



Thursday, August 15, 2024

## SATISFACTORY ACADEMIC PROGRESS POLICY

The definition of Satisfactory Academic Progress has both qualitative and quantitative criteria that must be met. The student must meet both sets of criteria to make Satisfactory Academic Progress. Unmet satisfactory academic progress also affects scholarship eligibility.

To make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 3.0 for graduate students and 2.0 for undergraduate students at the end of every semester.
2. Demonstrate successful completion of the required percentage of the total cumulative Semester Credit Hours he or she has attempted in the program of study.

In case the student meets an unsatisfactory performance through the semester, they will receive a notification about this as well as a list of student resources, such as tutoring or extra tutoring hours with the instructor.

If the student fails to improve their GPA after receiving the notification, the student is sent to Academic Warning for the next semester.

Furthermore, if a graduate student continues showing poor performance, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards during the Academic Probation period.

If an undergraduate student continues showing poor performance, with a GPA below 2.0, he or she will go under Academic Probation and Academic Dismissal will happen once the student does not meet SAP standards for the third time.

## **Required Percentage of Cumulative Semester Credit Hours**

MBTU defines the required percentage of the total cumulative semester credit hours that students must successfully complete as 67%. This means that students must successfully complete at least 67% of all attempted credit hours in their program of study to meet the quantitative criteria for Satisfactory Academic Progress (SAP). The 67% completion rate is aligned with common standards in higher education and ensures that students are progressing at a pace that will allow them to complete their programs within the maximum timeframe.

## **Roles and Responsibilities of the Academic Department**

The Academic Department at MBTU is composed of the Academic Director and Academic Coordinator. The roles and responsibilities for monitoring student progress are clearly defined as follows:

- **Academic Director:** Oversees the implementation and consistency of the SAP policy, ensuring that all aspects of student progress are monitored effectively.
- **Academic Coordinator:** Responsible for tracking the academic performance of students within specific programs and coordinating with instructors to identify students who are at risk of not meeting SAP standards.

Also, the Student Services Coordinator provides direct support to students, including the communication of SAP status, guidance on academic resources, and assistance in developing academic improvement plans.

## **Process**

The Academic Director, in collaboration with the Academic Coordinator, reviews student progress at the end of each semester. This team is responsible for sending out notifications of unsatisfactory performance, placing students on Academic Warning, Probation, or Dismissal as needed, and ensuring that all SAP policies are applied consistently.

## **Conditions for Probation and Dismissal**

- **Academic Probation Duration:** A student can remain on Academic Probation for one semester. During this time, the student must achieve a cumulative GPA that meets the required minimum (3.0 for graduate students, 2.0 for undergraduate students) and must also meet the 67% completion rate for attempted credit hours.
- **Conditions for Dismissal:** If a student fails to meet SAP standards (GPA and completion rate) after being placed on Academic Probation, the student will be dismissed from the institution. This dismissal is final unless the student appeals and provides evidence of extenuating circumstances that justify their poor performance.

## **Appeals Process**

Students dismissed due to failure to meet SAP standards may appeal in writing to the Academic Director. The appeal must include documentation of extenuating circumstances (e.g., illness, family emergency) and a plan for academic improvement. The Academic Director, will review the appeal and determine whether the student may be reinstated on probationary status.