



## SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR U.S. FEDERAL FINANCIAL AID RECIPIENTS

Satisfactory Academic Progress (SAP) means that a student is proceeding in a positive manner toward fulfilling degree requirements. SAP includes two standards: qualitative and quantitative. Both standards must be met in order to continue receiving financial aid. The University will conduct a review at the end of each academic year to determine a student's successful progress toward obtaining a degree.

### Qualitative Standard

The University Grading System uses a series of letters to which grade quality points are assigned. The grade point average (GPA) is the ratio of the number of points gained to the number of credit hours attempted. GPAs and the corresponding letter grades are outlined as follows:

<b>A</b>	<b>4.00</b>
<b>A-</b>	<b>3.67</b>
<b>B+</b>	<b>3.33</b>
<b>B</b>	<b>3.00</b>
<b>B-</b>	<b>2.67</b>
<b>C+</b>	<b>2.33</b>
<b>C</b>	<b>2.00</b>
<b>C-</b>	<b>1.67</b>
<b>D+</b>	<b>1.33</b>
<b>D</b>	<b>1.00</b>
<b>F</b>	<b>0.00</b>
<b>P</b>	<b>No quality points</b>
<b>NP</b>	<b>No quality points</b>
<b>U</b>	<b>No quality points</b>
<b>W</b>	<b>No quality points</b>
<b>I</b>	<b>No quality points</b>

Grade **A** indicates work of excellent quality.

Grade **B** indicates work of good quality.

Grade **C** indicates a satisfactory achievement.

Grade **D** indicates the minimum passing grade and is indicative of poor performance.

Grade **F** indicates an unsatisfactory performance.

Grade **P** indicates a passing performance in a course taken on a Pass/No Pass basis. The credits if any, will be added to the number of credits passed but is not used in the GPA calculation.

Grade **NP** indicates a failing performance in a course taken on a Pass/No Pass basis. No credits will be given and the GPA is not affected.

Grade **U** indicates a course taken on an auditing basis. Such courses do not affect GPA or number of credits.

Grade **W** indicates official withdrawal from a course. It has no quality points. It does not count in the average and no credits are given.

Grade **I** indicates incomplete work. This grade is given by an instructor when a student with a valid excuse, did not sit for the final exam and/or did not present the final project. Students will not be entitled to an "I" grade unless they have a passing grade of the completed material, throughout the course, and so long as they have not exceeded the allowed number of absences. The "I" grade does not count

in the GPA and adds no credits to the students record.

In order to maintain eligibility for Federal Financial Aid with the qualitative standard, a student must be in good academic standing, as defined by the Rules and Procedures section of the current Academic Catalog. This means that undergraduates are expected to maintain a GPA of 2.0 or higher.

If at the end of any academic term, a student does not maintain a minimum cumulative GPA of 2.0 in all the work done at the University, the student will be placed on Federal Financial Aid Warning.

**Quantitative Standard**

Undergraduate students are classified as full-time when they enroll in 12 credits or more. Undergraduate students enrolled in less than 12 credits per semester are considered part-time. The maximum course load per summer module is 7 credits. Students registering in some courses that span both summer modules (1 & 2) may register for more than 7 credits per module but not to exceed 14 credits total for both modules. *NOTE: Federal Financial Aid is **not** available to students enrolled less than half-time.*

Degree students are classified as follows:

<b>Credit Hours Completed</b>	<b>Classification</b>
0-29	Freshman – 1 <sup>st</sup> Year
30-59	Sophomore – 2 <sup>nd</sup> Year
60-89	Junior – 3 <sup>rd</sup> Year
90-119	Senior – 4 <sup>th</sup> Year
120-159	5 <sup>th</sup> Year
160+	6 <sup>th</sup> Year

All students entering as freshmen are required to obtain a minimum of 120 credits to graduate. The normal time frame for completion of an undergraduate degree is four years. For a student receiving aid through the Direct Loan program, the maximum time frame for completion of an undergraduate degree is six years or 150% of the published length of the program (180 credits). Periods when a student is not eligible for, or does not receive, federal financial aid still count toward the maximum time frame.

**Federal Financial Aid Warning**

Federal Financial Aid Warning is a period of ONE academic term. During the Warning period, the student is given the opportunity to make SAP and if necessary to improve his or her GPA back to the required minimum (2.0). If at the end of the Warning period, the student fails to make SAP, the student is no longer eligible for Federal Financial Aid.

**Reestablishing Eligibility**

In order to reestablish Federal Financial Aid eligibility after it is lost, a student must successfully complete coursework and demonstrate both qualitative and quantitative SAP. Federal Financial Aid eligibility cannot be reestablished by sitting out for an academic term.

### **Grade Changes**

Course grades other than “I” will not be changed, except in the case of an instructor’s mistake. A change of grade will not be allowed after the lapse of one semester. The corrected grade should be processed using the Change of Grade form.

### **Incompletes**

Grade “I”, as described above, represents an incomplete in a course. Any incomplete work resulting in an “I” designation must be made up at a time planned with the instructor, but no later than the eighth week of the following semester (Fall or Spring) in which the student is enrolled at the University. Otherwise, the grade of “I” is changed to an “F” (or an “NP”). It is the responsibility of the student to contact the instructor to make the arrangements for the completion of the incomplete work. In the case of Senior Study and Internship courses, as well as final year projects, the incomplete work must be completed no later than one full year after the end of the semester, or module, in which the “I” grade was received. In **no** case may such work be made up after a lapse of **one year** from the end of the semester, or module, in which the grade of “I” was received.

### **Repeated Courses**

- An undergraduate student may repeat a course up to two times (a withdrawn course counts as repeated) and will receive credit once for the course. Students are not allowed to repeat a course in which they have earned a grade above “C+” or in which they have an “I” (incomplete). When a course is repeated, only the highest grade earned in the course will be included when calculating the students’ cumulative and major GPAs.
- Once a student registers in a course that was transferred from another institution, this transferred course will be deleted from the transcript and replaced by the course and grade taken at LAU.
- Courses taken at LAU cannot be repeated at another institution and transferred to LAU. In cases where agreements between LAU and other institutions of higher learning exist, transfers may be authorized provided that prior approval of courses taken has been secured.
- Students are not allowed to register in any course more than three times including withdrawals. Students unable to get a passing grade after taking the course three times will be dropped from the university or the program, depending on whether the course is part of the university or program requirements.
- When a course is repeated, each attempt counts toward the maximum time frame of completion.

### **Withdrawals**

If for any reason it becomes necessary for students to withdraw from the university, they must fill out the withdrawal form and process it through their advisors. Students withdrawing from the university after the late registration period and before the withdrawal deadline (the end of the 14<sup>th</sup> week of the Fall and Spring semesters and before the last two teaching days of a Summer module) will receive Ws for all the courses in progress. After the lapse of at least one whole semester (Fall or Spring), students are required to reactivate their files at the Registrar's Office.

### **Transfer Students**

Students coming from LAU recognized institution of higher education, and who have met LAU's admission requirements prior to their admission to the institution they are transferring from, may apply for admission. Evaluation of credits is usually made before the time of registration. The School concerned and the Registrar's Office determine the acceptability of courses for transfer credits. The courses which are applicable to the degree requirement will be accepted and will be used to measure the quantitative SAP requirement. Only the grades earned at LAU will be used to compute qualitative SAP.

### **Change of Major or Degree**

A student may request at any time to change their major. The admissions' conditions and/or the student's academic performance at LAU will be taken into consideration. Acceptance into a new major is also conditional on availability of space in the program.

Students with an approved change of major will have the option of dropping, from the GPA computation, the grades of three courses taken at LAU, belonging to the requirements of the old major and not to any requested new major. Only grades "C" and below can be deleted. Students must submit a request to have their grades deleted at the Registrar's Office no later than one semester from the change of major and not after graduating or after leaving the University for more than two consecutive semesters. This rule applies for changes of major within a School, or when a student transfers from one school to another.

Students who benefitted from the above-mentioned grade dropping, cannot return to their old major and cannot have their major changed, again, to any major which requires a course whose grade was deleted from the GPA computation. Dropped courses no longer count toward the maximum time frame.

### **Pursuit of a Second Degree**

An LAU student with a Bachelor's degree may work for another Bachelor's degree provided he/she completes a minimum of 30 additional credits, including all the requirements for the new degree. No two BA or BS degrees may be received from the same School.

A graduate from outside of LAU may work towards attaining another Bachelor's degree provided he/she completes all the requirements of the new major, a residency of at least

two regular semesters, and at least 30 credits. Students holding a BA/BS degree who are transferring to LAU from institutions of higher learning that require a liberal arts core will have their liberal arts courses waived, except for the English requirements where LAU regulations shall apply. The School of Arts & Sciences will decide with regard to the liberal arts courses of BA/BS students transferring from other institutions whose curriculum does not include a liberal arts core.

### **Remedial Coursework**

Since English is the language of instruction at LAU, applicants must demonstrate proficiency in the English language. If minimum standards of competency, as defined in the Academic Catalog, are not met students must take remedial English courses. The courses listed below are non-credit earning but do count toward the maximum time frame:

- a.) ENG 002 – Intensive English II
- b.) ENG 003 – Intensive English III
- c.) ENG 009 – Remedial English

LAU also has a program to help suspended students. It consists of four non-credit courses that students may take during the span of their suspension period from the University.

The courses offered through the Continuing Education Program are:

- 1.) Stress and Time Management
- 2.) Introduction to Business
- 3.) Study Skills & Communications
- 4.) Logic and Methods of Reasoning

These courses are graded on a Pass/Fail basis. Because the student taking these courses would be in a suspended status, these courses do not count toward the maximum time frame.

### **Probation & Suspension**

Students are placed on Probation when their work has dropped below satisfactory levels, at any time, irrespective of incomplete “I” grades or withdrawals. A student is placed on Probation under one or more of the following conditions:

- Students will not be placed on Probation until they have 20, or more, credits counted in the cumulative GPA.
- If, at the end of any academic term, a student does not achieve a minimum cumulative GPA of 2.00 in all the work done at the University, he/she will be placed on Probation.
- If, after completing 12 credits in his/her major, a student’s average in the major courses is less than 2.00, he/she will be placed on Divisional/Departmental Probation, and will be advised to change their major.

Students taking Intensive English courses are not subject to the normal probation rules. Students may not stay in Intensive English courses more than a total of two semesters and

one summer, after which they leave the University. They can come back only after passing the EEE or TOEFL.

A student on Probation is advised to repeat courses in which he/she received a grade of “D” or “F”, as soon as possible, and may not carry more than 13 credits in a semester.

Students on Probation will be suspended if they fail to remove the Probation in two consecutive semesters of enrollment at LAU (summer modules excluded), regardless of any incompletes and semester withdrawals.

Students with two consecutive Probations, and whose cumulative GPA is below 2.00 will be suspended at the end of the semester unless they achieve the following: A term GPA of 2.20, in a minimum of 12 attempted credits, totaling 26.4 quality points. If the student attempts less than 12 credits, a total of 26.4 or more quality points would still be required.

Students who may petition for a one semester grace period are those who lack 12 or less credit hours to graduate, and whose GPA for graduation is within possible reach in that one semester’s grace. Such students who are given this chance and do not complete all the requirements for graduation, will be suspended. Students who can avoid suspension upon changing their major may do so at any time.

Students with two consecutive Probations will not be allowed to register if they have an incomplete “I” grade.

### **Petition for Readmission (Appeal)**

A student suspended for academic deficiencies must petition the Admissions Council for readmission. The petition is submitted at the Registrar’s Office. Readmission is not automatic. Each case will be studied on its own merit. If during the student’s absence from LAU, he/she attended another college or university, he/she must submit a transcript of grades from that college or university.

Students readmitted, after suspension, will be placed on Probation, and be given two semesters, excluding summer modules, to remove the probation. If they fail to remove the Probation during that time, they will be dismissed.

Suspended LAU students may not receive credit for any academic work done during the absence period, if such work has not been declared prior to re-enrollment.

Students suspended for academic deficiencies may petition the University Admissions Council for readmission if at least of the following conditions is met:

- a. The student has spent at least one semester at another institution of higher learning recognized by LAU and completed a minimum of 12 credits, with an average of C or higher. Students are urged to seek advice from the Registrar’s Office about institutions whose credits may be transferred to LAU.

- b. The student has spent one full calendar year outside LAU engaged in activities that may improve his/her chances of academic success.
- c. The student who passes the Special Program of remedial courses, at the Continuing Education Program.

Students reaching suspensions with a cumulative GPA of less than 1.20 will not be readmitted and are dismissed.

Students, who have been suspended twice, will not be readmitted, and will be dismissed. However, a dismissed LAU student may apply for reentry after three years of academic work at another university whose credits may be transferred to LAU, or seven years of work experience. Each case will be studied individually.