POLICY ON SATISFACTORY ACADEMIC PROGRESS AND ATTENDANCE

Administrative Division	**Academics**
Policy Title	**Policy on Satisfactory Academic Progress and Attendance**
Administrative Office	**Provost's Office**
Effective Date of Policy	**03.13.20** **Amended Policy: 10-26-26**

Purpose

Satisfactory Academic Progress Standards

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL ASSISTANCE RECIPIENTS

Kansas Wesleyan University has established a framework for evaluating a student's progress to achieve an educational goal (degree) within an optimum period of time. This includes a qualitative measure (cumulative grade point average) and a quantitative measure (pace toward graduation).

The SAP Policy at Kansas Wesleyan University is aligned with Federal Student Aid SAP guidelines established by the U.S. Department of Education concerning eligibility for Federal Student Aid Programs. Guidelines regarding this policy can be found within the following documents: Higher Education Act Sec. 484(c), 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34, and Q&A Program Integrity – Satisfactory Academic Progress.

Policy

Academic Good Standing: Undergraduate
To be considered in academic good standing, students must meet two standards:

1. **Qualitative Standard:**
   Students must achieve a Cumulative Grade Point Average (CGPA) in compliance with the following:

Credit Hours Earned*	Minimum CGPA for Good Standing
Less than 28 (all undergraduate students)	1.70
28 or greater but less than 44	1.80
44 or greater but less than 60	1.90
60 and over	2.00

* See definition of Credit Hours Earned and Attempted below.

A. In addition to this cumulative GPA review based on earned credits, a student must also meet a 2.0 cumulative after the completion of two academic years at KWU (four semesters), regardless of their enrollment status in each term in order to be eligible for Federal Student Aid, including grants and Direct student loans.

2. Quantitative Standards:

A. Maximum Time to Complete Undergraduate Degree
The maximum time frame for students to complete their undergraduate degree is 180 Credit Hours Attempted. This time frame is not impacted by changes in major. (120 * 150% = 180), and

B. Pace (Percentage of Completion)
Undergraduate students must successfully complete 66 percent or more of all credit hours attempted, calculated as:

**Credit Hours Earned/*Credit Hours Attempted = must be at least equal to 66.66 percent

Academic Good Standing: Graduate Students

To be considered in academic good standing, students must meet two standards:

1. Qualitative Standard:
Graduate Students must achieve a Cumulative Grade Point Average (CGPA) of 3.0 or higher.
* See definition of Credit Hours Earned and Attempted below.

2. Quantitative Standards:

A. **Maximum Time to Complete Graduate Degree:**
The maximum time frame for students to complete their graduate degree is 45 Credit Hours Attempted. This time frame is not impacted by changes in major. (30 * 150% = 45), and

B. **Pace (Percentage of Completion):**
Graduate students must successfully complete 66 percent or more of all credit hours attempted over the history of their graduate college credits, calculated as:

**Credit Hours Earned/*Credit Hours Attempted = must be at least equal to 66.66 percent

Students Not Meeting Good Standing

A student is ineligible for Federal Student Aid, including grants and Direct student loans, when it becomes mathematically impossible for the student to complete their program within 150 percent of the length of the program. The pace of 66.66 percent must be met for a student to meet the Quantitative SAP requirements.

Students with Completed Bachelor's Degree

Students with a completed bachelor's degree will be eligible for federal Direct Stafford and Unsubsidized Stafford Loans for a subsequent bachelor's degree, provided the aggregate loan limit has not been exceeded. These students are also eligible for Kansas Wesleyan University scholarships and grant programs not based upon financial need. Satisfactory Academic Progress for Cumulative units attempted (PACE) should follow GPA. See the Office of Student Financial Planning for more information.

Definition of Credit Hours Attempted

All credit hours attempted at Kansas Wesleyan University and all credit hours accepted for transfer into Kansas Wesleyan University are included in both the Qualitative and the Quantitative Standards. Remedial credit hours attempted at institutions from which the student transferred but which are not accepted for credit at KWU, are not considered Credit Hours Attempted for the qualitative or quantitative calculation.

Definition of Credit Hours Earned

- Earned Hours - any variation of A, B, C, D, P, S, CR, I/B, I/C, and I/D.
- Attempted Hours, but do not count as Earned Hours - F, U, I/F, I, and W.
- The following grades affect the cumulative GPA: A, B, C, D, F, I/B, I/C, I/D, and I/F.
- Remedial Courses are NOT included in this calculation. They are assessed via a pre-test and post-test. This will assist students and faculty with identifying opportunities for improvement and future success.
- Repeated courses are included in the cumulative attempted credit hours. However, only the course with the highest grade is included in the cumulative grade point average.

Frequency of Academic Progress Evaluation
The Office of the Registrar shall review each student's academic record for satisfaction of both the Quantitative and Qualitative SAP Standards at the end of each term of attendance: Fall, Spring, and Summer.

Academic Warning/ Dismissal A student who was meeting SAP in the prior term to the one being reviewed, or has just completed their first term and fails to meet either the Qualitative CGPA and/or the Quantitative Standards (see above), will be placed on academic warning. During Academic Warning, a student remains eligible for Federal Student Aid. If a student who is already on academic warning fails to meet one or both SAP standards during the following semester, the student will be dismissed. Academic dismissal can be appealed. No undergraduate student will be academically dismissed when the most recently completed semester GPA is 2.0 or better, and no graduate student will be dismissed when the most recently completed term GPA is 3.0 or better. However, the student may not be eligible for federal financial aid if not meeting the standard SAP requirements.

Students on academic warning must be enrolled in INTD090: Strategies for Success and attend regular meetings with the Student Success Center staff. Students who fail INTD090 will be required to repeat the course the following semester.

Students dismissed after the spring semester may not enroll at Kansas Wesleyan University for the summer term or the next fall semester. Students dismissed after the fall semester may not enroll at Kansas Wesleyan University for the spring semester. Students dismissed after the summer semester may not enroll at Kansas Wesleyan University for the fall semester. Academically dismissed students who wish to re-apply for admission are encouraged to use the period of absence from Kansas Wesleyan University for activities that will give evidence of their potential to improve performance, for example, successful completion of coursework at another institution in order to raise their cumulative grade point average to a level admissible to the university.

Appeal of Academic Dismissal and Reinstatement on Academic Probation
A student may appeal in writing to the Enrollment Committee by submitting their appeal to the Office of the Registrar no later than two weeks before classes start in the fall semester and one week before classes start in the summer and spring semester. The Enrollment Committee is chaired by the provost. The registrar and several faculty members also serve on the Enrollment Committee, among others. The Satisfactory Academic Progress Appeal form may be obtained from the university website or the Office of the Registrar. A student whose appeal is approved by the Enrollment Committee may resume enrollment at Kansas Wesleyan University on Academic Probation, but must be enrolled in INTD090: Strategies for Success, attend regular meetings with the Student Success Center staff, and follow the academic plan set for them. Financial Assistance eligibility is reinstated during semesters of probation, as long as the student is meeting the requirements of the academic plan.

Readmission after Academic Dismissal
After the full semester of absence following dismissal, students may apply for re-admission to the university by submitting an admissions application available in KWU website. Standard admissions requirements and processes will apply. Financial assistance eligibility is reinstated during semesters of probation. Financial Assistance eligibility is reinstated and SAP progress will be reviewed in accordance with standard SAP policy.

Class Attendance and Credit Hour Requirement Policy

Class Attendance:
KWU Catalog under which you were admitted.
https://www.kwu.edu/academics/registrar/course-catalogs/.

Class Attendance
Class attendance is expected in all classes, and students are expected to plan accordingly, giving classes. priority. Professors will provide in each class the attendance standards necessary for passing the course in each class. These will be distributed as part of the syllabus, which will also be on file in the Provost's Office. The policy recognizes the validity of university-approved activities but does not excuse students from completing all work for the course. Requests for excused absences from classes shall be sent to faculty by the Athletic Director or sponsor one week, or as soon as possible, before the events occur. The provost shall monitor the requests and intervene as necessary. Students are expected to contact faculty members directly and in advance of absences. Faculty members will allow excused absences for all students involved in the referenced activities and events and accommodate the students by offering them opportunities, without penalty, to either make up the work or do work ahead of time to meet course requirements.

Attendance is measured through classroom participation, completion of assignments, engagement in activities, and attending class on time. Online attendance is measured by assignments submitted on the first day, the third day, and throughout the duration of the course. Faculty will record attendance through the current Learning Management System.

Drops for Non-Attendance
Courses that were administratively dropped will not appear on the student's academic transcript and will not be counted toward the student's credit hour load. Students who fall below 12 on-ground credit hours due to an administrative drop may become ineligible to participate in intercollegiate athletics; may not be eligible to live in campus housing; may incur a financial debt to the university; will not be eligible for institutional financial aid; and eligibility for federal and state financial aid may be affected (see the Refund Policy for more information).

For full semester courses:
By the seventh business day of the semester, students who have not attended class or contacted the instructor regarding their absence will be dropped from the course by the Office of the Registrar.

If a student thinks that they were dropped in error, the student may petition the instructor for readmission to the class. The petition must be approved and submitted to the Office of the Registrar by the 10th business day of the semester or term, to be considered. If an error has occurred, the instructor must either sign an Enrollment Change Request Form for the student to bring to the Office of the Registrar, or the instructor may send an e-mail to the Registrar to request the student be reinstated to the class.

For 8-week and online courses:
By the fifth business day of the session, students who have not attended class or contacted the instructor regarding their absence will be dropped from the course by the Office of the Registrar. If a student thinks

that they were dropped in error, the student may petition the instructor for readmission to the class. The petition must be approved and submitted to the Office of the Registrar by the seventh business day of the semester or term, to be considered. If an error has occurred, the instructor must either sign an Enrollment Change Request Form for the student to bring to the Office of the Registrar, or the instructor may send an e-mail to the Registrar to request the student be reinstated to the class.

Withdrawal for Non-Attendance

After the seventh business day of the semester (or fifth business day for 8-week courses), but before the last day to withdraw, instructors may request an administrative withdrawal if the student has six or more unexcused absences (i.e. 6 x 50 = 300 minutes) for Monday/Wednesday/Friday classes, four or more unexcused absences (4 x 75 = 300 minutes) for Tuesday/Thursday classes or the minute equivalent in a course.

Instructors must attempt to contact the student via email to discuss the student's options before making such request. If after the attempted email contact, the instructor still wishes to request an administrative withdrawal, they should submit a Non-Attendance Withdrawal Request form to the Office of the Registrar.

A copy of the syllabus and the email sent to the student must accompany the form, and the form must be signed by the instructor, the student's advisor and the student's coach, as appropriate.

Administrative withdrawals cannot be processed after the withdrawal deadline. Instructors are to assign an appropriate grade to the student during the grade-processing period.

Students who intend to drop or withdraw from a course have the responsibility to complete this process following normal university procedures.

Credit Hour Requirements

The institutionally established equivalencies to the federal definition of the credit hour at Kansas Wesleyan University are provided below. These standards apply to both undergraduate and graduate courses offered in face-to-face, hybrid, or online classes.

For each credit hour per semester, classes that meet in a face-to-face format must include one 50-minute period with the instructor and two hours of outside class work for approximately 15 weeks.

> 1 credit hour = 50 minutes contact + 100 minutes outside work over 15 weeks for a total of (50+100) x 15 weeks = 150 x 15 weeks = 2,250 minutes of student effort. This meets 34 CFR §668.8(l)(2)(ii)(A) expectation of a semester hour equating 37.5 clock hours of instruction or 37.5 x 60 minutes = 2,250 minutes (1 clock hour of class room, 2 clock hours outside work = 3 clock hours; 2,250 minutes ÷ 3 = 750 minutes/credit hour).

Academic credit is offered by the semester credit hour and is based on 750 minutes of instruction per credit hour awarded. This means 1 credit hour = 15 clock hours with the clock hour defined as 50-60 minutes. This rule is consistent with the Department of Education credit hour definition, as stated earlier in 34 CFR §600.2.

Seven hundred and fifty (750) minutes of instruction per credit hour awarded applies to all courses despite length of term or period of time within a term in which the course is offered in face-to-face delivery formats. All hybrid courses are calculated by both face-to-face and distance education standards that equate to 750 minutes to one credit hour.

Distance Education; KWU Catalog under which you were admitted.
https://www.kwu.edu/academics/registrar/course-catalogs/

Credit hours awarded from courses taught via distance education or in some other non-traditional setting follow the same rules when determining the number of credit hours awarded for all distance education courses. This practice follows the credit hour definition found in Department of Education regulation 34 CFR §600.2; 1 credit hour = 750 minutes.

Direct faculty interaction can be achieved in many ways in an online environment. Examples include: use of online meeting tools, online journaling or blogs, discussion-forum posts, online exams/quizzes, recorded lectures or use of voiceover Microsoft PowerPoint presentations, online collaborative study or project-based learning groups, etc.

The following* time estimates will help to ensure credit-hour compliance.

Pedagogical Technique	**Average Time Per Instance**
Quiz	20 minutes each
Exam	50 minutes each
Midterm or Final	60 minutes each
Informal Writing Assignment	15 minutes per page (250 words)
Formal Writing Assignment	30 minutes per page (250 words)
Textbook Reading	8 minutes per page (250 words)
Reading of Linked Article/Paper	10 minutes per page (250 words)
Listen To or Watch Linked Audio/Video	15 minutes each
Listen To or Watch Webinar	50 minutes each
Complete a Guided Lab Exercise	50 minutes each
Complete a Virtual Field Observation	30 minutes each
Complete a Guided Field Observation	60 minutes each
Complete a Game/Simulation	30 minutes each
Complete a Tutorial/Module	30 minutes each
Watch/Make Synchronous Presentations	30 minutes each
Make a Blog Entry	10 minutes each
Participate in a Chat Room or Forum Discussion	20 minutes each
Study or Assignment Group Participation	40 minutes each
Online Meeting or Office Hours with Instructor	20 minutes each

*chart quoted from Dickinson State University, 2016 HLC Conference

Online instructors are encouraged to utilize the above table to ensure credit-hour compliance, and explicitly noting time expectations will also provide clarity and guidance to students.

Online and Directed Study Courses:
All online and directed study courses must explicitly document in their respective course proposals and course syllabi how clock hours will be identified when determining credit hours as indicated in the "Distance Education" section of this policy document.

Health Profession
Health profession majors and/or providers, such as nursing, pre-medical, pre-dental, pre-physician assistant, pre-pharmacy, pre-optometry, pre-physical therapy, pre-occupational therapy, pre-veterinary, pre-athletic training, and allied health may also earn academic credit for work in lab or clinical sites. The

number of hours of work required for one academic credit hour varies by discipline and respective accrediting agency requirements.

Labs

Certain courses at Kansas Wesleyan University include a laboratory component or requirement, such as science courses including chemistry, engineering, geology, physics, and biology. Students may earn additional credit hours for the lab component. Minimum credit hour requirements are determined for weeks of lab/activity on a 2:1 laboratory contact minutes to lecture contact minutes ratio (1,125 minutes/1 credit hour). Each department may determine contact time over the minimum requirement as needed.

Internships

The Internship Program allows students to integrate academic theory and real world practice to explore the relationship between the two and gain hands-on experience in a professional setting. An intensive field experience is established through a community organization with dual supervision by an agency coordinator and a member of the faculty. Placement will be based on the student's career orientation and interest. A fee of $75 per credit hour in addition to all other tuition charges for the course is assessed for all internship courses.

Requirements for an Internship:

1. The program is open to all degree-seeking undergraduate students except first semester, first-time students.
2. An internship can be completed at the student's regular place of employment; however, internship hours must be outside of the student's regular job responsibilities.
3. Faculty sponsor determines the number of credit hours to be awarded, which must be authorized in advanced. Each credit hour requires a minimum of 50 clock hours of participation. (e.g. A 3-credit hour internship would require at least 150 clock hours). Exceptions include:
    - Engineering internships: 600 work hours per credit hour
    - Health Services internships: 100 work hours per credit hour
    - Other exceptions may be approved by the institution.
4. A complete Application for Registration in an Internship must be submitted to the Office of the Registrar by the last day to add or drop classes in the semester for which credit is sought, as listed in the Academic Calendar. Required documents include:
    a. A syllabus outlining objectives, assignments, methods of evaluation, and learning outcomes.
    b. The application and accompanying forms, including the Internship Ethical Guidelines, Intern/Agency/Faculty Agreement & Emergency Contact Record, and Internship for College Credit Contract, must be signed by the student, faculty sponsor, academic advisor, and the Office of the Registrar, and approved by the Provost.
    c. A schedule describing the frequency and form of faculty-student contact throughout the internship.
    d. A method for evaluation of student performance and attainment of learning objectives.
5. The faculty sponsor provides ongoing supervision and mentorship, maintaining regular contact with the student through check-ins, progress reports, and meetings. Faculty guide the student in integrating the internship experience with academic learning, provide

feedback on assignments and projects, and serve as the primary academic mentor throughout the internship.

6. The internship must provide rigorous academic experience equivalent to a 400-level course at KWU. Students are required to submit periodic progress reports.

   ** ADDITIONAL NOTE: In addition to the university requirements for applying for an internship, international students must complete paperwork through their DSO authorizing the internship with the U.S. government. It is a violation of the F-1 visa to engage in an internship without prior authorization.