SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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1. PURPOSE

This policy establishes the standards by which Continental Florida University (CFU) measures and documents each student's academic progress toward degree completion. Its purpose is to ensure that students are advancing at a pace consistent with the successful and timely completion of their program, to provide early identification of and support for at-risk students, and to comply with applicable DEAC accreditation standards and federal regulations governing satisfactory academic progress.

2. SCOPE

This policy applies to all degree-seeking students enrolled in undergraduate and graduate programs at Continental Florida University, across all instructional modalities and locations, including transfer students, regardless of whether the student receives financial aid.

3. REGULATORY FRAMEWORK

This policy is grounded in the following institutional, legal, and accreditation references, which complement and guide its application:

- **DEAC Accreditation Standards:** Standards governing student achievement and academic recordkeeping, including the requirement for documented, periodic Satisfactory Academic Progress determinations.
- **34 CFR § 668.34:** Federal regulation establishing minimum requirements for Satisfactory Academic Progress policies at institutions participating in Title IV federal student aid programs.
- **CFU Academic Catalog (Vol. 4.0, October 2025–2026):** Institutional grading system, academic calendar, Satisfactory Academic Progress standards, attendance policy, and degree requirements.
- **CFU Student Records and Data Governance Policy:** Standards for the accurate and secure recordkeeping of academic and SAP determinations.

4. DEFINITIONS AND TERMS

- Academic Improvement Plan (AIP): A written, individualized plan developed for a student whose SAP appeal has been approved, specifying targets, required interventions, and a monitoring schedule, as described in Section 5.11.
- Attempted: All credit hours in which a student is enrolled and has remained enrolled after the add/drop date.
- Developmental / Preparatory Courses: Developmental (undergraduate level) and preparatory (graduate level) courses, which are not considered for SAP or GPA calculations.
- Incomplete (IN) Grade: A temporary grade recorded at the instructor's discretion for coursework not completed due to circumstances beyond the student's control. It is not considered successful until the course has been finished and the new grade has been officially recorded. Per the CFU Academic Catalog, an "IN" grade must be resolved no later than two consecutive academic terms after the course was originally taken; if not resolved within that period, it automatically converts to a grade of "F."
- Repeat Coursework: The process by which a student retakes a course in which a "D" or "F" grade was received, as described in Section 5.7.

- SAP Determination: The institution's official, documented decision regarding a student's SAP status (Meeting SAP, SAP Warning, SAP Probation, or Academic Suspension), issued at the end of each academic period as described in Section 5.4.
- Successful Completion: A passing grade (A, B, C, or D). Grades of "W" (withdrawal) and "F" (failed) are not considered successful completion.

5. GENERAL POLICY AND GUIDELINES

CFU evaluates Satisfactory Academic Progress using three measures: a qualitative measure (cumulative GPA), a quantitative measure (credit hour progression), and a maximum timeframe for degree completion, as described below.

5.1. Qualitative Measure (Cumulative GPA)

- Undergraduate students must maintain a cumulative GPA of 2.0 ("C" average) or higher in all credit hours attempted.
- Graduate students must maintain a cumulative GPA of 3.0 ("B" average) or higher in all credit hours attempted.
- A grade of "W" (withdrawal) has no effect on the student's cumulative GPA in either undergraduate or graduate programs.

5.2. Quantitative Measure (Credit Hour Progression)

- Students must complete at least two-thirds (67%) of the credit hours attempted, measured on a rolling two-consecutive-period cumulative basis, to remain in compliance with this policy.
- Credit hour progression is based on a total cumulative ratio of hours attempted to hours earned.
- Example: a student who enrolls in a total of 12 credit hours across two consecutive periods must successfully complete a minimum of 8 credit hours (12 × 67% = 8) across those two periods.

5.3. Maximum Timeframe for Degree Completion

- Students are allowed a maximum timeframe equal to 150% of the published program length.
- Example: a program requiring 120 credits for graduation has a maximum timeframe of 180 attempted credits.
- A student will be withdrawn from the university once it is determined that this maximum timeframe has been exceeded.
- Accepted transfer credits are counted toward the maximum timeframe.
- A student may repeat a course, but the credits attempted in the repeated course also count toward the maximum timeframe.

5.4. Frequency of SAP Evaluation

CFU formally evaluates and documents each student's SAP status at the end of every eight-week academic period. The qualitative measure (cumulative GPA) is assessed at each evaluation. The quantitative measure (credit hour completion rate) is also assessed at each evaluation, using the rolling two-consecutive-period cumulative window described in Section 5.2. As a result, every student receives a documented SAP determination at the close of each academic period, not only after every two periods. This is consistent with the CFU Academic Catalog, which states that students are evaluated for academic progress at the end of each academic term.

5.5. Role of LMS Monitoring and Early Alert Reports

Real-time LMS monitoring and interim at-risk reports are academic support tools used throughout each course to identify students who may benefit from early intervention. These interim reports do not constitute an official SAP determination.

The institution's official, documented SAP status for each student is established only through the formal end-of-period evaluation described in Section 5.4 and is recorded in the student's academic file.

5.6. Withdrawals and Their Effect on SAP

Consistent with the CFU Academic Catalog, the effect of a course withdrawal on a student's SAP status depends on when the withdrawal occurs:

- **Add/Drop Period (through the eighth day of the academic period):** No grade is issued. The withdrawal does not affect the student's GPA or SAP.
- **After the Add/Drop Period and before the end of week six:** A grade of "W" is assigned. This does not affect the student's GPA but is counted as attempted, non-completed credit for purposes of the quantitative SAP measure described in Section 5.2.
- **Failure to follow the official withdrawal procedure:** The student is recorded with a grade of "F," which affects both the cumulative GPA and the quantitative SAP measure.

5.7. Repeat Coursework and SAP

CFU allows a student to repeat a course in which a "D" or "F" grade was received. Only the most recent grade is used in the cumulative GPA calculation; the original grade remains on the student's academic record but is excluded from the GPA computation. The repeated course is included in the attempted credit hours used to calculate the maximum timeframe described in Section 5.3. A student who wishes to repeat a course for a second time (a third attempt overall) must obtain the approval of the Academic Director, subject to the applicable fee. Consistent with the Catalog's academic standards, a student who fails the same course a fourth time will be definitively withdrawn from the University.

5.8. SAP Categories

5.8.1. SAP Warning

A student will be placed on SAP Warning at the end of an academic period in which SAP standards have not been met. This status is available only to students who were in good standing (meeting SAP) in the previous academic period. A SAP Warning may be issued for a maximum of two consecutive periods. If the student meets SAP during the SAP Warning period, they will be removed from SAP Warning.

5.8.2. SAP Probation

A student will be placed on SAP Probation upon failing to meet the standards described above for a third consecutive period. The student may appeal this designation through the process described in Section 5.10. If the appeal is approved, the student will remain on SAP Warning through the completion of the respective period and will be assigned an Academic Improvement Plan as described in Section 5.11. If, after one period, the student is meeting SAP, they will be removed from SAP Probation.

5.8.3. Academic Suspension

A student on SAP Probation who does not earn a minimum GPA of 2.0 in the most recently completed period, and whose cumulative GPA remains below 2.0, will be suspended for failing to meet academic standards. Suspension may result in expulsion from CFU.

5.9. Relationship to Attendance-Based Probation

The SAP Probation category described in Section 5.8.2 refers exclusively to a student's academic standing under the qualitative and quantitative measures defined in Sections 5.1 and 5.2. It is administered independently from the attendance-based probation described in the Attendance section of the CFU Academic Catalog, under which a student with ten percent (10%) or more unexcused absences in half or more of their registered courses is placed on probation and given one academic term to restore attendance above ninety percent (90%) in at least two-thirds (67%) of enrolled courses.

A student may be subject to both forms of probation at the same time; each is evaluated and resolved according to its own standard.

5.10. Appeal Process

A student placed on SAP Probation or Academic Suspension has the right to appeal. To appeal, the student must submit a written appeal to the Academic Director's Office within five (5) business days of notification, stating: (1) the reason(s) SAP standards were not met (e.g., illness, family emergency, or other extenuating circumstance), and (2) what has changed that will allow the student to meet SAP by the next evaluation point. The Academic Director, or designee, will review the appeal and issue a written decision within five (5) business days. If approved, the student will be placed on SAP Warning or assigned an Academic Improvement Plan, as applicable, for the following period. If denied, the student will be withdrawn or suspended in accordance with this policy. Appeal decisions are final at the institutional level.

5.11. Academic Improvement Plan (AIP) Procedure

When a student's appeal is approved, the Academic Director's Office, in coordination with the course instructor(s), will develop a written Academic Improvement Plan (AIP). The AIP will specify:

- **Targets:** The specific GPA and/or completion-rate targets the student must meet by the end of the next academic period.
- **Interventions:** Required support measures, such as tutoring, academic advising sessions, or a reduced course load.
- **Monitoring schedule:** At least one documented check-in at the midpoint of the period, in addition to the end-of-period SAP determination.
- **Consequence of non-compliance:** The academic action that will follow if the AIP targets are not met.

The AIP will be signed by the student and retained in the student's academic file. Progress against the AIP will be documented as part of the institution's formal SAP determination at the end of the period.

6. APPENDIX

Code	Appendix	Validity
CAT01.SP03	Catalog CFU	1 year

7. VERSION CONTROL

N°	Requested by	Changes Control
1.0	General Academic Director	Initial document
2.0	General Academic Director	Restructured into the institutional policy format. Added purpose, scope, regulatory references, and definitions. Added the frequency of SAP evaluation, the role of LMS monitoring and early alert reports, the effect of withdrawals, repeat coursework, the relationship to attendance-based probation, the appeal process, and the Academic Improvement Plan (AIP) procedure. Defined the resolution period of the Incomplete (IN) grade.

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