

Satisfactory Academic Progress

All degree-seeking students must meet three SAP standards in order to maintain eligibility for continued enrollment and financial aid. The standards include cumulative grade point, completion rate, and maximum timeframe for completion of a degree. The standards of SAP are monitored and enforced at the end of the academic year. Students not meeting one or more of SAP standards are notified at the conclusion of the academic year.

Satisfactory Academic Progress Standards

1. Grade Point Average (GPA) Standard (Qualitative)

In order to demonstrate satisfactory academic progress, students must earn at least the minimum cumulative GPA as reflected below:

Academic Year	1	2	3	4	5+
Cumulative GPA	1.5	2.0	2.0	2.0	2.0

- Developmental/remedial coursework is included in determining the cumulative GPA.
- A grade of I (Incomplete) is included in determining the cumulative GPA.
- A grade of W (Withdrawal) is not included in determining the cumulative GPA.
- All posted transfer credit hours on official transcripts are not included in determining the cumulative GPA.
- Coursework in which a student has exercised the repeat option is not included in determining the cumulative GPA.

A cumulative GPA is calculated by dividing the total number of quality points earned by the total of amount of credit hours attempted.

For example, Sarah, who is in her second year, has attempted 58 credit hours, earning 134 quality points. Using the formula above, 134 quality points divided by 58 credit hours equals a cumulative GPA of 2.31. Reviewing the table above, Sarah meets the cumulative GPA standard and remains eligible for continued enrollment and financial aid as long as all other standards are met.

For example, Ben, who is in his first year, has attempted 29 credit hours, earning 39 quality points. Using the formula above, 39 quality points divided by 29 credit hours equals a cumulative GPA of 1.34. Reviewing the table above, Ben does not meet the cumulative GPA standard. See Failure to Meet Satisfactory Academic Progress below.

2. Pace of Completion Standard (Quantitative)

In order to demonstrate satisfactory academic progress, students must progress toward completion of their degree by meeting the minimum completion rate as reflected below:

Academic Year	1	2	3	4	5+
Completion Rate	60%	67%	67%	67%	67%

- Developmental/remedial coursework is included in determining attempted and completed hours.
- A grade of I (Incomplete) is included in determining attempted hours.
- A grade of W (Withdrawal) is included in determining attempted hours.
- All posted transfer credit hours on official transcripts are included in determining attempted and completed hours.
- Coursework in which a student has exercised the repeat option is included in determining attempted and completed hours.

The completion rate is calculated by dividing the number of credit hours a student has successfully completed by the number of credit hours a student has attempted.

For example, Tom, who is in his fourth year, has attempted 105 credit hours and successfully completed 92 credit hours. Using the formula above, 92 credit hours successfully completed divided by 105 credit hours attempted equals an 87.6% completion rate. Reviewing the table above, Tom meets the pace of completion standard and remains eligible for continued enrollment and financial aid as long as all other standards are met.

For example, Mary, who is in her first year, has attempted 18 credit hours and successfully completed 9 credit hours. Using the formula above, 9 credit hours successfully completed divided by 18 credit hours attempted equals a 50% completion rate. Reviewing the table above, Mary does not meet the pace of completion standard. See Failure to Meet Satisfactory Academic Progress below.

3. Maximum Timeframe Standard

In addition to meeting GPA and completion rate standards, students must complete their degree within the maximum timeframe of 150% of the published length of the academic program. The maximum includes all hours attempted or completed, including withdrawals, repeats, incompletes, and transfer credit hours.

To calculate the number of hours for financial aid eligibility, multiply the number of hours required for a degree plan by 150%. The total is the maximum hours allowed for financial aid.

For example, a history major is a returning student with 145 attempted/completed hours with a degree plan that requires 128 hours to complete. Using the formula above, 128 hours multiplied by 150% equals 192 hours of financial aid eligibility. The history major is under his or her maximum hours allowed for continued enrollment and financial aid and remains eligible for aid as long as all other standards are met.

For example, a biology major is a returning student with 186 attempted/completed hours with a degree plan that requires 122 hours to complete. Using the formula above, 122 hours multiplied by 150% equals 183 hours of financial aid eligibility. The biology major is over his or her maximum hours allowed for continued enrollment and financial aid. See Failure to Meet Satisfactory Academic Progress below.

Failure to Make Satisfactory Academic Progress

1. Academic and Financial Aid Suspension

When a student fails to meet one or more of SAP standard at the end of the academic year, the student is academically suspended and is assigned the status of Not Meeting SAP. When assigned this status, the student is ineligible for financial aid. Academic suspension and loss of financial aid can be appealed (see Appeal Process below). Students who have failed to make SAP at the end of the academic year will be notified by certified mail and email from the Registrar's Office at the end of the academic year.

2. Academic and Financial Aid Probation

When a student fails to meet one or more of SAP standards and is academically suspended, but successfully appeals the academic and financial aid suspension (see the Appeal Process below), the student is placed on academic and financial aid probation.

3. Appeal Process

If a student fails to make SAP at the end of the academic year, the student may file an appeal for reinstatement of continued enrollment and financial aid eligibility. The appeal must be based on mitigating circumstances, which include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative
- Other special circumstances

The student must submit a Satisfactory Academic Progress Appeal Form, which includes a written statement with supporting documentation and an academic plan, to the Office of the Provost. Students placed on academic and financial aid suspension will receive instructions for filing an appeal by certified mail and email from the Registrar's Office at the end of the academic year. The deadline for SAP appeals is June 1.

The Academic Council, with representation from the Office of Financial Aid, will review the student's appeal. If the appeal is granted, the student will be placed on academic and financial aid probation for one term. The student must follow an academic plan approved by the Academic Council (see Academic Plan below). Students will be notified of appeal decisions by mail and email from the Office of the Provost.

The maximum number of appeals a student may normally have granted during the total of all his or her enrollment periods at Chowan University is two. Under extreme circumstances, a third appeal may be granted, provided the student has documented proof of the circumstances. In the case of a student who files a third appeal, the reasons for the students' two previous appeals will be considered when making a decision. The student's progress within their academic program will be a determining factor on the rare occasion when a third appeal is allowed.

4. Academic Plan

A student who is placed on academic suspension and assigned the status of Not Meeting SAP must submit an appeal for reinstatement of continued enrollment and financial aid eligibility (see Appeal Process above). As part of the appeal, the student must submit the Academic Plan Form, which must be completed with the assistance of an academic advisor. The plan must outline the progress the student will need to obtain in order to meet SAP standards. The plan must demonstrate the student can meet SAP standards within two enrollment periods (fall and spring).

The Academic Council will review the student's progress at the end of the next enrollment period. If the student meets SAP standards, academic and financial aid probation will be removed. If the student does not meet SAP standards, but is meeting the requirements of the academic plan, the student is eligible for continued enrollment and financial aid for one additional enrollment period (fall or spring) and will remain on academic and financial aid probation. If the student is not meeting the requirements of the academic plan at the end of the first period of enrollment or fails to meet SAP standards at the end of the second period of enrollment, the student will be assigned the status of Not Meeting SAP, resulting in academic suspension and loss of financial aid. Students will be notified of academic plan reviews by mail and email from the Office of the Provost.

5. Maximum Timeframe Appeal

A student who exceeds the maximum hours allowed for continued enrollment must follow the appeal process outlined above. However, there is no warning status for this standard. In addition to the mitigating circumstance listed under the appeal process, a change of major may be provided as a reason for an appeal, but the number and timing of changes of major will be taken under consideration during an appeal review.

6. Summer Session for Academically Suspended Students

An academically suspended student may attempt to improve his or her grade point average and/or completion rate through enrollment in the university's summer session. An academically suspended student is not eligible for financial aid.

7. Readmission

Former students who have been suspended for academic reasons may seek readmission by 1) following the steps outlined under the Readmission for Former Students section of this catalog and 2) submitting a Satisfactory Academic Progress Appeal Form and all required documentation and paperwork to the Office of Admissions. Admissions will forward the form to the Office of the Provost for action. No student may gain readmission under this option more than once.

Tips to Help Meet Satisfactory Academic Progress

- Visit your academic advisor and professors regularly.
- Utilize Academic Assistance, the Writing Center, Tutoring, and/or Disability Services.
- Develop an academic plan with your academic advisor.
- Monitor your academic progress.
- Attend class, complete assignments by deadlines, and study.

Good Academic Standing

Any student who meets all Satisfactory Academic Progress standards is determined to be in good academic standing.

Academic Warning

Academic warning is given to a student whose cumulative grade point average falls below 1.5 and/or completion rate fall below 60% in his or her first year or whose cumulative grade point average falls below 2.00 and/or completion rate falls below 67% in his or her second year and beyond. The purpose of the warning is to alert the student to the need to improve performance in order to meet Satisfactory Academic Progress standards. Failure to meet Satisfactory Academic Progress standards at the end of the academic year (May) will result in academic suspension. A student will remain on academic warning until the cumulative grade point average is at least 2.00 and the completion rate is at least 67% or until placed on academic suspension.

Academic Probation

Academic probation is a status assigned to a student who fails to meet one or more SAP standards, but has successfully appealed and has been granted continued enrollment for one enrollment period.

Academic Suspension

Students who fail to meet the criteria for Satisfactory Academic Progress at the end of the academic year will be academically suspended from the University. Students under academic suspension may seek to regain eligibility for continued enrollment by appeal. For information on appealing, see Satisfactory Academic Progress above.

Course Repeat Policy

Repeating courses for credit is permissible and, in some cases, required, as when a student fails a course or makes a D in a course in the student's major area of concentration. Cumulative credit hours attempted and quality points earned include each attempt of a course unless the student exercises a repeat course option as specified below. Credit hours earned by repeating a course will be counted toward satisfactory academic progress and degree requirements only one time, unless the catalog specifically states that the repeated course may be taken for credit more than once. The last grade earned becomes the official grade for the course. Transcripts record all grades; the grade for a repeated course will have an R beside it.

After successfully completing a course, a student may exercise a "repeat course option" to have the hours attempted and quality points earned in a previous attempt of that course excluded from the calculation of their cumulative GPA (Note: A Federal regulation requires repeated courses to be counted as hours attempted when determining course completion rate. See Satisfactory Academic Progress above). A student may exercise this option a maximum of six times in the course of their undergraduate career. Each attempt of a course requires use of a separate option, and a student must initiate the use of an option by making a written request to the Registrar's Office. The original grade will still appear on the student's transcript, marked by the addition of an asterisk (*).

Federal regulation limits the number of times a student may repeat a course and receive financial aid for that course. For more information, see the Financial Aid section of this catalog.