

SATISFACTORY ACADEMIC PROGRESS

All students must meet certain minimum standards for Satisfactory Academic Progress while enrolled at Florida National University (FNU).

In order to achieve Satisfactory Academic Progress, a student must satisfy three criteria, each of which is evaluated, on a cumulative basis, at the end of each semester. The three criteria are:

Cumulative Grade Point Average (must meet minimum thresholds in table below)

Pace of Progression (must successfully complete at least 66.7% of credits attempted)

Maximum Time Frame (must complete the program in no more than 150 percent of the normal time frame for completion)

GRADE POINT AVERAGE: The **grade point average** or GPA for a semester is calculated by dividing (a) a number equal to the sum of credit hours for each course attempted during the semester times the quality point value for each grade earned in the course by (b) a number equal to the number of credit hours attempted during the semester (i.e., hours from courses with grades A through F).

The **cumulative grade point average**, or CGPA, is obtained by calculating the GPA for all courses attempted at Florida National University with grades of A through F. Course grades of S, U, I, W, AU, and TC do not count in the overall CGPA since they carry no quality points, but they do count as credits attempted for purposes of determining the Pace of Progression. The minimum CGPA required to maintain SAP varies depending on the program the student is enrolled in and the number of credits the student has attempted, as set forth in the Table below. See the Grading System section for more information.

PACE OF PROGRESSION: **Pace of Progression** is measured by calculating, at the end of each semester, the cumulative number of credits successfully completed (i.e., courses with a grade of A through D) as a percentage of the cumulative number of credits attempted.

MAXIMUM TIME FRAME: The **maximum time frame** for completing a program is equal to 150 percent of the normal time frame for completing the program as measured in credit hours. For example, a full-time student in a baccalaureate program normally would complete the program in four academic years with 120 semester hours. The maximum time frame for such a student to complete the program would be 180 semester hours. The Pace of Progression requirement is intended to ensure that the students are on pace to graduate within the Maximum Time Frame.

Maintenance of **Satisfactory Academic Progress (SAP)** is a requirement for graduation; it is also necessary in order to maintain eligibility for Title IV financial assistance. FNU evaluates Satisfactory Academic Progress at the end of **every semester**.

Students must continue to meet the minimum SAP standards, as measured at the end of each semester, in order to maintain eligibility for financial assistance. The CGPA and Pace of Progression are based on all periods of enrollment even when the student did not receive Title IV funds. However, should a student change programs at FNU, SAP will be based on all coursework that is applicable to the student's current degree, diploma, or certificate program of study. If the student does not meet the minimum SAP standards at the end of a semester, the student will be placed on Academic/Financial Aid Warning for the following semester. All

students on Academic/Financial Aid Warning will be monitored for SAP again at the end of the semester on Academic Warning.

Students who are eligible for Federal student aid funds continue to receive those funds while on Academic Warning. All students on Academic/Financial Aid Warning who meet the minimum SAP standards at the end of the semester will be removed from Academic/Financial Aid Warning.

Any student who fails to meet the minimum SAP standards at the end of the semester on Academic/Financial Aid Warning will be considered for dismissal and suspended for the coming semester. The student may appeal the suspension by submitting a written request explaining and documenting why the student failed to achieve SAP, such as the death of a relative, an injury or illness, or other special circumstances, and how circumstances have changed such that the student will be able to achieve SAP at the end of the next semester if permitted to re-enroll. A student requesting an appeal must submit a written request to the Vice President of Academic Affairs and Vice President/Director of Financial Aid. If the appeal is granted, the student may re-enroll and will be placed on Academic/Financial Aid Probation for the coming semester. If eligible for Federal student aid, those funds will continue during the semester on Academic/Financial Aid Probation.

All students on Academic/Financial Aid Probation are monitored again for SAP at the end of the semester on Academic/Financial Aid Probation. All such students who satisfy the minimum SAP standards at the end of the semester will be removed from Academic/Financial Aid Probation and will continue to remain subject to the SAP requirements. All students on Academic/Financial Aid Probation who do not satisfy the SAP requirements at the end of the semester will be dismissed.

All financial aid applicants in eligible degree/diploma/certificate programs are evaluated for SAP whether they received financial assistance in prior terms or not.

If the student attended FNU in the past and seeks to re-enroll, the student will be reviewed for SAP for financial aid purposes on all previously attempted courses that are applicable to the student's current program of enrollment regardless of how long ago the student attended FNU or whether or not aid was received.

When a student transfers course credits to FNU, transfer credits count as credits attempted and credits earned.

The student may modify the initial course schedule up to the last day of the add/drop period with a refund. Classes that are dropped during this time period are not counted as part of the SAP evaluation process. If the student withdraws after the add/drop period, it will negatively affect the Pace of Progression and Maximum Time Frame requirements because the credits will count as credits attempted but not credits earned.

If a student repeats a course, the higher grade is used in the CGPA but credits for both courses count as credit hours attempted.

If the student changes degree or certificate programs, the SAP calculation will reset to only count those credits that are applicable to the student's new program of study. Credits that do not count toward the new program of study will not be included in the pace calculation, and the related grades will not be included in the CGPA.

Remedial credit hours completed are used in Grade Point Average calculations, but not in Pace of Progression, and Maximum Time Frame calculations.

Master Degree Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 – 36	3.0	66.7%

Bachelors and Associate Degree Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of cumulative credits attempted that have been successfully completed at end of each semester
1 – 12	1.3	66.7%
13 – 24	1.5	66.7%
25- 36	1.7	66.7%
37 - 48	1.8	66.7%
49 – 60	2	66.7%
60 – above	2	66.7%

Diploma Programs

Credits Attempted	Minimum CGPA at end of each semester	Minimum % of credits attempted that have been successfully completed at end of each semester
1 – 12	1.3	66.7%
13 - 24	1.5	66.7%
25- 30	2	66.7%
45 - above	2	66.7%

Certificate Programs

Credits Attempt	Warning if CGPA is below	Minimum Credits (%) to Complete
0 - 9	1.5	66.7%
10 - 18.	2	66.7%

A student who has been dismissed for failure to satisfy SAP following a semester on Academic/Financial Aid Probation may reapply to Florida National University after being out of school for **one semester**. If re-admitted, the student will remain subject to all SAP requirements and, if otherwise eligible for Federal student aid, will not be eligible to receive such funds until and unless the students meets all SAP requirements.