



## **Satisfactory Academic Progress Policy**

### **Master's Programs**

This program does not allow students to work at his/her own pace. Students are expected to keep up with the posted course schedule of lessons and assignments. Course activities and assignments are graded on a weekly basis by professors/instructors. Rubrics are used for scoring all formative assignments and assessments. Other assignments and assessments are electronically scored with immediate feedback. Students can access their grades for assigned lesson material, discussions, quizzes, and assignments for each lesson at any time during the course.

Faculty and program advisors monitor the progress of each student. If the student does not make satisfactory academic progress during a course (falls behind in assignments, displays unsatisfactory attendance, or is having personal challenges), the instructor contacts the student to schedule an individual conference to assess needs.

If a student maintains a 3.0 GPA or higher, it is assumed that there is satisfactory academic progress. Should the GPA fall below 3.0, the program advisor is contacted and schedules a conference with the student.

If the GPA is below 3.0 for 2 semesters, the student is placed on academic probation and undergoes more frequent monitoring by the instructors and program advisor.

### **Doctoral Program**

C, D, and F grades are not acceptable in the doctoral program. If a grade of C or lower is earned, the course must be retaken the next time it is offered and completed with a grade of B or higher.

If two C or lower grades are earned, the student is placed on academic probation and both courses must be retaken with satisfactory grades earned before registering for another course in the program of study.

If three grades of C or lower are earned in any course at any time during the doctoral program (even if courses are retaken and higher grades are earned), the student will be ineligible to continue in the doctoral program and officially dismissed for unsatisfactory academic achievement.

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Each course can be retaken only once. If a grade of B or higher is not achieved upon completion of a retake, the student will be dismissed.

Retake courses are subject to the normal doctoral tuition rate.

Note: retake courses will be indicated with an "(R)" on transcripts.

Satisfactory academic progress in the doctoral program is monitored by faculty program advisors, who meet with advisees two times each academic year to discuss the pace of courses, grades, and academic progress.

Online participation, effort, and timeliness are reviewed and discussed with each student. Program goals and outcomes are reviewed and discussed so that the program advisor can determine student progress in the program. Notes of insufficiencies are recorded in the comments section of the student's records. Program advisors indicate areas of support needed and regularly check the transcript to monitor GPA. If a student maintains a 3.0 GPA or higher and has not expressed academic concerns, it is assumed that there is satisfactory academic progress.

### **Quantitative Criteria**

Students must earn at least a B grade in each course taken to meet program requirements. If two or more courses are taken simultaneously, no more than one course can receive a grade lower than a B. A grade lower than a B will automatically initiate probationary status and require course retake. Students will maintain a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale.

### **Qualitative Criteria**

Each course has a qualitative component based on timeliness, professionalism, progress, and effort based on a Participation and Effort Rubric that contributes 10% to their final course grade. Satisfactory progress (good standing) is maintained when doctoral students earn a program GPA of 3.0 (grade of B) or higher on a 4.0 grade scale. Students who do not earn at least a B in every course during an academic session will be placed on academic probation the following session and be required to repeat the course.

Academic probation will not exceed two sessions. If, during the following two sessions, the student's grade average is still unsatisfactory, the student will be promptly notified of the recommendation for academic dismissal. At that time, the student may appeal by submitting a letter of grievance to the Provost, who will convene a hearing to determine the status of SAP.

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