

Undergraduate Satisfactory Academic Progress (SAP) Policy			
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Undergraduate Satisfactory Academic Progress (SAP) Policy

Students in programs of 30 credits or more will be evaluated for Satisfactory Academic Progress.

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with C or better grades indicates academic progress. Receiving D or lower grades and/or withdrawing from classes may put students at risk.

Poor academic performance may lead to Academic Probation and Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact their Program Director, Academic Advisor, or Registrar's Office.

In order to maintain Satisfactory Academic Progress a student must achieve a minimum cumulative grade point average (CGPA) during their program of study. Administrative actions will be taken when a student fails to meet the minimum CGPA. If the action results in Academic Dismissal, a student may appeal the Academic Dismissal. If the appeal is denied, the student may submit additional appeals after six months.

The Satisfactory Academic Progress Policy contains the following information:

- Criteria for Honours Designations
- Milestones and Evaluation Points for Satisfactory Academic Progress
- Procedure for Appealing Academic Dismissal
- Procedure to Apply for Re-Entry after Academic Dismissal
- Explanations of Related Issues

Failure to complete courses successfully for any reason may negatively affect a student's Satisfactory Academic Progress (SAP). Failing courses, being suspended, or terminated from courses, or withdrawing from courses could result in the loss of financial aid and/or academic dismissal.

Graduation Requirements

In order for a student to graduate, the minimum requirement is a CGPA of 2.00 in the student's program of study. Refer to the Metrics of Satisfactory Academic Progress (SAP) section below for additional information regarding the calculation of CGPA. The College has the right to modify the Satisfactory Academic Progress Policy at any time.

Criteria for Honours Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honour designations on a quarter basis and upon graduation.

Quarter Honours Designations (at the completion of a quarter)

Any student who enrolls for and completes 12 credits or more is eligible for the following designations:

Quarter GPA	Honours Designation
4.00	President's Honour List
3.70-3.99	Honours with Distinction
3.50-3.69	Honour Roll

Honours Designation at Graduation

Students who achieve a CGPA of 3.50 or better are designated as Honour Graduates.

Milestones and Evaluation Points for Satisfactory Academic Progress

* Certificate programs 30 credits or less will be evaluated to ensure students are meeting the required CGPA. A minimum of a 2.00 CGPA must be achieved to successfully complete and graduate from these programs.

Certificate/Diploma/Degree Programs – More than 30 credits but less than 90 credits in length

1. At the end of the first quarter, students must attain a minimum CGPA of 1.00. Anything below this milestone will result in Academic Probation for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).
2. At the end of the second quarter, students must attain a minimum CGPA of 1.50. Anything below this milestone will result in Academic Probation for one quarter unless the student was on Academic Probation in their previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet the standard will result in Academic Dismissal.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00. Anything below this milestone will result in Academic Probation for one quarter unless the student was on Academic Probation in their previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet these standards will result in Academic Dismissal.
4. Students are limited to four failing grades in the same course. If a student has failed a course a fourth time, they will be evaluated, and it will be determined if the student should be allowed to continue or will be dismissed from their program of study. Course withdrawals do not apply to this rule.
5. Placement into Transitional Studies courses is based on the result of the academic assessment tool. As always, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA. Please note that the student may be dismissed by the Chief Academic Officer if the student fails the same Transitional Study upon a third attempt. Students who have failed to pass the same Transitional studies course after three attempts will be evaluated by the Chief Academic Officer, who will determine if the student should be allowed to continue or be dismissed from their program of study.
6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.
7. The grades, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior post-secondary education, are available on the student portal for review.

PROGRAM EVALUATION POINT MILESTONES (programs more than 30 credits but less than 90 credits)		
Evaluation Point	Milestone Must Be Met	Required Action
End of First Quarter	< 1.00	Academic Probation
End of Second Quarter	< 1.50	Academic Probation (if 1 st time) or Academic Dismissal if on Academic Probation
End of Third Quarter	< 2.00	Academic Probation (if 1 st time) or Academic Dismissal if on Academic Probation
Four failing grades in same course		Academic Dismissal

Diploma/Degree Programs – 90 credits or greater in length

Academic programs that are 90 credits or greater, academic progress is evaluated after a student has attempted three, six and nine quarters (including portions of a quarter). After the ninth quarter, the student is evaluated at the end of each quarter.

While grades and GPAs are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

1. At the end of the first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter); students must achieve a minimum CGPA of 1.00. Anything below this milestone will result in Academic Probation.
2. At the end of the second academic year, students must attain a minimum CGPA of 2.00. Anything below this milestone will result in Academic Probation.
3. Starting the quarter after the ninth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00. Failure to meet this standard will result in Academic Probation unless the student was on Academic Probation the previous quarter. If the student was on Academic Probation in the previous quarter, failure to meet these standards will result in Academic Dismissal.
4. Students are limited to four failing grades in the same course. If a student has failed a course a fourth time, they will be evaluated, and it will be determined if the student should be allowed to continue or will be dismissed from their program of study. Course withdrawals do not apply to this rule.
5. Placement into Transitional Studies courses is based on the result of the academic assessment tool. As always, students must successfully complete such courses to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA. Please note that the student may be dismissed by the Chief Academic Officer if the student fails the same Transitional Study upon a third attempt. Students who have failed to pass the same Transitional studies course after three attempts will be evaluated by the Chief Academic Officer, who will determine if the student should be allowed to continue or be dismissed from their program of study.
6. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes.
7. The grades, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior post-secondary education, are available on the student portal for review.
8. Re-entries: A student's academic progress status is checked during the re-entry process. The Advisor will meet with individual students to communicate the required grades needed to meet the next benchmark.



Program Evaluation Point Milestones		
Evaluation Point	Required CGPA	Required Action
End of First Academic Year (Quarter 3)	< 1.00	Academic Probation
End of Second Academic Year (Quarter 6)	< 2.00	Academic Probation (if 1 st time) or Academic Dismissal if on Academic Probation
End of Third Academic Year and every quarter thereafter	< 2.00	Academic Probation (if 1 st time) or Academic Dismissal if on Academic Probation

Unless otherwise noted, Academic Dismissal may be appealed. Please see the Procedure for Appealing Academic Dismissal on page 234 in the Academic Calendar.

Procedure for Appealing Academic Dismissal

A student who is dismissed for violating Satisfactory Academic Progress must appeal in writing to the Chief Academic Officer for re-entry before the start of the quarter in which he/she wishes to return. The written appeal must state the circumstances that contributed to the dismissal and provide an adequate explanation for how the circumstances have been remedied or changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted.

The Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Chief Academic Officer or the Appeals Committee.

Upon the Appeals Committee decision, the student will be notified by the Chief Academic Officer in writing. The Appeals Committee decisions will be final.

It is important to highlight that submitting an appeal does not guarantee re-entry into the program. As indicated above, the appeal must be approved by the Appeals Committee in order for the student to be allowed re-entry.

If a student's appeal is successful, the student will be placed on Academic Probation and will be required to achieve the minimum CGPA at the next measurement point.

Academic Advisors, Registrars, and/or Program Directors must document and maintain as part of the appeals process a concrete plan for how a student will complete their remaining coursework by the next measurement point as well as how the student's progression will be monitored.

The Academic Plan must detail specific time frames and student success measures. The Academic Plan must be reviewed with the student to ensure that it is being met and the student is on track to achieve the success measures within the approved timeframe.

If a student was initially denied a re-entry appeal and sat out for six months before attempting to re-enter, the student must submit a second appeal for consideration for re-entry. If the second re-entry appeal is denied, the student may make another appeal after six months have elapsed. Upon the Appeals Committee decision, the student is notified by the Chief Academic Officer both verbally and in writing. The Appeals Committee decision will be final.

Any student who ceased attendance or withdrew from the institution will be evaluated against the minimum standards of the Satisfactory Academic Progress for grades and credits attempted as of the time of withdrawal in his or her last quarter of attendance.

Any student who did not meet the minimum standards of Satisfactory Academic Progress at the SAP evaluation point must go through the same appeal process should the student want to be readmitted.

A student denied an appeal must sit out six months before being eligible to apply for re-entry.

Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her to not meet the minimum standards of the Satisfactory Academic Progress must go through the same appeal process. The appeal procedure described in the preceding section applies.

Explanation of Related Issues

Calculation of CGPA

A student's cumulative grade point average (CGPA) is calculated by:

- A. Multiplying credits for each course by grade points associated with the grade earned.
- B. Totaling the grade points earned for all the courses.
- C. Dividing total grade points earned by the total number of quality credits.

The College uses a 4.0 scale in assigning grade points.

Transitional Studies Courses

The College requires an academic assessment for placement into university level English and Math courses. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation, nor do they count in the CGPA.

While Transitional Studies course(s) are not included in the CGPA, each individual Transitional Studies course may be attempted and failed no more than three times. Failure to pass the courses three times will result in an evaluation by the Chief Academic Officer that may lead to dismissal from the College and there is no right to appeal the dismissal.

Repeated Courses and Grades

As courses are retaken, only the highest grade will count in the GPA/CGPA. The grade Incomplete (I) is calculated as a Fail (F) for CGPA and ICR purposes until it is changed to another grade and the course will be included as credits attempted but not credits earned until it is changed to another grade.

Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades enroll in the same course(s) in the subsequent quarter to improve academic performance.

Transfer Credits from another Post-secondary Institution

Grades for credits transferred from any other post-secondary institution will be recorded as Transfer Credit (TR) and will not be calculated in the student's CGPA.

Change of Program

Students may be allowed to change their program of study with the permission of the Chief Academic Officer.

Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file.

In cases in which a student has graduated from one program in the College then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average.

Grading System

At the conclusion of each course in the program, the student receives a report of his or her grade(s) for the course(s) just completed. These grades are entered in the student's academic transcript, which is updated each quarter. The criteria for determining a student's grade shall be as follows (on a percentage of total point basis):

The Metrics of SAP Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Quality Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0*
UF	0.0*

*F and UF do compute in GPA and CGPA and do count as credit attempted.

Other Grade Codes Worth Zero Quality Points:

I = Incomplete	Affects CGPA (Computes as an F)
NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the grade point average.
P or PR = Proficiency Credit by Exam or Portfolio	This does not affect CGPA.
K = External Transfer Credit	Grade designation utilized for transfer credits. This does not affect CGPA.
F= Earned F	Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course instructor will award this grade when appropriate. The "F" grade is calculated in GPA and CGPA and counts as credit attempted.
UF = Unearned F	Students who failed the course AND did not complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. The "UF" grade is calculated in GPA and CGPA and counts as credit attempted.
WF = Withdrawal Fail	When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The "WF" is calculated as an "F" in the GPA and CGPA. The "WF" also counts as attempted hours.

Students receive grades at the end of each quarter including mid quarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program.

When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'UF', 'W', or 'WF'. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by the Chief Academic Officer. Only the final grade (not the original grade/code) will be computed in the grade point average.

Calculations

LCV measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at LCV. Transitional study courses do not count in this calculation.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three-credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57.

Rounding occurs after the fourth digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower, it is rounded down.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters at LCV by the student's total credit hours earned from all quarters at LCV.

STUDENT STATUS CHANGES AND SAP

Transfer Students

Grades for credits transferred in from any post-secondary institution will be recorded as "TR" or "K" in the Student Information System and will not affect the student's CGPA.

Changes in Program

Courses taken in one program that are applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. Students who change programs will have all grades earned and attempted in the original program that apply to the new program count towards CGPA calculations, as necessary.

Second Degree

When a student has graduated from the College in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.