

Argosy University Standards for Satisfactory Academic Progress for Undergraduate Programs

Who Should Read This Policy:

Academic Affairs, Student Services, Appeals Committee, Administration

Policy Summary Statement:

The Standards for Satisfactory Academic Progress Policy determine financial aid eligibility and ensure that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken.

The Policy:

The Standards for Satisfactory Academic Progress Policy determine financial aid eligibility and ensure that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Students who fall below the Cumulative Grade Point Average (CGPA) or the Incremental Completion Rate (ICR) cutoffs are deemed to be on Academic/Financial Aid Warning. Students who fail to raise their CGPA or ICR above the cutoffs within the following evaluation period of Academic/Financial Aid Warning are deemed to not be making Satisfactory Academic Progress and are academically dismissed from the University.

To maintain satisfactory academic progress, each student must meet the required standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable time frame (MTF)

Evaluation Period - Campus-Based (On-Ground) Programs

The evaluation point for students enrolled in campus-based (on-ground) programs is at the end of each semester. Students who re-enter at mid-semester will have that session count as an entire semester (evaluation period) for determining satisfactory academic progress.

Evaluation Period - Argosy University Online Programs

The evaluation point for students enrolled in Argosy University Online programs is after the successful completion of each payment period.

Cumulative Grade Point Average and Incremental Completion Rate

To continue enrollment in an academic program, students must maintain a cumulative grade point average (CGPA) as follows:

1. At the end of the first evaluation point, students must achieve a minimum CGPA of 1.5 and an ICR of 50 percent. Anything below these milestones will result in Academic/Financial Aid Warning through the following evaluation point.
2. At the end of the second evaluation point, and every evaluation point thereafter, students must achieve a minimum CGPA of 2.0 and an ICR of 66.67 percent. Anything below these milestones will result in dismissal unless the student was not on Academic/Financial Aid Warning in their previous attended evaluation period. If they were not on Academic/Financial Aid Warning in their previous attended evaluation period, the student will be placed on Financial Aid Warning through the following evaluation point.

Students will be notified in writing after each evaluation point in the event they fail to meet the standards for satisfactory academic progress and are placed on Academic/Financial Aid Warning, and/or when the student is academically dismissed from the University, and/or placed on Academic/Financial Aid Probation following a successful appeal of academic dismissal.

Maximum Allowable Time Frame

Students must successfully complete all program requirements within 150 percent of the program length based in credit hours. The maximum allowable time frame (MTF) is calculated as the point in time at which a student has attempted 1.5 times the number of credit hours required to complete the program.

All courses attempted are included in the maximum allowable time frame and incremental completion rate calculations. Transfer credits are considered credit hours attempted and credit hours earned although transfer credits reduce total credit hours the student must complete at Argosy University.

Students may not attempt more than 150% of the credits required to complete their degree program. If the MTF calculation indicates the student will exceed 150% of the credits required to complete the degree program, the student will be dismissed prior to attempting the courses.

Standards for Satisfactory Academic Progress Calculation Process

Cumulative Grade Point Average (CGPA)

CGPA is the cumulative average of all grade points a student has earned over all semesters completed that are applicable to the student's program.

Incremental Completion Rate (ICR)

Incremental completion rate is computed by dividing the sum of earned credits and foundational courses by the sum of attempted credits and foundational courses in the student's program.

Maximum Allowable Time Frame (MTF)

Maximum allowable time frame is computed by multiplying total credit hours required in the program by 1.5.

Factors Affecting Satisfactory Academic Progress

In addition to dropping coursework, students should be aware that the following can affect Satisfactory Academic Progress:

Withdrawn and Repeated Courses

Students who receive a grade below the minimum standards in any course within their program must repeat and pass that course. Students who receive a passing grade in a course, regardless of whether it was below the minimum standards in any course within their program, may only receive Title IV financial aid for one repetition. All grades will be included on the transcript.

Argosy University Online Programs

Students enrolled in Argosy University Online programs will be dismissed if they attempt any course three times without passing.

However, as courses are retaken, only the most recent attempt will count in the cumulative grade point average (CGPA). All attempts are included in the credit hours attempted for the purposes of calculating Incremental Completion Rate (ICR). Students should contact their financial aid advisor to determine if the repeated course is eligible for financial aid.

In the College of Undergraduate Studies, grades of "D+" or below in the program core and concentration courses and grades of "F" in all other coursework are considered below minimum standards, and not considered credits that are earned.

A grade of "Withdrawn" (W) is not counted in the cumulative grade point average (CGPA); however, a grade of "Failure Due to Late Withdrawal" (WF) is considered a failed grade and included in the CGPA. (Refer to "[Additional Grades](#)" for detailed descriptions of grade of "W" and grade of "WF.") The credits for a withdrawn course will be counted in the credit hours attempted.

Developmental Courses

Students must successfully complete developmental courses in order to progress in the program. Developmental course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. However, they do count in

determining the Maximum Time Frame (MTF) and Incremental Completion Rate (ICR). Developmental courses do have credit hours assigned to them for enrollment and tuition assessment purposes.

A student enrolled in developmental courses in the College of Undergraduate Studies must pass the course with a grade of CR (70%) or better.

Transfer Credits

Credits from transfer courses are calculated in the maximum allowable credits and Incremental Completion Rate requirements as credits attempted and credits earned.

Grades for credits transferred in from any post-secondary institution (including an Argosy University) will be recorded as “TR” in the Student Information System and will not affect the student’s cumulative grade point average (CGPA).

Change of Program

Students are allowed to change programs if they meet Satisfactory Academic Progress at the time a request is made to the change of programs. Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and MTF purposes only, only the credits for those courses that transferred to the second program will be considered credit hours attempted and credit hours earned.

Academic/Financial Aid Warning

Students are placed on Academic/Financial Aid Warning for failure to achieve the CGPA and ICR milestones. Students cannot be on Academic/Financial Aid Warning for two consecutive evaluation periods. A student is dismissed if he or she does not meet the standards for Satisfactory Academic Progress at the end of the evaluation period if he or she was on Academic/Financial Aid Warning. During the Academic/Financial Aid Warning, a student may receive (if otherwise eligible) financial aid.

The conditions under which students are placed on Academic/Financial Aid Warning are not limited to failure to meet the standards for Satisfactory Academic Progress. Students should review “[Student Professional Development Committee](#)” and “[Student Conduct Committee](#)” in [Section Four, Student Rights and Responsibilities](#).

Academic/Financial Aid Probation

Following dismissal, a student who submits a written appeal according to the University policy, and is granted the appeal, will be placed on Academic/Financial Aid Probation when the student resumes their coursework. During the Academic/Financial Aid Probation period (length of time is determined by the Appeals Committee as documented in the Academic Plan), a student may received (if eligible) financial aid.

Removal from Academic/Financial Aid Probation and Re-Establishment of Financial Aid Eligibility

Students will be removed from Academic/Financial Aid Probation when they have met the standards for Satisfactory Academic Progress and may continue receiving financial aid (if eligible). A student is dismissed if he or she does not meet the standards for Satisfactory Academic Progress by the end of the Academic/Financial Aid Probation period (as described by the Satisfactory Academic Progress Plan) and is no longer eligible for financial aid.

DISMISSAL

Academic / Financial Aid Dismissal

If the student has not met the standards for Satisfactory Academic Progress after the evaluation point in which the student was placed on Academic/Financial Aid Probation, then he or she will be dismissed. A student who is readmitted to the university after successfully appealing his/her dismissal will re-enter on Academic/Financial Aid Probation.

Students enrolled in campus-based programs are required to meet the standards for Satisfactory Academic Progress within one or two semesters based on the Appeals Committee Satisfactory Academic Progress Plan (SAPP). Students enrolled in Argosy University Online Programs are required to meet the standards for Satisfactory Academic Progress after the successful completion of one payment period.

Please note that students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the Maximum Time Frame. *Students are **not** allowed to appeal dismissals for violating Maximum Time Frame (MTF).*

Students who have been dismissed are prohibited from taking or continuing in coursework at any Argosy University campus or online, regardless of circumstance or pending appeal. Students must successfully appeal a dismissal in order to re-enter any Argosy University campus or program.

A student who has been dismissed and wishes to transfer to another Argosy University campus must appeal his/her dismissal at the originating campus and receive reinstatement prior to the transfer.

Academic/Financial Aid Dismissal Appeals not Allowed

Students are **not** allowed to appeal dismissals for violating Maximum Time Frame (MTF).

Appeal of Academic/Financial Aid Dismissal

Students have the right to appeal an academic/financial aid dismissal. The student's written appeal must state the extenuating circumstances that contributed to the dismissal. Extenuating circumstances include the following extreme situations:

- Death of an immediate family member
- Student illness requiring hospitalization (this illness includes mental health issues)
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship
- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or the student's spouse
- Military permanent change of station (PCS)

Students must provide documentation of extenuating circumstances. The appeal must clearly state, in writing, and in the student's own words, the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the appeal, the student must document in writing what in the student's situation has changed that will allow the student to meet the standards for Satisfactory Academic Progress by the end of the Academic/Financial Aid Probation period. The Chair determines if a basis for an appeal has been stated and that it meets one of the extenuating circumstances. If so determined, then the Appeals Committee gathers and reviews relevant information in order to make its decision.

Appeals Committee Procedures

- Students have up to 45 calendar days from the date of the action to file a written appeal to the campus vice president of Academic Affairs, or in the absence of a campus VPAA, the campus president. The letter must clearly state the reason for the appeal, and provide any supporting documentation.
- Students should provide documentation to support the allegations in the appeal.
- The vice president of academic affairs or campus president will convene a hearing by the Appeals Committee within 30 calendar days of the date of receipt of the appeal. The student will be notified in writing of the date and time of the meeting.
- The student is expected to attend or otherwise participate in the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The Appeals Committee may hear from others who can provide relevant information in the matter.

- The student may request that others provide information to the committee regarding the grounds of the appeal.
- The Appeals Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting, and the student is expected to present the appeal, in the student's own words.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the Appeals Committee will communicate its decision in writing to the student within 15 calendar days of the Appeals Committee hearing, with copies to the student's academic file and the campus president.
- Appeals Committee decisions are subject to review by the campus president.
- The campus president has final authority for campus appeals.

Appeals Committee Membership

The membership of the Appeals Committee consists of five voting members: a chair, faculty members, and a student. The campus president appoints the committee members.

The campus president will typically appoint the Vice President of Academic Affairs to serve as chair of the Appeals Committee. If circumstances warrant, however, the campus president may appoint any other appropriate chair.

The Campus President appoints the faculty members to serve on the Appeals Committee. These faculty members will hear all appeals that arise from September through August. Any committee member, however, may decline to serve on a particular appeal, if a real or perceived conflict of interest exists. The Campus President appoints replacement committee members.

The Campus President may appoint a third faculty member on an ad hoc basis, depending on the nature of the appeal. Faculty may be appointed because they bring special knowledge of the student's program or because they have expertise in the area of appeal.

Argosy University's administrators, faculty, and staff encourage student involvement in decision-making. To this end, the Campus President appoints a student to serve on the committee on an ad hoc basis.

If a committee member is absent, the Chair, in consultation with committee members, will decide whether the appeal hearing will go forward as scheduled.

Grade Point System

Student performance is based on and recorded in a letter grading system with corresponding point equivalents:

Grade	Grade Point Equivalent	Grade	Grade Point Equivalent
A	4.0 grade points	C	2.0 grade points
A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	D-	0.7 grade points
C+	2.3 grade points	F/WF	0 grade points

Additional Grades

Audit (“AU”)

An audit is not used in computing the grade point average. Admission into a course for audit is at the program chair’s discretion. Students are not allowed to audit experiential courses.

Credit (“CR”)

This represents a passing grade for certain designated courses. This grade is not included in computing a Cumulative Grade Point Average, Incremental Completion Rate and Maximum Time Frame.

Incomplete (“I”) and Incomplete in Progress (“IP”)

A grade of “I” is given at the faculty member’s discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the “I” or “IP” grade. Any course for which a student receives an “I” must be completed within ten days after the end of the course. A student who, because of medical or other serious factors, cannot reasonably complete the coursework within the ten day timeframe may receive an “IP” (Incomplete in Progress) with approval of the program chair and faculty member.

Students seeking a grade of “IP” must meet with the faculty member to develop a contract that stipulates the requirements for completing the course. The contract will include the length of time for completion and the consequences for failure to complete the requirements. For students enrolled in campus-based programs, requirements for an “IP” grade must be fulfilled by the end of the next semester or by the contract completion date, whichever is earlier. For students enrolled in Argosy University Online Programs, requirements for an “IP” grade must be fulfilled within 15 weeks or by the

contract completion date, whichever is earlier. The grade of “I” or “IP” will automatically be changed to an “F” if the “I” or “IP” contract is not completed in the time frame required. A grade of “I” or “IP” completed in a timely manner is changed to permanent grade once it is submitted by the faculty member.

The grade Incomplete “I” or “IP” will be calculated as a grade of “F” until the permanent grade is assigned. The course will be included as credit hours attempted but not credit hours earned.

No Credit (“NC”)

This represents a failing grade for certain designated courses. This grade is not included in computing a Cumulative Grade Point Average, but is included in computing the Incremental Completion Rate as attempted credits and in the Maximum Time Frame.

Prior Learning (“PL”)

This represents credits earned through a Prior Learning Portfolio Assessment. This grade is not included in computing a Cumulative Grade Point Average. It is included in computing both the Incremental Completion Rate (ICR) and Maximum Time Frame (MTF).

Transfer Credit (“TR”)

This represents a passing grade for earned transfer credit. This grade is not included in computing a Cumulative Grade Point Average or Incremental Completion Rate. It is included in computing the Maximum Time Frame.

Withdrawn (“W”)

Students withdrawing from a course by the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student’s ledger as a withdrawn course. Students who officially drop after the end of the add/drop period and before 67 percent of the academic session has elapsed will receive a “W” on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a “W” grade. The grade of “W” is included in the computing Incremental Completion Rate and Maximum Time Frame but does not impact their CGPA.

Failure Due to Late Withdrawal (“WF”)

Students who complete more than 67% of a course but do not complete the remaining portion and either are not approved for or do not request an “I” or “IP” will be assigned the grade “WF”. This grade is a special application of an “F” grade to designate that the student did not complete all course requirements. The “WF” is included in both the total credit hours attempted and the CGPA for purposes of evaluating Satisfactory Academic Progress and computing Incremental Completion Rate and in the Maximum Time Frame.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, the entity may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense (TA) benefits or employee reimbursements. Please check with the Student Financial Service Office or the school’s Veteran Affairs School Certifying Official for details.

Party(ies) Responsible

For Policy Training: The Policy Owner is responsible to determine the method, means and frequency of training on this Policy

Exceptions: Requests for an exception to this Policy should be addressed to the Policy Owner as outlined in the *Procedure for Requesting a Policy Exception*.

Policy Review/Update

And Audit: This Policy will be reviewed annually. Compliance with this Policy is audited on a random basis by Internal Audit.

Policy Revision History:

Last Updated Date (MO/DD/20XX)	Editor	Location of change(s), what was changed, and why
02/19/2014	Jefkin, Dan	Transition to PPS site

Argosy University Standards for Satisfactory Academic Progress for Graduate Programs

Who Should Read This Policy:

Academic Affairs, Student Services, Appeals Committee, Administration

Policy Summary Statement:

The Standards for Satisfactory Academic Progress Policy determine financial aid eligibility and ensure that all students maintain satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken.

The Policy:

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Students will be notified in writing in the event they fail to meet the standards for Satisfactory Academic Progress and/or when the student is placed on Academic/Financial Aid Warning or Academic/Financial Aid Probation.

To maintain satisfactory academic progress, each student must meet the required standards of the following three criteria:

- Maintain a minimum acceptable Cumulative Grade Point Average (CGPA);
- Achieve the minimum Incremental Completion Rate (ICR); and
- Complete the program within a Maximum Allowable Time Frame (MTF)

Evaluation Period - Campus-Based (On-Ground) Programs

The evaluation point for students enrolled in campus-based (on-ground) programs is at the end of each semester. Students who start or re-enter at mid-semester will have that session count as an entire semester (evaluation period) for determining satisfactory academic progress.

Evaluation Period - Argosy University Online Programs

The evaluation point for students enrolled in Argosy University Online programs is after the successful completion of each payment period.

Cumulative Grade Point Average

To continue enrollment in an academic program, students must maintain a cumulative grade point average (CGPA) of 3.0 or above. CGPA is reviewed at the end of each evaluation period.

Incremental Completion Rate

To continue enrollment in an academic program, students must successfully complete at least *66.67 percent of the cumulative course credit hours attempted at Argosy University. The Incremental Completion Rate (ICR) is reviewed at the end of each evaluation period.

Maximum Allowable Time Frame

Students must successfully complete all program requirements within 150* percent of the program length based in credit hours. The maximum allowable time frame (MTF) is calculated as of the point in time at which a student has attempted 1.5 times the number of credit hours required to complete the program.

All courses attempted are included in the maximum allowable time frame and incremental completion rate calculations. Transfer credits are considered credit hours attempted and credit hours earned although transfer credits reduce total credit hours the student must complete at Argosy University.

Students may not attempt more than *150% of the credits required to complete their degree program. If the MTF calculation indicates the student will exceed *150% of the credits required to complete the degree program, the student will be dismissed prior to attempting the courses.

*Students enrolled in the MBA program must successfully complete all program requirements within 170% of the program length based in credit hours and 59 percent of the cumulative course credits hours attempted at Argosy University. Students enrolled in the MBA program may not attempt more than 170% of the credits required to complete their degree programs. Students enrolled in the MBA program who attempt credits beyond 170% of the credits required to complete their degree program will be dismissed from Argosy University.

Standards for Satisfactory Academic Progress Calculation Process**Cumulative Grade Point Average (CGPA)**

CGPA is the cumulative average of all grade points a student has earned over all semesters completed that are applicable to the student's program.

Incremental Completion Rate (ICR)

Incremental completion rate is computed by dividing the sum of earned credits and foundational courses by the sum of attempted credits and foundational courses in the student's program.

Maximum Allowable Time Frame (MTF)

Maximum allowable time frame is computed by multiplying total credit hours required in the program by 1.5.

Factors Affecting Satisfactory Academic Progress

In addition to dropping coursework, students should be aware that the following can affect Satisfactory Academic Progress.

Withdrawn and Repeated Courses

Students who receive a grade below the minimum standards in any course within their program must repeat and pass that course. All grades will be included on the transcript. However, as courses are retaken, only the most recent attempt will count in the cumulative grade point average (CGPA). All attempts are included in the credit hours attempted for the purposes of calculating Incremental Completion Rate (ICR). Students should contact their financial aid advisor to determine if the repeated course is eligible for financial aid.

A grade of "Withdrawn" (W) is not counted in the cumulative grade point average (CGPA); however, a grade of "Failure Due to Late Withdrawal" (WF) is considered a failed grade. (Refer to "[Additional Grades](#)" for detailed descriptions of grade of "W" and grade of "WF"). The credits for a withdrawn course will be counted in the credit hours attempted, and not considered credits that are earned.

Argosy University Online Programs:

Students enrolled in Argosy University Online programs will be dismissed if they attempt any course three times without passing.

Foundational Courses

Based on their prior degree and/or coursework completed, students may be required to take Foundation Courses. Foundation Course credits do not count towards the total number of credits required for graduation. However, Foundation Course credits are included when calculating a student's Maximum Time Frame, CGPA, and Incremental Completion Rate. Foundation courses do have credit hours assigned to them for enrollment and tuition assessment purposes.

Transfer Credits

Credits from transfer courses are calculated in the maximum allowable credits and Incremental Completion Rate requirements as credits attempted and credits earned.

Grades for credits transferred in from any post-secondary institution (including an Argosy University) will be recorded as “TR” in the Student Information System and will not affect the student’s cumulative grade point average (CGPA).

Change of Program

Students are allowed to change programs if they meet Satisfactory Academic Progress at the time a request is made to the change of programs. Courses taken in one program that are applicable to the second program will be transferred with the applicable grades. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and MTF purposes only, only the credits for those courses that transferred to the second program will be considered credit hours attempted and credit hours earned.

Academic/Financial Aid Warning

Students are placed on Academic/Financial Aid Warning for failure to achieve the CGPA and ICR milestones. Students cannot be on Academic/Financial Aid Warning for two consecutive evaluation periods. A student is dismissed if he or she does not meet the standards for Satisfactory Academic Progress at the end of the evaluation period if he or she was on Academic/Financial Aid Warning. During the Academic/Financial Aid Warning, a student may receive (if otherwise eligible) financial aid.

The conditions under which students are placed on Academic/Financial Aid Warning are not limited to failure to meet the standards for satisfactory academic progress. Students should review “[Student Professional Development Committee](#)” and “[Student Conduct Committee](#)” in [Section Four, Student Rights and Responsibilities](#).

Academic/Financial Aid Probation

Following dismissal, a student who submits a written appeal according to the University policy, and is granted the appeal, will be placed on Academic/Financial Aid Probation when the student resumes their coursework. During the Academic/Financial Aid Probation period (length of time is determined by the Appeals Committee as documented in the Academic Plan), a student may received (if eligible) financial aid.

Removal from Academic/Financial Aid Probation and Re-Establishment of Financial Aid Eligibility

Students will be removed from Academic/Financial Aid Probation when they have met the standards for Satisfactory Academic Progress and may continue receiving financial aid (if eligible). A student is dismissed if he or she does not meet the standards for Satisfactory Academic Progress by the end of the Academic/Financial Aid Probation period (as described by the Satisfactory Academic Progress Plan) and is no longer eligible for financial aid.

DISMISSAL

Academic / Financial Aid Dismissal

If the student has not met the standards for Satisfactory Academic Progress after the evaluation point in which the student was placed on Academic/Financial Aid Probation, then he or she will be dismissed. A student who is readmitted to the university after successfully appealing his/her dismissal will re-enter on Academic/Financial Aid Probation.

Students enrolled in campus-based programs are required to meet the standards for Satisfactory Academic Progress within one or two semesters based on the Appeals Committee Satisfactory Academic Progress Plan (SAPP). Students enrolled in Argosy University Online Programs are required to meet the standards for Satisfactory Academic Progress after the successful completion of one payment period.

Please note that students may be dismissed for academic reasons without previous academic action, including failure to complete all program requirements within the Maximum Time Frame. *Students are **not** allowed to appeal dismissals for violating Maximum Time Frame (MTF).*

Students who have been dismissed are prohibited from taking or continuing in coursework at any Argosy University campus or online, regardless of circumstance or pending appeal. Students must successfully appeal a dismissal in order to re-enter any Argosy University campus or program.

A student who has been dismissed and wishes to transfer to another Argosy University campus must appeal his/her dismissal at the originating campus and receive reinstatement prior to the transfer.

Academic/Financial Aid Dismissal Appeals not Allowed

Students are **not** allowed to appeal dismissals for violating Maximum Time Frame (MTF).

Appeal of Academic/Financial Aid Dismissal

Students have the right to appeal an academic/financial aid dismissal. The student's written appeal must state the extenuating circumstances that contributed to the dismissal. Extenuating circumstances include the following extreme situations:

- Death of an immediate family member
- Student illness requiring hospitalization (this illness includes mental health issues)
- Severe illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where that family member is the primary financial support
- Abusive relationship

- Divorce proceeding
- Natural disaster
- Financial hardship such as foreclosure or eviction
- Military deployment of the student or student's spouse
- Military Permanent Change of Station (PCS)

Students must provide documentation of extenuating circumstances. The appeal must clearly state, in writing, and in the student's own words, the reason(s) for the appeal, and provide any evidence the student may have in support of his or her position. As part of the appeal, the student must document in writing what in the student's situation has changed that will allow the student to meet the standards for Satisfactory Academic Progress by the end of the Academic/Financial Aid Probation period. The Chair determines if a basis for an appeal has been stated and that it meets one of the extenuating circumstances. If so determined, then the Appeals Committee gathers and reviews relevant information in order to make its decision.

Appeals Committee Procedures

- Students have 45 calendar days from the date of the action to file a written appeal to the campus Vice President of Academic Affairs (VPAA), or in the absence of a campus VPAA, the Campus President. The letter must clearly state the reason for the appeal, and provide any supporting documentation.
- Students should provide documentation to support the allegations in the appeal.
- The VPAA or campus president will convene a hearing by the Appeals Committee within 30 calendar days of the date of receipt of the appeal. The student will be notified in writing of the date and time of the meeting.
- The student is expected to attend, or otherwise participate in, the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The Appeals Committee may hear from others who can provide relevant information in the matter.
- The student may request that others provide information to the committee regarding the grounds of the appeal.
- The Appeals Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting, and the student is expected to present the appeal, in the student's own words.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the Appeals Committee will communicate its decision in writing to the student within 15 calendar days of the Appeals Committee hearing, with copies to the student's academic file and the campus president.
- Appeals Committee decisions are subject to review by the Campus President.
- The Campus President has final authority for campus appeals.

Appeals Committee Membership

The membership of the Appeals Committee consists of five voting members: a committee chair, faculty members, and a student. The campus president appoints the committee members.

The Campus President will typically appoint the Vice President of Academic Affairs to serve as chair of the Appeals Committee. If circumstances warrant, however, the campus president may appoint any other appropriate chair.

The Campus President appoints the faculty members to serve on the Appeals Committee. These faculty members will hear all appeals that arise from September through August. Any committee member, however, may decline to serve on a particular appeal, if a real or perceived conflict of interest exists. The Campus President appoints replacement committee members.

The Campus President may appoint a third faculty member on an ad hoc basis, depending on the nature of the appeal. Faculty may be appointed because they bring special knowledge of the student's program or because they have expertise in the area of appeal.

Argosy University's administrators, faculty, and staff encourage student involvement in decision-making. To this end, the Campus President appoints a student to serve on the committee on an ad hoc basis.

If a committee member is absent, the Chair, in consultation with committee members, will decide whether the appeal hearing will go forward as scheduled.

Grade Point System

Student performance is based on and recorded in a letter grading system with corresponding point equivalents:

Grade	Grade Point Equivalent	Grade	Grade Point Equivalent
A	4.0 grade points	C	2.0 grade points
A-	3.7 grade points	C-	1.7 grade points
B+	3.3 grade points	D+	1.3 grade points
B	3.0 grade points	D	1.0 grade points
B-	2.7 grade points	D-	0.7 grade points
C+	2.3 grade points	F/WF	0 grade points

Additional Grades

Audit (“AU”)

An audit is not used in computing the grade point average. Admission into a course for audit is at the program chair’s discretion. Students are not allowed to audit experiential courses.

Credit (“CR”)

This represents a passing grade for certain designated courses. This grade is not included in computing a Cumulative Grade Point Average. It is included in computing both the Incremental Completion Rate (ICR) and Maximum Time Frame (MTF).

Incomplete (“I”) and Incomplete in Progress (“IP”)

A grade of “I” is given at the faculty member’s discretion to a student who has completed at least 67% of the course requirements, including attendance, and has a reasonable likelihood of successfully completing the course requirements in the extended time allowed. Students must be passing the portion of the course completed to be eligible for either the “I” or “IP” grade. Any course for which a student receives an “I” must be completed within ten days after the end of the course. A student who, because of medical or other serious factors, cannot reasonably complete the coursework within the ten day timeframe may receive an “IP” (Incomplete in Progress) with approval of the program chair and faculty member.

Students seeking an IP must meet with the faculty member to develop a contract that stipulates the requirements for completing the course. The contract will include the length of time for completion and the consequences for failure to complete the requirements. Requirements for an “IP” grade must be fulfilled by the end of the next semester or by the contract completion date, whichever is earlier. The grade of “I” or “IP” will automatically be changed to an “F” if the “I” or “IP” contract is not completed in the time frame required. A grade of “I” or “IP” completed in a timely manner is changed to permanent grade once it is submitted by the faculty member.

The grade Incomplete “I” or “IP” will be calculated as a grade of “F” until the permanent grade is assigned. The course will be included as credit hours attempted but not credit hours earned.

Limited Progress (“LP”)

Faculty will assign a grade of LP when the dissertation chair and student are confident that only seven weeks of work remains in the current dissertation course, the student enrolls in the extension dissertation course to complete the work. Upon receiving the grade of LP, the student will enroll in the extension block. The student must complete 100% of the course objectives during the extension to continue to the next course. If the

student does not complete all objectives, the LP grade assigned to the previous course will be changed to NC and the student must re-take the block. If the student completes the extension successfully, the LP changes to PR. Grade of LP is included in calculating Incremental Completion Rate and Maximum Time Frame.

No Credit (“NC”)

This represents a failing grade for certain designated courses. This grade is not included in computing a Cumulative Grade Point Average. The grade of NC is included in computing the Incremental Completion Rate and Maximum Time Frame.

Progressing (“PR”)

Progress is being made toward completion of a clinical research project, dissertation, thesis or similar project. Grade becomes credit when all requirements of the clinical research project, dissertation, thesis or similar project are complete.

Transfer Credit (“TR”)

This represents a passing grade for earned transfer credit. This grade is not included in computing a Cumulative Grade Point Average or Incremental Completion Rate. It is included in computing the Maximum Time Frame.

Withdrawn (“W”)

Students withdrawing from a course by the end of the add/drop period will have the course removed from their transcript. A record of the course attempted remains on the student’s ledger as a withdrawn course. Students who officially drop after the end of the add/drop period and before 67 percent of the academic session has elapsed will receive a “W” on their transcripts. Students who have completed more than 67 percent of the academic session will not be eligible to receive a "W" grade. The grade of "W" is included in computing the Incremental Completion Rate and Maximum Time Frame, but does not impact the CGPA.

Failure Due to Late Withdrawal (“WF”)

Students who complete more than 67% of a course but do not complete the remaining portion and either are not approved for or do not request an “I” or “IP” will be assigned the grade “WF”. This grade is a special application of an “F” grade to designate that the student did not complete all course requirements. The “WF” is included in both the total credit hours attempted and the CGPA for purposes of evaluating Satisfactory Academic Progress, as well as computing the Incremental Completion Rate and Maximum Time Frame.

Satisfactory Academic Progress for Educational Benefits which are not Title IV Funds

Please note that in order to receive and/or retain certain education benefits from a source other than the Department of Education, the entity may require a higher cumulative grade point average and/or a higher incremental completion rate. Examples of these education benefits are State Grants, Veterans’ Benefits, Department of Defense

(TA) benefits or employee reimbursements. Please check with the Student Financial Service Office of the Veterans Affairs School Certifying Official for details.

Party(ies) Responsible

For Policy Training: **The Policy Owner is responsible to determine the method, means and frequency of training on this Policy**

Exceptions:

Requests for an exception to this Policy should be addressed to the Policy Owner as outlined in the *Procedure for Requesting a Policy Exception*.

**Policy Review/Update
And Audit:**

This Policy will be reviewed annually. Compliance with this Policy is audited on a random basis by Internal Audit.

Policy Revision History:

Last Updated Date (MO/DD/20XX)	Editor	Location of change(s), what was changed, and why
02/19/2014	Jefkin, Dan	Transition to PPS site
03/12/2014	Jefkin, Dan	Changed document name and title to begin with "Argosy University"