

BRIARWOOD COLLEGE

CATALOG ADDENDUM

effective July 17, 2009

Satisfactory Academic Progress Policy

(replaces pp 16-19 in 2008-2010 Course catalog)

Satisfactory Academic Progress (SAP)

effective July 17, 2009

Briarwood College reserves the right to modify the Satisfactory Academic Progress policy and any related policies at any time.

The Satisfactory Academic Progress policy (SAP) applies to every student enrolled in a degree or certificate program at Briarwood College. The policy ensures that students make satisfactory progress toward successful completion of their degree or certificate requirements and complies with the requirements of accreditation and other regulatory agencies.

To remain in good academic standing at Briarwood College, a student must demonstrate satisfactory academic progress. Normally, achieving a minimum grade of C in any course indicates satisfactory academic progress toward meeting degree requirements. However, **some programs may require a grade higher than C in specific courses to indicate satisfactory academic progress within the respective program.**

Achieving grades of less than C or dropping classes may indicate that a student is at risk academically. Poor academic performance may lead to academic probation or academic dismissal.

Each student's academic progress is evaluated at the end of each semester.

1. Minimum Standards for Satisfactory Academic Progress

To maintain satisfactory academic progress, each student must meet the minimum standards in each of the following criteria:

A. Cumulative Grade Point Average (CGPA)

Students must meet minimum CGPA requirements by certain points during their enrollment to remain in good academic standing at the College. Additionally, satisfactory academic progress must be maintained for students to remain eligible to continue receiving financial aid.

<u>Credits Attempted</u>	<u>Minimum CGPA Required</u>
1 – 11	1.30
12 – 30	1.50
31 – 45	1.90
46+	2.00

Grades of W, P and NP and transfer credit grades from other institutions are not calculated in the CGPA.

B. Satisfactory Completion Rate (SCR)

To continue enrollment in an academic program, a student must successfully complete a minimum percentage of the total credits attempted by the end of each semester.

**Required Percentage of Attempted Credit Hours
Successfully Completed by the End of Each Semester**

66.7%

Grades of W, P and NP are included in the SCR.

C. Maximum Allowable Time Frame (MT)

Students must successfully complete all degree or certificate requirements within the maximum allowable timeframe, which is 150% of the total number of credits required in each program. Students who, after attempting 150% of the minimum credits required to complete their degree or certificate requirements still have credits remaining to be completed, are no longer eligible for financial aid and normally are dismissed from the College.

<u>Length of program (in credits)</u>	<u>Maximum Number of Credits Attempted (150%)</u>
32	48
60	90
65	98
69	104
96	144
120	180

Grades W, P and NP are included in the MT calculation.

For students who change their program, the maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new major times 150%.

Example 1 - If a student transfers 36 credits to a new major consisting of 60 credits, the calculation would be $(60 - 36) = 24$. $(24 \times 150\%) = 36$ credits. The student can attempt no more than 36 credits in the new program.

Example 2 - If a student earned 36 credits in the original major that are applicable to the new major, but transfers 42 credits due to the inclusion of two failed classes that were repeated to earn passing grades, the calculation would be $(60 - 42) = 18$. $(18 \times 150\%) = 27$ credits. The student can attempt no more than 27 credits in the new program.

Transitional courses are not included in CGPA, SCR or MT calculations and thus do not count toward SAP. However, each transitional course may be taken a maximum of three times.

2. Consequences for Failing to Meet Minimum SAP Standards

A. CGPA

<u>Total Credits Attempted</u>	<u>CGPA</u>	<u>Consequence</u>
1 – 11	<1.30	Academic Probation
1 – 11	1.30 – 1.99	Academic Warning
12 – 30	<1.50	Academic Dismissal
12 – 30	1.50 – 1.99	Academic Probation
31 – 45	<1.90	Academic Probation
31 – 45	1.90 – 1.99	Academic Warning
46+	<2.00	Academic Probation

Students who do not improve their CGPA to 2.0 by the

conclusion of the second consecutive semester in which they are on academic probation will be academically dismissed from the College.

B. SCR

<u>Percentage of Attempted Credit Hours Successfully Completed</u>	<u>By the End of Semester</u>	<u>Consequence</u>
<66.7%	1 - 4	Academic Warning
<66.7%	5	Academic Probation
<66.7%	6 and beyond	Academic Dismissal

C. MT

<u>Violation</u>	<u>Consequence</u>
Failure to complete all degree requirements within MT	Academic Dismissal

D. Other Academic Violations

<u>Violation</u>	<u>Consequence</u>
Failure to successfully complete a transitional studies course	Academic Warning
Failure to enroll in required transitional course	Academic Probation
Withdrawal from required transitional course	Academic Probation
Failure to successfully complete a transitional studies course after 3 attempts	Academic Dismissal
Failure to meet minimum SAP standards after two consecutive semesters of Academic Probation	Academic Dismissal

Students may be dismissed for academic reasons without previous academic action, warning, or probation.

Graduation Requirement

Students who do not achieve a CGPA of 2.0 by the completion of all degree requirements may not graduate and no degree will be conferred. Some programs have additional graduation requirements which appear in the individual program sections of this catalog.

3. Appealing an Academic Dismissal

Appeals of academic dismissals will be heard **only** if mitigating circumstances previously unknown to faculty or staff existed that negatively affected the appellant's academic performance. Any student wishing to appeal an academic dismissal must do so in writing to the Office of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the dismissal and must include appropriate documentation of such circumstances, along with an explanation of how these circumstances have been remedied or changed. Written appeals must be signed and dated by the student. E-mail appeals cannot be accepted. Any appeal that is not accompanied by documentation will be rejected and denied.

The Academic Appeals Review Committee (AARC) will review all appeals and determine whether the circumstances that may have contributed to the poor academic performance and resulting dismissal warrant consideration for reinstatement. The

AARC may ask an appellant to attend the appeal hearing if clarification of the documentation is required.

Examples of mitigating circumstances include a death in the student's immediate family, hospitalization of a student, documented medical problems, and other special circumstances such as independently documented work-related transfers, natural disasters, and family emergencies. Mitigating circumstances normally are events that are outside of the student's control and are unavoidable.

An appellant may present documentation from a professional counselor or medical official stating a professional opinion that medical circumstances contributed to the academic detriment of the student during a particular time frame. Such documentation must be presented on professional letterhead.

A student whose appeal has been accepted by the AARC may be reinstated and, if otherwise eligible, receive financial aid. If a serious medical condition contributed to the academic dismissal, the College reserves the right to review official medical records before permitting a student to re-enroll.

4. Re-Entry after Academic Dismissal

Prior to re-entering the College, reinstated students must meet with an academic advisor to determine if the student is motivated and has the academic ability to meet SAP standards. If the advisor determines that a student is ready to resume academic work, the student must complete an academic action plan with the advisor.

Students reinstated following the successful appeal of their dismissal are automatically placed on academic probation for the semester in which they return. Reinstated students must retake and successfully complete all courses previously failed and meet the minimum standards for SAP.

Students dismissed for academic reasons may appeal only **once** to reenter the College. An academic dismissal following reinstatement after a previous academic dismissal is final and **cannot** be appealed.