrawn courses will count as credit attempted for the purpose of SAP evaluations for credits completed.

### **Course repetitions**

If a student repeats a course, the first grade earned will be excluded from the student’s permanent record and the grade earned during the retake will replace the initial grade and be included in the calculation of the GPA for SAP evaluations. However, both iterations of the course will count as credit attempted (only the second iteration will count as credit earned) for the purpose of SAP evaluations for credits completed.

Federal regulations allow students receiving Title IV aid to repeatedly take courses for which they earned no higher than ‘F’ until a passing grade is earned. But students are allowed to repeat courses for which they earned higher than ‘F’ only once. Even though all grades below ‘C’ are considered non-passing courses at Antioch College, courses for which a student has earned C-, D +, D, or D- can only be repeated once, even if the student fails the course the second time it is taken.

### **Transfer credit**

Credit hours accepted as transfer credit from another institution indicated by a transfer grade (T) have no grade points and will have no effect on SAP grade point average evaluations. However, transferred courses will count as credit attempted and credit earned for the purpose of SAP evaluations for credits completed.

### **Basic Skills Courses**

Credit hours and grades for College Math Skills MATH 090 and College Writing Skills  
ENG 090 will not be excluded from SAP evaluations.

### **Change of Major**

Coursework taken by a student for enrollment in other majors will not be excluded from  
SAP evaluations.

### **Reestablishing Title IV eligibility**

A student may reestablish Title IV eligibility when his/her GPA is 2.0 or higher and has received passing grades for at least 80% of attempted courses.

### **Institutional Response to a Lack of Satisfactory Progress**

The First Watch Academic Intervention Committee (FWAIC) monitors early alert reports, issues, and/ or concerns generated by faculty or staff regarding students' progress during each term, including minimum and satisfactory academic progress. An institutional response will commence based on the term grade point average and overall performance related to satisfactory academic progress of each student.

The Academic Policy and Review Committee (APRC) governs all processes related to probationary sanctions, suspensions, and dismissals. The APRC also monitors students' progress with regard to general education requirements, program requirements, language requirements, total credits, and grade point average. If students are not meeting stated benchmarks in a timely manner, the APRC may make referrals to The Office of Academic Support Services, The First Watch Academic Intervention Committee, The Office of Financial Aid, as well as students' advisors in order to prompt better compliance with academic standards.

### **Academic Alert**

Even though students may have accumulated a GPA indicative of good academic standing, it is the goal of the college to provide early alert and intervention for students who are below a 2.5 GPA. If a student's cumulative or quarterly GPA falls between 2.49 and 2.0 that student may receive an academic alert.

Students will receive a letter from APRC informing them of the alert. In addition, the student may be expected to attend a student success coaching session once a month during the next study term and participate in a tutoring program based on identified concerns through early alerts or from faculty.

A status notation will not appear on the student's transcript.

### **Academic Warning**

If a student's quarterly GPA falls below 2.0 that student will receive an academic warning.

Students who receive an academic warning will receive a letter from APRC informing them of their status. In addition, the student may be expected to adhere to one or more of the following:

1. Attend monthly student success coaching sessions
2. Participate in the tutoring program based on identified concerns through previous early alert reports or faculty narratives
3. Participate in up to two student success workshops based on areas of study skills deficiency
4. Counselor referral at the discretion of FWAIC

A status notation will not appear on the student's transcript.

### **Academic Probation**

If a SAP evaluation finds a student deficient in one or more areas the student may be placed on academic probation for the next term. The level of severity of the deficiency will determine whether the student is placed on academic warning or academic probation. Being placed on probation means that:

1. The student's cumulative GPA fell below 2.0 or
2. The student's quarterly GPA is below 2.0 for two consecutive quarters and the cumulative GPA is below 2.0
3. The student failed to earn at least 8 credits with passing grades at the end of the first term of enrollment

The student will receive a letter from the Registrar's Office informing them of their status. The student will have until the end of the next term either to correct the deficiency or meet the requirements of an academic plan developed by APRC or the student will be placed on academic suspension for the following term. In addition to case-specific recommendations outlined by the APRC, the student may be expected to adhere to one or more of the following:

1. Attend bi-weekly student success coaching sessions
2. Participate in the tutoring program based on identified concerns through previous early alert reports or faculty narratives
3. Participate in up to three student success workshops based on areas of study skills deficiency.
4. Must earn at least 12 credits while on probation
5. Other conditions deemed appropriate by the APRC

A status notation of academic probation will appear on the student's permanent official transcript. The student immediately loses their eligibility for federal financial aid when they are placed on academic probation. The student must appeal the loss of financial aid eligibility in order to receive federal financial aid while on academic probation (see Financial Aid Appeal and Probation – Impact of SAP on Financial Aid above).

### **Academic Suspension & Financial Aid Appeal and Probation**

Students who are placed on academic suspension will receive a letter from APRC informing them of their status. Being placed on suspension means that:

1. The student failed to earn at least 12 credits with passing grades while on probation or
2. The student earned a quarter GPA less than 2.0 while on probation or
3. The student has been on probation for two consecutive terms and has failed to correct the SAP deficiency or
4. The student may not have met intervention conditions during the immediate previous terms of probation

The suspension will last for one quarter. The student may return based on having met the suspension conditions for returning to school. An Application for

Enrollment Reinstatement must be completed and returned to the Registrar's Office no later than the seventh week of the term prior to the anticipated term of return (see Reinstatement Policy).

A status notation of academic suspension will appear on the student's permanent official transcript. Students are allowed to return from only one academic suspension. A second suspension will result in an automatic academic dismissal. Additionally, the student must earn at least 12 credits in any quarter after returning from academic suspension or the student may be academically dismissed.

### **Academic Dismissal**

Students subjected to academic dismissal will receive a letter from APRC informing them of the decision. A status notation of academic dismissal will appear on the student's permanent official transcript.

A student who is dismissed is no longer eligible for Title IV aid at Antioch College.

A student dismissed for academic reasons may petition the college for reinstatement after one calendar year (see Reinstatement Policy).

### **End-of-Year Satisfactory Academic Progress Evaluations**

In addition to the end-of-term SAP evaluations the Academic Policy and Review Committee (APRC) will conduct annual credit summary evaluations. Students' progress will be evaluated by the following standards:

#### **End of Year One**

##### Academic Alert

- Student earned fewer than 45 credits
- First co-op failure (failing Work Co-Op or Work Portfolio automatically results in a failing grade for both)
- Failure to obtain novice-high language proficiency

##### Academic Warning

- Completed fewer than 3 foundation courses
- Completed fewer than 2 Global Seminars
- Completed no writing or quantitative courses

##### Academic Probation

- Student earned fewer than 40 credits with passing grades

#### **End of Year Two**

##### Academic Alert

- Student earned fewer than 95 credits with passing grades
- First co-op failure

#### Academic Warning

- Completed fewer than 6 foundation courses
- Completed fewer than 3 Global Seminars
- Completed fewer than 2 writing or quantitative courses
- Completed fewer than 3 courses in the major (BA)/ Completed fewer than  
5 courses in the major  
(BS)
- Failed to obtain novice-high language proficiency

#### Academic Probation

- Student earned fewer than 80 credits with passing grades
- Second co-op failure

### **End of Year Three**

#### Academic Alert

- Student earned fewer than 130 credits with passing grades
- First co-op failure

#### Academic Warning

- Completed only 3 of the 4 required Global Seminars

#### Academic Probation

- Student earned fewer than 112 credits with passing grades
- Completed fewer than 8 foundation courses
- Completed fewer than 3 Global Seminars
- Completed fewer than 6 courses in the major (BA)/ Completed fewer than  
8 courses in the major  
(BS)
- Completed fewer than 2 co-ops
- 2<sup>nd</sup> co-op failure

#### Academic Suspension

- Third co-op failure

### **End of Year Four**

#### Academic Warning

- Student earned fewer than 180 credits with passing grades
- First co-op failure

#### Academic Probation

- Student earned fewer than 150 credits with passing grades

- Completed fewer than 9 foundation courses
- Completed fewer than 4 Global Seminars
- Completed fewer than 9 courses in the major (BA)/ Completed fewer than 11 courses in the major (BS)
- Completed fewer than 3 co-ops
- 2<sup>nd</sup> co-op failure
- For students on 3-year language rack – Failure to achieve intermediate- high proficiency (Spanish or French)/ Failure to achieve intermediate-mid proficiency (Japanese)

#### Academic Suspension

- 3<sup>rd</sup> co-op failure

#### Academic dismissal

- 4<sup>th</sup> co-op failure

### **Consequences of Academic Sanctions**

Any academic sanction can result in ineligibility for financial aid (including Title IV aid, scholarships, and institutional grants) as well as the required withdrawal from participation in special programs during the term(s) of academic sanction. It is the responsibility of the student to speak with a financial aid representative regarding potential financial aid ineligibility when subjected to academic sanctions.

### **Initial Appeal of Decisions by APRC**

If a student wishes to appeal a decision by The Academic Policy and Review Committee (APRC) on matters of suspension or dismissal they must submit a written appeal to APRC through the Registrar's Office detailing additional information not previously provided, mitigating circumstances, inaccuracies, or any perceived deviation from the process. In certain cases a student may be invited to appear before the Committee in order to discuss the decision. The written appeal must be submitted to the Registrar no later than five working days after the initial decision.

### **Secondary Appeal of Decisions by APRC**

Students who have additional claims after an appeal of the initial APRC decision has been upheld may submit a written appeal to the Vice President of Academic Affairs no later than two weeks after APRC's decision. The VPAA will investigate the merits of the case and prepare a final response for the student.

### **Reinstatement Following Academic Suspension or Dismissal**

A student dismissed for academic reasons may petition the college for reinstatement

after one calendar year. The student should provide evidence that they have taken steps to correct the problems that contributed to their academic deficiencies. Such evidence may include successful full-time coursework at another institution of higher learning\*, productive work experiences, or other significant achievement. The student should also submit at least two letters of recommendation and the appropriate degree planning sheet for the student's major.

*\* Antioch College students who complete coursework at another college or university with the intent of transferring credit to Antioch College must obtain prior approval from the registrar. Coursework submitted for transfer that has not been pre-approved will not be considered.*

A student who has been dismissed for academic reasons may apply for reinstatement by submitting an Application for Enrollment Reinstatement to the Registrar's Office no later than the last day of the seventh week of the quarter prior to the quarter for which the student wishes to return. No exceptions will be made. Applications received after this deadline will not be considered for the next quarter. Instead, they will be considered for the following quarter (see Reinstatement Policy).