

Policy:	Satisfactory Academic Progress (SAP)
Applicability:	All Doctor of Chiropractic Courses
Who is affected:	Doctor of Chiropractic Students
Effective:	Immediately
Policy Effective:	October 17, 2016
Last Revision Date:	June 06, 2016
Initiated By:	Academic Affairs
Responsibility:	Vice President for Academic Affairs
Policy Link:	http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf
Policy ID:	OAA.0006

The following definitions apply to terms used in this policy.

Academic Plan: A plan, which if followed, should improve a student's ability to meet LCCW's satisfactory academic progress standards by a specific point in time. Students who have been placed on an academic plan must meet the modified standards of academic progress outlined in the plan or he/she will be dismissed from the college

Appeal: Appeal is a process by which a student who is not meeting the satisfactory academic progress standards may submit a petition, outlining the circumstances for his/her academic performance and explain what has changed that would allow him/her to regain good academic standing, to the Academic Standards Committee for reconsideration to remain in the DC program. After reviewing the letter, the Academic Standards Committee may ask for more information and may request that the student review their appeal in person with the committee. The decision of the committee is final.

If the first appeal is approved, subsequent appeals will only be considered if a student's reason for his/her academic performance has changed from an earlier appeal. *A student may only appeal twice under this policy.*

Completion Rate: Completion rate is the PACE at which a student should progress in order to complete the program within a maximum timeframe. There are two components to our PACE policy: credit hours attempted, and the number of terms attempted.

The PACE (completion rate) is calculated by dividing the cumulative number of credits earned by the cumulative number of attempted hours. The required PACE percentage for LCCW is 67%. *To be in good academic standing, a student must earn a minimum of 67% of the credits he or she attempts.*

Enrollment in the program cannot continue for an indefinite period of time. Students are expected to complete their degree in the 14 (Standard) or 12 (Accelerated) terms scheduled in the curriculum. Some students, however, require extra time to complete the degree. *To remain in good academic standing, a student's maximum attempted credits cannot exceed 386 credits.*

The following charts help illustrate the PACE requirement:

12 Quarter:

Term	Per-term Credits	Total Credits to Date	Minimum Credits Required
1	21.5	21.5	14
2	23.0	44.5	28
3	22.5	67.0	45
4	23.5	90.5	61
5	23.5	114.0	76
6	22.5	136.5	91
7	21.0	157.5	106
8	22.0	179.5	120
9	19.5	199.0	133
10	20.0	219.0	147
11	16.0	235.0	157
12	14.0	249.0	167
13			182
14			197
15			212
16			227
17			242
18			257

14 Quarter:

Term	Per-term Credits	Total Credits to Date	Minimum Credits Required
1	17	17	11
2	15	32	21
3	20.5	52.5	35
4	18.5	71	48
5	17	88	59
6	19.5	107.5	72

7	21	128.5	86
8	15	143.5	96
9	18.5	162	109
10	17.5	179.5	120
11	19.5	199	133
12	20	219	147
13	16	235	157
14	14	249	167
15			180
16			193
17			206
18			219
19			232
20			245
21			257

**term credits may vary because of electives*

Academic Warning: Academic warning is assigned by the Academic Affairs Office to a student the first time he/she fails to make satisfactory academic progress.

Academic Probation: A student, who fails to make satisfactory academic progress within one quarter immediately following a term of academic warning and has submitted a letter of appeal that has been approved by the Academic Standards Committee, may be placed on academic probation.

Academic Dismissal: Academic dismissal is a status assigned by the Academic Affairs Office to a student who fails to make satisfactory academic progress and who has been previously granted academic probation.

Earned/Attempted Credits: Earned/Attempted Credits: An earned course grade of I, F, NP, WP,WF, and WO will be counted as failed attempts for the quantitative SAP component. The qualitative measure is not affected by WP grades.

Treatment of transfer credits and competency examinations: All credits accepted for transfer and/or competency exams are counted as both attempted and earned for the quantitative SAP component. The qualitative measure is not affected by transfer and/or exam credits.

Standards of Satisfactory Academic Progress:

There are two components used to determine whether or not a student is making Satisfactory Academic Progress (SAP). Failure to meet any one of these components may result in the consequences listed below.

1) **Qualitative component** - GPA - Students must maintain both a cumulative grade point average of 2.0 or higher and a term grade point average of 2.0 or higher. In addition, a student must have a 2.00 CUM GPA by the end of their second academic year.

2) **Quantitative component** - Completion Rate (PACE) - students must complete 67% of all attempted coursework each term and complete 67% of all attempted credits (cumulative attempted credits vs cumulative earned credits).

The PACE rate is based on a maximum time frame for degree completion that is 150% of the program requirements (measure in credit hours attempted).

Consequences of not meeting Satisfactory Academic Progress (SAP):

LCCW students are expected to perform at the highest academic levels. Those students who do not meet the standards of Satisfactory Academic Progress are subject to the following consequences:

Academic Concern: A student may be placed on Academic Concern whenever an academic event occurs which, if not corrected, may lead a student to fall below the minimum standards of SAP. A student on Academic Concern is in good academic standing, and retains all rights, privileges, and financial aid eligibility of a regular student. Some of the events which may prompt an Academic Concern are:

- Withdrawal from all or a substantial portion of courses in two successive terms or any three quarters.
- Failure to re-take deficient courses in a timely manner. Students are required to repeat failing courses within two quarters of the failing grade.
- Substantial deviation from the posted sequencing of classes/quarters.
- Failing grades in two or more classes in one quarter
- Failing a course more than once

Students, whose academic performance reflects any of the above activity, should be aware that their future course scheduling and date of graduation may be impacted.

Academic Warning: Academic warning is assigned by the Academic Affairs Office to a student who fails to make satisfactory academic progress and must meet the minimum standards by the end of the next term of enrollment. Students in this status may receive federal student aid for one more term and then must meet the academic standards of progress.

Academic Probation: Students who fail to make Satisfactory Academic Progress within one quarter immediately following a term of academic warning will be required to submit a letter of appeal to the Academic Standards Committee explaining both the reasons for his/her academic performance and what has changed that would allow him/her to continue in his/her program. (Submit to the Academic Affairs Office by Tuesday morning of the first week of the term). If the Academic Standards Committee approves the appeal, it will develop a plan for the student wherein he/she should be able to meet SAP within a certain time frame. Following this approval, the student will meet with a representative from

the Academic Affairs Office to review and sign the academic plan. Approval of probation status allows the student to continue in his or her program and reinstates federal financial aid eligibility for one quarter or according to the progress standards of his/her academic plan. Students eligible for Academic Probation will be blocked from enrollment until this process is complete.

Academic Dismissal: If, after being placed on academic probation, a student fails to meet the standard of Satisfactory Academic Progress and/or fails to meet any of the requirements of the academic plan, he or she will be academically dismissed from the institution.

If a student who has been Academically Dismissed at a later point re-applies to the college, he or she must also submit a letter of appeal to the Academic Standards Committee for readmission. The student, if readmitted will not be eligible for federal aid until all SAP standards are achieved (cumulative GPA and PACE). This is based on federal regulations and there is not any exception. The student would be required to make cash arrangements for tuition. Once SAP standards are achieved the student's federal financial aid eligibility will be reinstated.

Appeals may be made based on the following grounds:

- A death in the immediate family.
- Serious injury or illness of a student or a member of the immediate family.
- Special circumstances to be reviewed on a case-by-case basis.

Amendment History

Amendment Date
10/17/2016 Adoption
06/03/2016 Revision