

Academic Advising – SAP

Part I: Satisfactory Academic Progress

If a student has been determined to **have not met Satisfactory Academic Progress (SAP)** as defined in the University's Satisfactory Academic Progress (SAP) Policy, the student is placed on Academic Warning during the subsequent term. The student will receive a written notice of their probation status and will be advised of the requirements and consequences of this status. If the student does not improve his/her academic performance to meet the following-stated SAP requirements within the current term, he/she will be subject to Academic Dismissal. If the student is unable to achieve these requirements, he/she may be placed on one (1) term of Academic Probation. If the student is unable to meet the SAP requirements within the combined Academic Warning period and an approved Academic Probation period, they will be subject to Academic Dismissal, and may submit an appeal in order to remain enrolled in Westcliff University for one (1) additional term. If the student is unable to meet the SAP requirements after one (1) semester of an approved Extension of Academic Probation, the student will be subject to Academic Dismissal without the possibility of readmission. Please note that Academic Probation and/or an Extension of Academic Probation are not guaranteed and are approved on a case by case basis.

In order to meet Satisfactory Academic Progress, students must meet the following requirements:

1. **GPA Requirement:** At the end of each semester, students must have a program GPA equal or greater than 2.0 for undergraduate students and 3.0 for graduate students in order to be determined as making satisfactory academic progress. Additionally, a program Grade Point Average (GPA) equal to or greater than 2.0 in undergraduate programs and 3.0 in graduate programs is required for graduation.
2. **Pace Requirement:** Students are required to complete their educational program in no longer than 150% of the published length of the program. Students must successfully complete the entire program within a maximum of one and one half (1 ½) times the length of the program as stated in the Enrollment Agreement.

During each semester of probationary status, the student must meet several requirements, which include:

1. Meeting with his/her Student Services Advisor at least 3 times within one semester to address my academic plan, follow-up, and reflect on my academic work.
2. Collaborating with his/her Student Services Advisor to create an Academic Plan to assist the student in meeting the minimum SAP requirements.

Part II: Student Information

To be completed by the STUDENT SERVICES ADVISOR:

Student Name: _____ Student ID: _____

Campus Location _____ Program of Study: _____

Current Semester: _____ Current Program GPA: _____ GPA requirement for SAP: _____

Part III: Student Academic Evaluation

To be completed by the STUDENT:

How many hours per week do you currently dedicate to each of the following?

Activity	Hours Spent/per week
Completing Weekly Assignments (DQs, PRs, etc.)	
Completing Major Assignments (PAs, CLAs, etc.)	
Studying	
Working/Internship (Please indicate if Full-time or Part-time)	
Family Commitments	
Other Commitments/Activities	

What is hindering your academic performance? Please be detail in order for us to have a better understanding of your situation. (e.g., medical/personal problems, not ready for college, employment, time management, death/illness, finances, study/testing skills, writing skills, lack of support, etc.)

1. _____

2. _____

3. _____

List each course where you received a grade of C or less (C, D, or F +/-). Please reflect on what specifically caused your low cumulative grade in each course. (e.g., did not submit all DQs, did not attend all class meetings, did not submit assignments on time, low grades on major assignments (PAs or CLAs))

Course Code	What went wrong?

Part IV: Academic Plan

Agreed upon follow up actions to be taken by the student:

Action	Student Initial	Advisor Initial
Retake the following course(s):		
Dedicate additional _____ hours per week to coursework/study		
Attend all class meetings		
Utilize the Writing Center Paper Review Service		
Attend an APA Workshop and/or Utilize the APA Style Tutorials at the Writing Center		
Reduce the course load to Part-Time (If applicable, it requires Dean Approval)		
Schedule follow up advising sessions with Student Services Advisor _____ times per session		
Other:		
Other:		

By signing below, I understand that I have one (1) semester to raise my program GPA to meet the requirements for Satisfactory Academic Progress in my program of study. I also acknowledge that I have been informed of the consequences of failure to maintain Satisfactory Academic Progress, and that if I do not improve my academic performance to a satisfactory level, I am subject to Academic Dismissal. By signing below, I agree to the Academic Plan herein described, of which I have collaborated in creating.

Student Signature

Student Services Advisor Signature

Student Name (Printed)

Student Services Advisor Name (Printed)

Date

Date