



Satisfactory Academic Progress Policy

Louisburg College's Satisfactory Academic Progress (SAP) Policy clearly defines the minimum standards required for continued enrollment. The SAP policy guides students in staying on track to college degree completion. SAP standards, regulations and policies are established to ensure a student's academic progress towards achieving the expected grade point average and completion rate.

What is the required Grade Point Average? A cumulative grade point average (GPA) of at least a 2.00 is required.

What is the required Completion Rate? Students must successfully complete at least 67% of cumulative attempted credit hours. Credits transferred into Louisburg College count as both attempted and completed hours. Withdrawals, temporary grades, including incomplete grades, and failed courses all count as attempted hours, but not completed hours. $\text{Completion Rate} = \frac{\text{Completed Hours}}{\text{Attempted Hours}}$

Students are expected to complete their degree within four full-time semesters. Part-time students are excluded from this standard. Once students have completed their educational program of 60 earned credit hours they automatically become graduation candidates.

Academic status is determined through five different status points: Good Standing, Warning, Suspension, Probation, and Dismissal.

In order to receive federal Title IV aid, state financial aid funds, and institutional aid, students are required to have met Satisfactory Academic Progress (SAP). At the end of each semester, the student's cumulative Grade Point Average (GPA) must be at least a 2.00 **and** students must earn at least a 67% course completion rate. Students who meet these standards at the end of an enrolled semester will have an academic status of **Good Standing**.

Students who begin an enrolled semester in Good Standing but do not meet the minimum SAP standards at the end of that enrolled semester will earn an academic status of **Warning** and will be placed on an **Academic Improvement Plan**. The student can return to the College and continue taking classes and receive all federal Title IV aid, state financial aid funds, and institutional aid.

Students who begin an enrolled semester with a status of Warning and do not meet the minimum SAP standards at the end of that enrolled semester will earn an academic status of **Suspension**. Students with an academic status of Suspension have the following options:

1. The Suspension student can appeal (must provide documentation of extenuating circumstances). If the appeal is **granted**, the student is placed on **Probation** and SAP monitoring for one semester. The student must complete an Academic Improvement Plan. The student is allowed to return to the College academically and continue taking classes and receive all federal Title IV aid, state financial aid funds, and institutional aid.
2. The Suspension student who appeals the Suspension and the appeal is **denied** is eligible to return to the College academically. The student will be placed on an Academic Improvement Plan for one semester. **The student must pay for tuition and fees out-of-pocket, financial aid of any type will not be awarded.** Once the student achieves at least a 2.0 GPA and a 67% completion rate, all financial aid can be reinstated.
3. The Suspension student who appeals the Suspension and the appeal is **denied** BUT the student cannot afford to pay out-of-pocket will be recommended by the LC Registrar's office to take community college classes. The student may transfer the credits back to Louisburg College after one semester. The student will be placed on an Academic Improvement Plan. The student must pay for tuition and fees out-of-pocket,

financial aid of any type will not be awarded. Once the student achieves at least a 2.0 GPA and a 67% completion rate, all financial aid can be reinstated.

4. The Suspension student who does not appeal is academically dismissed from the College permanently.

SAP Appeal Process

Suspension means that the student has the opportunity to submit an appeal. Louisburg College extends an opportunity to students to continue enrollment by submitting an SAP appeal along with supporting documentation stating the reason for not meeting the required cumulative 2.0 GPA and 67% completion rate.

If a student chooses to appeal and provide documentation, the student must provide documentation that reflects and supports the nature of the appeal. **The appeal must be due to extenuating circumstances.** Typically, extenuating circumstances are severe physical or psychological distress that is highly detrimental to a student's academic performance.

Examples of extenuating circumstances are: Life altering medical diagnosis such as cancer; chronic illness; severe asthma; severe depression; death of a family member (mother, father, guardian, sister, brother, son, daughter or spouse) or being involved in an accident or an auto accident that left a student with physical or psychological trauma; severe illness; assault, and the like.

Examples of acceptable documentation that a student could submit are: Funeral programs, statements from medical doctors or facilities verifying the student's diagnoses, court or legal documents, and the like.

Students can appeal Suspension by submitting an SAP appeal statement and supporting documentation using the format below.

NOTE: Place in the subject line of your email the following: **SAP Appeal Statement.** The SAP Appeal Statement should be **no more than 250 words** and follow the guidelines listed below:

- Provide relevant dates and events and an explanation of no more than 250 words.
- Describe the extenuating circumstances that occurred and how these circumstances impacted your academic performance. Be as specific as possible and explain what happened and why it impacted your ability to maintain satisfactory progress.
- Explain what will be different if the appeal is approved and how you will avoid being academically dismissed.
- Attach documentation you can provide to support your appeal statement. All supporting documents will be reviewed.
- NOTE: Not being aware of policies – such as withdrawals or SAP policy or coursework submission – is **NOT** a valid reason for an appeal. Students are responsible for being aware of College policies, schedules, and coursework obligations.
- Attach copies of all relevant documents supporting extenuating circumstances. Copies of documents must be clear and/or legible. **NOTE: Pictures of documents taken with a camera or phone are unable to be printed and are not acceptable.**
- Email SAP appeal and supporting documentation to LCademicappeal@louisburg.edu.

SAP Appeals Committee

The Academic Appeals Committee consists of the Registrar, the Director of Financial Aid, the Vice President of Academic Affairs and the Dean of Academic Operations Policies and Supports.