

SATISFACTORY ACADEMIC PROGRESS

Policy

All degree seeking (matriculating) students pursuing an approved program at WITS are required to maintain satisfactory academic progress toward graduation, which is defined as being in good academic standing as detailed below.

The SAP standards required for students receiving Title IV federal financial aid are the same for all matriculated students at WITS. Satisfactory academic progress at WITS has two principal components: a qualitative standard and a quantitative standard.

At the end of each semester, a report is generated which indicates whether or not each student is meeting SAP requirements. Students who fail to meet SAP are notified in writing via email. If a student is readmitted to the school the student's academic file is evaluated to determine if the student is meeting satisfactory academic progress requirements.

Qualitative Standard

In pursuit of graduation, the student must achieve a cumulative grade point average (GPA) of 2.0 (the equivalent of a "C" average) or better. Each student is evaluated at the end of each semester and is expected to maintain a minimum cumulative grade point average of 2.0. The following table shows grade and grade point allocations according to the earned course average score.

Grade	Grade Value	Percentage
A	4.00	93-100
A-	3.70	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73 -76
C-	1.67	70-72
D	1.00	60-69
F	0	59 and below (Failure)
P	N/A	Pass
W	N/A	Withdrawal
INC	N/A	Incomplete

The GPA is calculated by (1) multiplying the credits by the grade value which determines quality points; (2) adding the total number of quality points; (3) adding the total number of credits; (4) dividing the quality points by the quality hours.

All courses given at WITS require a grade of D or higher to receive credit. Although no credit is given for failing grades, all grades, except for pass (P), withdraw (W) and incomplete (I), are recorded and calculated as part of the grade point average. Transfer courses are not calculated in the grade point average.

When there are just a few pass/fail courses in the overall program, such courses are not included in the qualitative/grades SAP component, but they are counted in the quantitative/pace of completion component.

Quantitative Standard

Maximum Time Frame – Students must make sufficient progress through the academic program to complete the program with a maximum attempted credit ceiling equivalent to 150% of the published length of the program in credit hours.

Pace of Completion – Students must successfully complete 67% of their cumulative attempted credits. The student's cumulative earned credits are divided by the student's cumulative attempted credits to determine if the student is progressing through the academic program at a pace sufficient to complete the program within the maximum time frame. If the number of credits earned divided by the number of credits attempted is 67% or greater, she is determined to be meeting the quantitative standard.

At the end of each semester, a student's academic files are evaluated to determine if the student is achieving satisfactory academic progress. As part of the evaluation, the student's earned credits are divided by attempted credits to determine if the student is progressing through the academic program at a pace sufficient to complete the program. If the number of credits earned divided by the number of credits attempted is 67% or greater the student is determined to be making satisfactory academic progress.

SAP Warning

If a student falls below the SAP standards, she will be notified via email that she is being given a warning period which will last one semester. The student will also be notified that she has the option of appealing her lack of satisfactory academic progress at any point. During the warning period, the Academic Dean may counsel the student and assist the student to improve her performance. The student may be provided with various student services that might include tutoring, scheduling accommodation, or other academic assistance. If, after this warning period SAP standards are still not met, she will be subject to academic discipline which may include expulsion or suspension from the institution.

Federal Financial Aid Warning and Academic Probation

For continued eligibility for federal financial aid programs, if a student falls below the satisfactory progress standards, the student will be given a period of financial aid warning during which time the student maintains federal financial aid eligibility. The warning period will last for one semester.

During the federal financial aid warning period, the student will receive the counseling described above. If, after this federal financial aid warning period, satisfactory progress standards are still not met, the student will be notified via email that she will no longer be eligible for financial aid. The student will also be notified via email of the option of appealing the lack of satisfactory academic progress in order to be granted a probationary period. Procedures for filing an appeal are described below. If the student successfully appeals the lack of satisfactory academic progress after the financial aid warning, the student will be placed on academic probation for one semester.

Appeals Process and Mitigating Circumstances

A student may appeal the institution's determination that she is not making satisfactory academic progress. Basis for appeal include the death of a relative, an injury or illness of the student, or other special circumstances. The student must submit the appeal in writing to the administrative office. In the appeal, the student must describe why she failed to make satisfactory academic progress, and what has changed in her situation that will allow her to demonstrate satisfactory academic progress at the next evaluation. The Academic Dean will consider all information provided by the student and will consult with faculty members, as appropriate. If it is determined that the appeal should be accepted, then the Academic Dean will determine whether or not the student will be able to meet the standard SAP requirements of the institution by the end of a one semester probationary period. If it is determined that the student will be able to meet the standard SAP requirements after the probationary period, the student will be placed on academic probation as described below. If it is determined that the student will be able to meet the standard SAP requirements of the institution by the end of the probationary period with a customized study plan, then the student will be placed on academic probation with a study plan, as described below.

If the appeal is accepted, the student will be granted a semester of academic probation or academic probation with a study plan, as described below. If the appeal is not accepted, the student will be subject to academic discipline, which may include expulsion or suspension from the institution. She will also be ineligible for federal financial aid until she reestablishes eligibility as described below in the section entitled "Reinstatement." The final decision (denial of appeal, academic probation, or academic probation with a study plan) will be conveyed to the student in writing.

Academic Probation

If after the period of warning, a student is still not making SAP and successfully appeals the lack of SAP, and it is determined that the student will be able to meet the standard SAP requirements after a probationary period, the student will be placed on academic probation. The period of academic probation is one semester during which the student has the opportunity to attempt to meet the SAP standards of the institution. The student can request counseling to assist her to improve her performance. In addition, the student may request to be provided with various student services that might include tutoring, scheduling accommodation, or other academic assistance.

Academic Probation with a Study Plan

If after the period of warning, a student is still not making SAP and successfully appeals the lack of SAP, and it is determined that the student will not be able to meet the standard SAP requirements after a probationary period, the student will be placed on academic probation with a study plan. For a student on academic probation with a study plan, the Academic Dean will develop a study plan in conjunction with the student and other faculty, as needed. The study plan will include a customized plan for the SAP standards (as well as other academic provisions to assist the student in meeting those standards) that ensures that the student is able to meet the school's satisfactory progress standards by a specific time, though an academic plan could take the student all the way through successful program completion.

Reevaluation After a Probationary Period

At the end of the probationary period, the student's satisfactory academic progress will be reevaluated. If the student is now meeting the standard SAP requirements of the institution or is meeting the SAP standards of her study plan, she will be considered as meeting satisfactory academic progress. If, after the period of probation, the student's academic performance still fails to meet the academic progress standards of the institution, or the provisions of her study plan, she will be subject to academic discipline which may include expulsion or suspension from the institution, and she will be ineligible to receive Title IV federal financial aid.

Reinstatement for Federal Financial Aid

A student who became ineligible for federal financial aid because she was not meeting satisfactory academic progress standards, has the opportunity to reestablish eligibility. Eligibility is reestablished by meeting institutional SAP standards. The Office of Financial Aid will receive notification of each student's status at the start of each semester, and the student will be notified via email that she may once again receive aid from the Title IV programs.

Incomplete Grades

If a student has not completed all required course work but has completed at least 50%, the student may request an incomplete in the course. Granting an incomplete is at the discretion of the faculty member and the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses). The course grade is marked as incomplete. A course in which a student receives a grade of incomplete is not included in the GPA as long as the Incomplete remains on the transcript. A course marked incomplete is included in the student's number of credits attempted but not credits completed.

Changes of grade or adjustments to incomplete grades after the conclusion of the semester for contracted courses are in accordance with the policies of the contracting institution.

If granted an incomplete, a student will have until that semester's deadline to complete their missing coursework. Beyond that point, a student must petition in writing to the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses) for a further extension. Faculty are not authorized to grant individual extensions beyond the deadline. If no written request is submitted by the deadline, a student who has not completed the required coursework will receive a grade of 0 for the missing coursework. The deadline for Fall Semester courses is May 15. The deadline for Spring and Summer semester courses is December 1.

Withdrawn Courses

Courses that a student withdraws from before the first drop deadline will not appear on the student's transcript and will not be included in the number of credits attempted. From that point until the second drop deadline, a student dropping a course will receive a grade of W (Withdrawal) for the course and the credits will be included in the number of credits attempted. After the second drop deadline, the student must complete the course or receive a grade of F (Failure). While a W (Withdrawal) does not factor into the GPA, an F (Failure) does. Dropping a course due to health reasons requires documentation from a medical professional and approval from the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses). There are no academic or financial penalties. All drop deadlines are noted on the Academic Calendar.

Transfer Credits

Transfer credits are not included in the calculation of the grade point average. However, the credits accepted are counted toward the number of credits attempted and earned by the student.

Repeating Courses

A student who wishes to raise the grade of a specific course may repeat the same course. Both courses and grades will appear on all official transcripts. However, credit is only

earned once. The lower grade will not be calculated as part of the semester grade point average nor the overall grade point average.

All repeated courses are counted in the number of the student's attempted credits. For determination of a student's enrollment status, if a student is repeating a course in which she received a passing grade, for the purpose of grade improvement, it is counted towards her enrollment status only the first time the course is retaken. If a student is repeating a course in which she received a failing grade, it is counted towards her enrollment status for as many times as she is repeating that course in an attempt to pass.

A student repeating a course must remain within the time frame required for satisfactory academic progress standards.

Change of Major

All credits attempted are included in making a student's SAP determination, regardless of any subsequent changes in major, if applicable.

ESL/Noncredit Remedial Courses

WITS does not offer any ESL or non-credit remedial courses.