Pfeiffer University Faculty Handbook - Satisfactory Academic Progress / Academic Standing

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updated June 11, 2015

The following section of the Pfeiffer University Handbook is under revision by the Faculty Handbook Committee. The Committee will continue to update and revise this section throughout the academic year, adding changes to the official copy of the Handbook as the committee makes the revisions.

Satisfactory Academic Progress / Academic Standing
Adopted December 15, 2012

Undergraduate

Satisfactory academic progress (SAP) towards Pfeiffer University degree will be determined at the end of every semester based on students’ qualitative and quantitative progress at Pfeiffer.
- Qualitative progress is based on grade point average or GPA
- Quantitative progress refers to time or credits attempted per the Undergraduate Academic Standing Scale below.

Note: When a student changes majors, all of the courses in the previous major will also be included in the student’s SAP calculation.

Students academic standings are: Good Standing, Warning, Probation, Suspension or Dismissal Status. Each standing is defined below.

Good Standing is defined as progressing towards graduation with a GPA of 2.0 or greater, or at or above the level indicated in the Undergraduate Academic Standing Scale. Students who are in Good Standing should meet with their advisors/mentors a minimum of one time during the semester.

Academic Warning (AW) is defined as progressing towards graduation with an overall GPA that is below the Undergraduate Academic Standing Scale. Students who have AW status should meet with their academic advisor(s) a minimum of two times during the semester.

Academic Probation (AP) is given to students who after one term on Academic Warning are not making satisfactory progress towards graduation per the Undergraduate Academic Standing Scale. An academic probation period consists of two academic terms: 1- Academic Probation (A1) and 2- Second term of Academic Probation (A2)

Students with AP status must agree to follow an Academic Plan to avoid academic suspension. The Academic Plan is a signed contract between the student and the Office of the University Provost. Students in this situation must meet the following conditions contained in the contract:

1) Obtain a minimum GPA in accordance to the Undergraduate Academic Standing Scale.
2) Misenheimer students: visit the Academic Learning Center and establish a monthly written and signed
plan for follow up and academic assistance,
3) Center for Professional Advancement students: use the resources recommended by your advisor

- Failure to meet the conditions of the Academic Plan will result in a one semester suspension with the right to appeal*. If the appeal is not awarded, the student cannot register for classes the following semester. Completed the semester suspension, the student may apply for readmission. Re-admission is at the discretion of the Registrar. Upon re-admission, the student standing will be that of AP with two semesters to attain the GPA required in the Undergraduate Academic Standing Scale. Returning students must have their Academic Plan updated.

- If the appeal is awarded, the student standing will be that of AP with two semesters to attain the GPA required in the Undergraduate Academic Standing Scale. Students in this situation must have their Academic Plan updated.

- Students’ who are suspended for a second time due to lack of compliance with SAP will be dismissed from the University.

• Academic Suspension
Students who fail to meet their Academic Plan and improve their GPA to at least the level indicated in the Undergraduate Academic Standing Scale, will be placed on Academic Suspension. Academic Suspensions is limited to one in the student’s career.

Academic Dismissal
An Academic Dismissal is a permanent and irrevocable suspension from the University.

Undergraduate Academic Standing Scale

Hours attempted** GPA
1-15 1.30
16-31 1.50
32-47 1.75
48-60 1.99
61+ 2.00

**Hours Attempted = Non-Activity Hours attempted at Pfeiffer plus hours of transfer credit accepted towards the student’s program

Probation Appeals Process –Students on academic probation are automatically suspended from Financial Aid. The appeals process for students on Academic Probation/Continued Probation is necessary only for Financial Aid purposes. The “Academic Probation” standing will remain in a student’s record even if the FA appeal has been granted.

Suspension Appeals Process- Students facing their first academic suspension, have the right to appeal the suspension. A Suspension Appeal, when granted, brings about an extension of a student’s Academic Probation/Continued Probation standing. For a student’s appeal to be considered the student should have a mathematical chance that the GPA will raise to meet the Undergraduate Academic Standing Scale during an additional probationary period (two semesters). Students appealing their first suspension, or readmitting after a semester of suspension, must write letters of appeal separately to the Provost Office and to the Office of Financial Assistance.
The suspension appeals will be granted only if one or more of the following conditions exist:

- Death of a student’s close member in the family (parents, grandparents, children, close friend or spouse).
- Serious illness of the student or a close family member that can be documented
- Other mitigating circumstances on a case by case basis

Separate committees will evaluate all Academic and Financial Aid suspension appeals. An awarding of an academic appeal does not guarantee financial aid reinstatement.

For more information on Financial Aid appeals see _________________

Student Classification

1-29 Freshman
30-60 Sophomore
61-91 Junior
92 + Senior

*Added December 2011*

**Graduate Satisfactory Academic Progress / Academic Standing**

Satisfactory academic progress (SAP) towards Pfeiffer University degree will be determined at the end of every semester based on students’ qualitative and quantitative progress at Pfeiffer.
- Qualitative progress is based on-grade point average or GPA
- Quantitative progress refers to time or credits attempted per the Graduate Academic Standing Scale below.

Note: If a student changes programs, all of the courses in the program will also be included in the student’s SAP calculation.

Students academic standings are: Good Standing, Warning, Probation, Suspension or Dismissal Status. Each standing is defined below.

Good Standing is defined as progressing towards graduation with a GPA of 3.0 or greater, or at or above the level indicated in the Graduate Academic Standing Scale. Students who are in Good Standing should meet with their advisors/mentors a minimum of one time during the semester.

Academic Warning (AW) is defined as progressing towards graduation with an overall GPA that is below the Graduate Academic Standing Scale. Students who have AW status should meet with their academic advisor(s) a minimum of two times during the semester.

Academic Probation (AP) is given to students who after one term on Academic Warning are not making satisfactory progress towards graduation per the Graduate Academic Standing Scale. An academic probation period consists of two academic terms: 1- Academic Probation (A1) and 2- Second term of Academic Probation (A2)

Students with AP status must agree to follow an Academic Plan to avoid academic suspension. The Academic Plan is a signed contract between the student and the Office of the Associate Vice President for
Academic Affairs. Students in this situation must meet the following conditions contained in the contract:
1) Obtain a minimum GPA in accordance to the Graduate Academic Standing Scale.
2) use resources recommended by their advisor

Failure to meet the conditions of the Academic Plan will result in a one semester suspension with the right to appeal*. If the appeal is not awarded, the student cannot register for classes the following semester. Completed the semester suspension, the student may apply for readmission. Re-admission is at the discretion of the Graduate SAP Committee. Upon re-admission, the student standing will be that of AP with two semesters to attain the 3.00 GPA required by the University. Re-admitted students must have their Academic Plan updated.

If the appeal is awarded, the student standing will be that of AP with two semesters to attain the 3.00 GPA by the University. Students in this situation must have their Academic Plan updated.

Students who are suspended for a second time due to lack of compliance with SAP will be dismissed from the University.

*Academic Suspension Students who fail to meet their Academic Plan and improve their GPA to at least the level indicated in the Graduate Academic Standing Scale, will be placed on Academic Suspension. Academic Suspension is limited to one in the student’s career.

Academic Dismissal
An Academic Dismissal is a permanent and irrevocable suspension from the University.

Graduate Academic Standing Scale

<table>
<thead>
<tr>
<th>Hours attempted**</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-12</td>
<td>2.50</td>
</tr>
<tr>
<td>13-24</td>
<td>3.0</td>
</tr>
<tr>
<td>25+</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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- Other mitigating circumstances on a case by case basis

Separate committees will evaluate all Academic and Financial Aid suspension appeals. An awarding of an academic appeal does not guarantee financial aid reinstatement.

For more information on Financial Aid appeals see the Financial Aid website