
	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-AC-04.1	Title: Satisfactory Academic Progress Policy	
	Rev # : 05	Approved By: Chief Executive Officer (CEO)	Date : 07 Oct 2019

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	12 Oct 2015
2	No Change	Chief Academic Officer (CAO)	10 Oct 2016
3	No Change	Chief Academic Officer (CAO)	09 Oct 2017
4	No Change	Chief Academic Officer (CAO)	08 Oct 2018
5	No Change in the policy, letter grade explanation added. Each semester/term. Students must meet a 3.0 cumulative GPA with graduate hours to graduate at the end of the program.	Chief Academic Officer (CAO)	07 Oct 2019

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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 semester/term.

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 at the end of the program.
 - 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 term/semester, all students must complete 70% of all credit hours attempted at the start of the semester.
- 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.

Grade	Points	Grade	Points
A	4.0	A-	3.75
B+	3.50	B	3.0
B-	2.75	C+	2.50
C	2.0	C-	1.75
D	1.0	F	0
I	*Incomplete	WP	Withdraw Passing
S	Satisfactory (C or above, hours not included in GPA)	X	Dropped with approval (hours not included in GPA)
WF	Withdraw Failing (hours included in GPA)	P	Pass (challenge)
AU	Audit (no credit)	CR	Credit

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.

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5.4 Satisfactory Academic Progress Probation

- The qualitative component, quantitative components and time frame component (completion of the program) 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.
- In order for a student to come out of probation, he/she has to satisfy both the qualitative and quantitative components.
- 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.