



**UNIVERSITY OF PASADENA (UPAS)  
Operational Procedures**

Doc #: PO-AC-04.1

Title: Satisfactory Academic Progress Policy


Rev #: 09

Approved By: Chief  
Executive Officer (CEO)

Date: 15 Nov 2022

**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 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
6	Removed Grades other than A, B, C, D, F and I. Added specific actions for students to come out of Academic probation. Minimum passing grade changed to B-.	Chief Academic Officer (CAO)	30 Oct 2020
7	No Change	Chief Academic Officer (CAO)	06 Sep 2021
8	No Change	Chief Academic Officer (CAO)	15 Sep 2022
9	No Change in the policy, added statement "course credits are awarded as semester credits".	Chief Academic Officer (CAO)	15 Nov 2022

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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 of each term, 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 at the end of each term 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:

- 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.
- Successful completion of a course is defined as earning a A, A-, B+, B or B-
- Unsuccessful completion is defined as earning a grade of C, D, F or I.
- Students who do not complete assigned course work within a grading period will receive an incomplete grade (“I”), which is unacceptable as a final grade. However, with an

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instructor’s approval, a student may be granted an extension to complete the required course work. If the work is not completed within the designated period, the student will be assigned an “F” and required to repeat the course. Credit hours will also be denied until the student meets satisfactory progress.

- A student who withdraws from a course will receive the symbol “W” (Withdrawal) for the course, which has no impact on the grade.

Grade	Points	Grade	Points
A	4.0	A <sup>#</sup>	3.75
B+	3.50	B	3.0
B <sup>#</sup>	2.75	C+	2.50
C	2.0	C <sup>#</sup>	1.75
D	1.0	F	0
I	*Incomplete	W	Withdrew from the course

#### 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, all students must complete 70% of all credit hours attempted at the start of the term.
- This completion ratio is obtained by dividing the number of credit hours successfully completed at the end of the term by the total number of credit hours signed up for by the student at the beginning of the term. The course credits are awarded as semester credits.

#### 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 written request must be made to the CAO (cao@upasadena.org) asking for an extension. The 3-year timeframe includes time that students take off for vacation or leave of absence. If the student does not provide the required paperwork to end their program or request for extension within the threshold date, they will be administratively dropped from the program

#### 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

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term 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.

- At the end of each term, all students receive the course GPA of the current term and cumulative GPA.
- Counseling sessions will be scheduled with the Chief Academic Officer to help the student overcome his/her issues and get back on track.
- For a student to come out of probation, he/she must satisfy both the qualitative and quantitative components in the following term.
- Students who fail to maintain Satisfactory Academic Progress for a second time will be subject to dismissal from the school.

#### 5.5 Repetitions

- Students can repeat a failed course only once. The ability to retake the course is subject to the approval of CAO and to availability of the course in that term. The grade earned from a repeated course will replace the original grade and become the final grade of the student's record.

#### 5.6 Appeals policy

- Students may petition any decision made regarding their academic progress by submitting a written statement (by email) to CAO at [cao@upasadena.org](mailto:cao@upasadena.org) . The appeal must describe the circumstances and reasons as to why the student's academic record needs a change. The decision of the CAO is final and is the ultimate step in the appeals process.

### 6. Review

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