



Satisfactory Academic Progress Policy:

Each student enrolled in an academic program must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study.

The definition of Satisfactory Academic Progress has both qualitative (GPA component) and quantitative (course progress component) criteria that must be met by the end of each course. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

Qualitative criteria for satisfactory academic progress:

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 3.0 at the end of the student's second term of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative Semester Credit Hours he or she has attempted in the program of study.



To maintain Satisfactory Academic Progress, a student must establish and maintain at least a 3.0 overall cumulative grade point average by the end of the student's second term of enrollment and all subsequent terms of enrollment. Also, to maintain Satisfactory Academic Progress, the student must complete the required percentage of coursework attempted.

Any student who fails to establish or maintain Satisfactory Academic Process must meet with the Academic Dean.

A student who fails to establish or maintain Satisfactory Academic Progress will be placed on academic probation and maintain this status of academic probation during the following semester. At the end of the semester in which the student is on probation, the student's overall GPA and Semester Credit Hours Completion Percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "B" or better in all courses attempted during the semester in which he or she is on academic probation and earns a cumulative GPA of 3.0 or higher.

	Minimum Overall Cumulative GPA Graduate:	Required percentage of completion of coursework attempted:
Interval I: End of the second term:	3.0	80%
Interval II: End of the student's third and any subsequent term:	3.0	80%
Interval III: The total maximum for completion as timeframe described under "Quantitative Criteria" below.	3.0	80%



Calculation of the semester credit hour completion percentage:

The Semester Credit Hours completion ratio or percentage is calculated by dividing the total number Semester Credit Hours successfully completed by the student in his or her program by the total number of Semester Credit Hours attempted by the student. For the purposes of calculation, Semester Credit Hours attempted by the student include:

- A. All courses taken while the student is enrolled in his or her program of study or
- B. A different program of study, if:
 - 1) The subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or
 - 2) If a course or courses count toward the satisfaction of any of the coursework requirement in the current program

Conditions that may result in probation, restricted course load status or termination:

The following describes the conditions under which a student may be placed on probation, restricted course load, or terminated completely from a program of study.

1. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the semester unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Academic Dean.
2. The Academic Dean may grant the student's appeal if all the requirements specified below under Academic Probation and Restricted Course Load sections are met. If the appeal is granted, the student will be placed on probation or restricted course load status during the student's next semester of attendance. Such action is not automatic, but at the discretion of the Institution.



3. Termination automatically applies to any student not making Satisfactory Academic Progress at the end of the following semester unless the student appeals the determination of the lack of Satisfactory Academic Progress in writing to the Academic Dean. The Academic Dean may grant the student's appeal if all the requirements specified below under Restricted Course Load sections are met. If the appeal is granted, the student will be placed on Restricted Course Load status during the student's next semester of attendance.
4. At the end of following semester, if the student is not making Satisfactory Academic Progress, he or she will be terminated from his or her program of study.

Calculation of overall cumulative grade point average:

The calculation of a student's overall GPA in his or her program of study will include the following:

- The grade or grades earned by the student during each course in which he or she was enrolled in the program of study at the Institution.
- The grade or grades earned by the student during which he or she was enrolled in a different program of study at the Institution.
- If the course or the content matter of any course taken in another program of study is substantially the same as a course in the student's current program of study, that course satisfies the coursework requirement of his or her current program of study.

Quantitative criteria for satisfactory academic progress:

All students must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (80% of hours attempted) each academic year. Additionally, a student must complete the program within a maximum timeframe of attempted Semester Credit Hours.



The Maximum Time Frame for the Completion of any program of study is 150% of the Semester Credit Hours designated for the program. A student is not making Satisfactory Academic Progress if the Institution determines that the student is unable to obtain a diploma from his or her program without exceeding the Maximum Time Frame for Completion. In such case, the student will be terminated from his or her program of study.

The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study or a different program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirement in the current program. Authorized leave of absence periods will not be counted toward maximum time frame calculation.

Maximum time frame for satisfactory academic progress:

Program	Program / Hours	Maximum Time Frame Per Program (MTF)
Executive Master of Business Administration	42	63
Master of Digital Marketing	36	54
Master of Finance	36	54
Master of Project Management	36	54
Master of Supply Chain and Logistics	36	54
Master of Instructional Design and Technology	36	54



Academic Probation:

All students enrolled must demonstrate that he or she is making satisfactory academic progress toward the completion of his or her chosen program of study. The criteria that each student must meet to qualify as making "Satisfactory Academic Progress" are defined below. A student who is failing to meet this criterion at any point outlined below will not meet the standard of "Satisfactory Academic Progress". Any of three remedies may be applied if a student is not making Satisfactory Academic Progress. These are as follows: academic probation, restricted class load status and/or termination from the program of study. The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both of these sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

Restricted Course Load:

Student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester Credit Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester the student must register only for those courses in which he or she did not receive a "B" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.



A student who, during the semester of probation, still does not earn a B in every course or a 3.0 cumulative GPA is required to meet with his or her Academic Dean to determine whether a reduced course load may be appropriate for the student. If the Academic Dean determines that a reduced course load may be favorable for the student, then the student may register the next semester for only half of the number of Semester Credit Hours normally taken by a full-time student. If, during the semester in which the student is on Restricted Course Load, the student still does not earn at least a "B" or better in all courses and earn a cumulative grade point average of 3.0, then the following semester, the student must register only for those courses in which he or she did not receive a "B" or better. If, during that semester, the student still does not earn a "B" or better for those courses, he or she will be terminated from the program of study and suspended from the Institution for unsatisfactory academic performance. A suspended student is eligible to apply for readmission after a minimum of one semester, and, if permitted to return, will be on academic probation and/ or restricted course load status.

Incomplete grade in a course:

If a student receives a grade of A, B in any course, the student will have successfully completed that course. If the student receives a grade of "I", he or she must successfully complete the required work for that course within a specified time arranged by the instructor and communicated to the student, but no later than the end of the semester following the semester in which the "I" was received. It is the student's responsibility to follow up with the instructor to complete the course work. If the course work is not completed by the arranged time, the "I" becomes an "F".

Repeated Course:

A student may repeat a course to improve the overall cumulative grade point average. If a student has an "F" and repeats the course and receives a better grade, for example, an "A", then only the "A" is counted in the calculation of the cumulative grade point average. Semester Credit Hours attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt.



Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt.

A student who earns grade of "F" in any course included in his or her program of study must repeat that course and complete it successfully before taking any course with respect to which the failed course is a prerequisite and before graduation.

A student who has successfully completed a course but wishes to improve the grade received in the course, may also repeat the course. If the course is repeated, the grade earned for the last time the course is taken replaces the previous grade when the overall GPA is calculated. All grades for all courses attempted will remain on the student's transcript, however.

Change of program:

Students who contemplate a change from one program to another should discuss this possibility with the Academic Dean to determine the effect such a change would make on the student's satisfactory academic progress. This institution defines satisfactory academic progress as completion of the total program in no more than 1.5 times the number of semesters described in this catalog for the program. All Semester Hours attempted count toward the total program length of 1.5 times the number of semesters required for completion of the program. If a student changes his/her program only the Semester Hours that are common to both programs may be accepted toward the new program.

Additional program:

Students who wish to enroll in an additional program must re-apply for admission. Upon acceptance, courses which count toward the new program completion requirements will be transferred.



A student may only transfer courses with a final grade of “B” or higher. Semester Credit Hours attempted, and grades earned in the student’s new program of study will count towards determining satisfactory academic progress.

Withdrawal from a course:

Students may withdraw from a course during the drop/add period. If the student withdraws a course during the drop/add period, they will receive a “W” grade in the course. The last day of physical attendance determines whether or not grades are recorded for the semester. If the last day of attendance is within the first half of the semester, a grade of “W” is given. If the last day of attendance is within the second half of the semester, the student will receive a final letter grade. The grade of “W” has no effect on the student’s cumulative GPA. However, the grade of “W” is added to hours attempted within the specified maximum time frame.

* Financial Obligations for withdrawing from a course will be as stated in the Refund Policy

Readmission after suspension for unsatisfactory academic progress:

If the student was not making satisfactory academic progress in his or her program of study as of the last coho enrolled, the student will not be readmitted into the same or a different program, unless the student makes an appeal in writing concerning the institution’s determination to the Academic Dean (as provided below in the Appeal section) and the Academic Dean grants the student’s appeal. The Academic Dean will consider mitigating circumstances in addressing the appeal. If the Academic Dean grants the appeal, then the student will be placed on either academic probation or restricted course load status (at the Academic Dean discretion, as appropriate) during the student’s next semester of attendance in any program of study.



If the student is given permission for readmission, the student must agree in writing to the terms for readmission outlined by the institution and must execute a new Enrollment Agreement. The student must also pay all current tuition, fees and any other costs associated with the student's program of study.

Appealing a determination of unsatisfactory progress:

If it is determined that a student is failing to make satisfactory academic progress in his or her program of study, the student may appeal the determination in writing to the Academic Dean. The student's appeal must provide details concerning the circumstances affecting the student's academic progress (such as serious illness or injury befalling the student, the death of a close relative of the student or any other special circumstances) that may influence the institution's decision to terminate or not to readmit the student into his or her program of study.

The Academic Dean will consider the appeal to determine whether the special circumstances explained in the student's written appeal are mitigating circumstances that will allow the student to remain enrolled in or readmitted to his or her program of study despite the student's failure to conform to the requirements of Satisfactory Academic Progress. The determination of the student's appeal will be made by the discretion of the Academic Dean in conformity to the principles and standards described in this catalog and will be final and binding on the student. If the Academic Dean decides in favor of the student's appeal, the student will be placed either on academic probation or restricted course load status during the student's next semester of attendance in a program of study.

Procedure for grade appeals:

There is a committee, the purpose of which is to address requests for revision of academic grade(s). This Committee, known as the "Grades Committee," consists of the Academic Dean and two instructors. The Grades Committee members are proposed every semester by the Academic Dean and approved by the provost. The Committee establishes its internal decision-making procedure that will be made public.



The instructor responsible for the course is the only person who may make a grade change and he or she must notify the Registration Department when and if the change is made. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions. A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.

A student who deems it appropriate to challenge a grade will proceed as follows:

- If the grade challenged is in a course, the student will first discuss the matter with the instructor teaching the course in an effort to resolve the grievance informally.
- If the grievance is not settled, the student may then file the Grade Appeal Form with the Academic Dean.
 - The form must be filed no later than ninety (90) calendar days after the date on which the grade was due in the Registrar's Office.
 - The Academic Dean will make an informal investigation, hearing both the student and the instructor, and attempt an informal reconciliation.
 - The Academic Dean will render a decision within thirty (30) calendar days and inform the student and instructor in writing.
- If the student wishes to appeal the decision of the Academic Dean, he or she may request that the Grades Committee investigate the decision.
 - The Grades Committee will make a formal investigation, hearing both the student and instructor.
 - The Committee will reach a decision within thirty (30) calendar days and notify the student, the instructor, and the Academic Dean in writing.



- The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the Grades Committee.
- The student and/or the faculty member may appeal the decision of the Grades Committee to the Academic Dean no later than five (5) working days after the Committee's decision.
- The Academic Dean's decision shall be final.