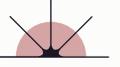


NEW LINES INSTITUTE



*MA in Strategy and Policy*



# Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy monitors and measures whether the students are maintaining satisfactory academic progress in their educational programs. The standards and requirements of satisfactory academic progress apply to all enrolled students. The lockstep structure of the program allows each course to be offered only once a year. A failed course must be repeated in the next academic year.

## 1. Satisfactory Academic Progress Standards

The satisfactory academic progress (SAP) standards are measured after the final grades are recorded at the end of Summer, Fall, and Spring semesters which are called “evaluation points”. SAP is measured by the following three criteria.

1. Maximum Time Frame for Program Completion (MTF)
2. Qualitative Standard: a required minimum cumulative grade point average (cGPA)
3. Quantitative Standard: a required minimum completion rate (CR)

If SAP is met, a student will continue in good academic standing with no other indications in the student’s record.

Students who fail to meet any of the above-mentioned criteria will be considered not meeting the SAP requirements and will be put on “probation.” If SAP is not met, a letter will be sent to the student’s official institute email of record and a copy will be placed in the student record based on the category.

At the time of SAP review, students will fall into one of the following categories:

- **GOOD STANDING:** Student has met all required SAP standards and is eligible for aid for the following semester or academic year provided that all other requirements are met, no administrative action is taken if SAP is deemed “met”.
- **ACADEMIC WARNING:** Student has not made progress standards for the first time. The student must make improvements on all SAP standards in order to be removed from Academic Warning.
- **ACADEMIC DISMISSAL:** Student fails to meet the required SAP standards at the end of an academic warning period or fails to comply with the Academic Plan during or at the end of an

Academic Probation period, or who again does not meet SAP standards.

- **ACADEMIC PROBATION:** Students who face an Academic Dismissal (having been on Academic Warning in the prior semester) who, for compelling reasons, are able to justify to the SAP Appeal Committee that they are able to make significant changes in future terms to overcome any potential areas of academic concern. If the SAP Committee agrees with the student’s justification and potential plan for improvement, the student can continue on Academic Probation for one semester or length of Academic Plan.
- **FINAL ACADEMIC DISMISSAL:** Student received an Academic Warning and then an Academic Dismissal in a subsequent, consecutive term. The student appealed to continue in the program and was placed on Academic Probation to make improvements, following an Academic Plan. The student failed to meet the terms of the Academic Plan and receives a Final Academic Dismissal. This Final Dismissal cannot be appealed. The student will be dismissed and will not be allowed to reenter. The student can be admitted as a new student after 365 days from the dismissal. No credit will be given for previously completed courses. The Program Chair may make an exception in accepting previous credits in extenuating circumstances. In these cases, no more than 50% (up to 18 credits) of the program credits required for graduation will be accepted.

SAP is calculated by Registrar’s Office at each “evaluation point” and the actual calculation is maintained by the Registrar.

## 2. Qualitative Standard: Cumulative Grade Point Average (cGPA)

Students must meet the qualitative standard of a minimum cumulative grade point average (cGPA) requirement at each SAP evaluation point, as shown in the “SAP Requirement Charts” by program level below.

Graduate students must have a minimum cGPA of 3.00 at the end of each semester and at the end of the graduate program.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to Procedure to Appeal Academic Dismissal for the exhaustive list.

### 3. Quantitative Standards: Completion Rate (CR)

Students must meet the quantitative standard of a minimum completion rate (CR) requirement of 100% at each SAP evaluation point, as shown in the “SAP Requirement Charts” below.

There are only certain mitigating circumstance(s) that can be considered for an appeal. Please refer to Procedure to Appeal Academic Dismissal for the exhaustive list.

### 4. SAP Requirement Charts

Semester	Required Minimum cGPA	Required Minimum CR	Result if SAP Not Met
Summer	3.00	100%	Academic Warning if first time
Fall	3.00	100%	Academic Dismissal if on Academic Warning in the previous semester
Spring	3.00	100%	

### 5. Maximum Time Frame (MTF)

Students must complete the entire program within 150% of the original program length. The program is 36 credits, so the maximum allowed program length is 54 credits. Students may repeat a failed course only once. Failing the same course twice will result in academic withdrawal.

If a student is unable to complete the program within the MTF indicated above, the individual will be dismissed from the program. No academic warning or probation is allowed at this point, and the student will not be eligible to receive the original credential (e.g., master’s degree).

### 6. Probation Statuses and Procedures

#### 1. Academic Warning

Failure to achieve the required SAP standards rate at the required evaluation point(s) will result in Academic Warning (See the “SAP Requirement Charts”). The academic warning period is one semester. A notification to students on Academic Warning will be sent to the student’s official institute email. While notification is sent to students, each student is responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student’s SAP result and its implications. Students on Academic Warning are required to meet with their academic advisor prior to registering for the upcoming semester to create an academic plan and

must work toward improving their SAP standing by the end of the next semester to be in good academic standing.

If a student fails to meet the SAP requirements at the end of the Academic Warning period, the student will be dismissed from the program and the institute.

#### 2. Academic Dismissal

There are four (4) reasons that a student can be on Academic Dismissal due to the SAP requirements:

1. Failure to meet the required SAP standards at the end of an Academic Warning period
2. Failure to meet the required SAP standards at the end of an Academic Probation period
3. Failure to comply with Academic Plan during or at the end of an Academic Probation period
4. If the review of a student’s SAP evaluated at any time indicates that it is mathematically impossible for the student to meet the minimum requirements of the Standards of SAP policy at the next mandatory evaluation point the result will be an Academic Dismissal from the program and the institute.

Students will be notified of Academic Dismissal by the Registrar’s Office via their institute email within five calendar days after the final grades are posted. However, all students are responsible for monitoring their own academic progress. Failure to receive the notification does not negate the student’s SAP result and its implications. Any student who is dismissed may appeal to the Program Chair within 2 business days of the notification by writing if a mitigating circumstance resulted in the dismissal. Refer to Procedure for Appealing Academic Dismissal for more details on this process.

#### 3. Procedure for Appealing an Initial Academic Dismissal

A student being dismissed for not meeting SAP requirements can appeal the Academic Dismissal if

they have mitigating circumstances that contributed to the dismissal. The following is a list of conditions that may be considered as mitigating circumstances, which have negatively impacted academic progress:

- Student illness or injury that led to hospitalization or a documented serious illness or injury of the student (including mental health issues)
- Death of an immediate family member (a parent, spouse, sibling, or child)
- Illness of an immediate family member where the student is the primary caretaker or the family member is the primary financial support
- Work-related major changes during the period (e.g., Military deployment)
- Natural disaster
- Other circumstances that resulted in undue hardship to the student

The appeal must be submitted to the Program Chair within 2 business days from the notification, in writing via the institution's official student email account, and must include the following documents:

1. Letter of appeal, explaining the mitigating circumstances that resulted in the academic dismissal, and an explanation on how the circumstances have been remedied or changed to ensure that they will be able to meet SAP requirements
2. Supporting documentation of the mitigating circumstance, and its remediation or change.
3. An academic plan approved by academic advisor: See Academic Probation section for further information on academic plans. The Program Chair will convene an SAP Appeals Committee and notify the student about the decision within 3 business days.

#### **4. Academic Probation**

A student whose academic dismissal appeal is approved by the SAP Appeals Committee will be placed on academic probation and can continue their study under the condition of an approved academic plan. The statement "Academic Probation" will be entered into the student's permanent record.

The academic probation is one semester in length. The "academic plan" is defined as a written agreement between a student and an academic advisor in order for the student to improve their academic progress.

The academic plan includes a course schedule plan during the academic plan period to ensure that the student has a realistic achievable academic plan. The plan includes the required minimum cGPA and minimum completion rate that the student must achieve at the end of the academic plan period.

If the student on academic probation attains the minimum SAP requirement at the end of or during the probationary period, the academic probation status will be lifted and the student will be considered in a good academic standing. If a student fails to meet the SAP requirement at the end of the probationary period or fails to follow and meet the academic plan goals, the student will be dismissed from the program and the institute. "Academic Dismissal" will be entered into the student's permanent record.

#### **5. Final Academic Dismissal**

If a student is dismissed for the second time (following an initial Academic Warning designation, an Academic Dismissal, followed by an approved appeal and placement on an Academic Probation) and does not meet the SAP standards and and/or the Academic Plan goals again, the student receives a Final Academic Dismissal. This Dismissal cannot be appealed. The student will be dismissed and will not be allowed to re-enter. The student can be admitted as a new student after 365 days from the dismissal. No credit will be given for previously completed courses. The Program Chair may make an exception in accepting previous credits in extenuating circumstances. In these cases, no more than 50% (up to 18 credits) of the program credits required for graduation will be accepted.

#### **7. SAP Dismissal and Re-entry**

##### **Withdrawal and Application for Re-entry**

Students who have withdrawn from the institute in good standing may apply to be readmitted to the same program from which they withdrew by following the regular admission process defined above, with the addition of a clearly defined Completion Plan. Refer to the Admission Requirements section for more detailed re-admission requirements.

Students who were on an academic warning, or academic probation at the time of their voluntarily withdrawal, will be placed back on those statuses and the same requirements will apply, upon successful re-admission. Students who were on academic probation will be conditionally accepted with the

understanding that the student will submit a revised academic plan, approved by their academic advisor, to the Registrar's Office to complete enrollment.

### **Termination Due to Academic Dismissal**

Students must successfully complete the regular admission process first to receive conditional acceptance. After which the student must successfully appeal the Academic Dismissal to be enrolled back in class. Refer to Procedure for Appealing Academic Dismissal for information on how to appeal.

## Contact Information

✦ For further information about the New Lines Institute Master of Arts in Strategy and Policy, please contact [admissions@newlinesinstitute.org](mailto:admissions@newlinesinstitute.org).

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