	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-AC-04.1	Title: Satisfactory Academic Progress Policy	
	Rev # : 03	Approved By: Chief Executive Officer (CEO)	Date : 09 Oct 2017

1. Purpose

The satisfactory academic progress (SAP) policy establishes a framework for the academic team to ensure that students are progressing at an acceptable pace and working towards completion of their program. This has been put in place to help students achieve their goals.

2. Scope

This policy applies to all members of the academic team. They are expected to be well versed with this policy so that they can answer any questions students may have in this regard.

3. Definitions


- 3.1 Qualitative Standards - Students must maintain a Cumulative Grade Point Average (GPA) of at least a 3.0 calculated at the end in order to be considered a student in good standing.
- 3.2 Quantitative Standards - Students must successfully complete a minimum of 70% of credit hours attempted each academic year.

4. Responsibility

- 4.1 Faculties/ Instructors are responsible for monitoring student progress.
- 4.2 The Chief Academic Officer (CAO) is informed about the students’ progress and any others concerns in the review meeting with the faculty/ Instructor.
- 4.3 The Chief Academic Officer (CAO) is responsible for the effective implementation of the policy

5. Procedure/Process

- 5.1 Qualitative Measure of Progress
 - Graduate Level — Students must meet a 3.0 cumulative GPA with graduate hours to graduate.
 - This includes all credit hours taken by the student while enrolled in the institution as a graduate student.

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5.2 Quantitative Measure of Progress

- While the institution offers flexibility to students to choose the number of credits they sign up for in each semester, all students must complete 70% of all credit hours attempted including accepted transfer hours.
- This completion ratio is obtained by dividing the number of credit hours successfully completed at the end of the semester by the total number of credit hours signed up for by the student at the beginning of the semester.
- Successful completion is defined as earning a grade of A, A-, B+, B, B-, C+, C, C, D or S.
- Unsuccessful completion is defined as earning a grade of F, X, WP or WF.

5.3 Maximum Time Frame for Degree Completion

- All graduate students are expected to complete the degree program within 3 years from the date of enrollment after which a request has to be made to the admission department in the university asking for an extension.

5.4 Satisfactory Academic Progress Probation

- The qualitative component, quantitative components and time frame component for each student are monitored at the end of each semester in order to provide a formal intervention by the institution for those who do not meet the SAP standards. Such students will be placed on probation.
- Counseling sessions will be scheduled with the Chief Academic Officer to help the students overcome their issues and get back on track.
- Once they are able to prove that they have met the conditions satisfactorily in the following semester, they will be removed from probation.

6. Review

The University of Pasadena reviews satisfactory academic progress policy every year.