



HOLMES UNIVERSITY FLORIDA

Satisfactory Academic Progress

All students must meet minimum standards of academic achievement and course completion while enrolled at Holmes University Florida. The student's progress will be evaluated at certain points to determine satisfactory academic progress. The Registrar performs satisfactory progress calculations. Students may be terminated for insufficient progress.

Maximum Time Frame

Students enrolled at Holmes University Florida must complete their studies within certain time limits to be eligible for a diploma or degree. The maximum time frame (MTF) to complete each diploma or degree program is defined in terms of attempted credit hours. A student may attempt up to 1.5 times the number of credit hours for the program of study. The equation for calculating the MTF is:

$$\text{MTF} = \# \text{ credit hours in program} \times 1.5$$

An authorized leave of absence does not count towards the time limits. If a student is unable to complete the program within the MTF, the individual will not be eligible to receive the original credential, and can only receive a certificate of completion.

Evaluation Points

Each student will be evaluated at certain points in the academic program as follows:

- 25% of Maximum Time Frame;
- 50% of Maximum Time Frame;
- 100% of Maximum Time Frame;
- End of the first academic year;
- End of the second academic year; and
- End of each subsequent academic year.

Minimum Academic Achievement

Each student must achieve the following minimum cumulative grade point averages (CGPA) at the evaluation periods specified above in order to remain as a "regular" student:

- 25% of Maximum Time Frame; CGPA = 1.25
- 50% of Maximum Time Frame; CGPA = 1.50
- End (100%) of Maximum Time Frame; CGPA = 2.0
- End of first academic year; CGPA = 1.25
- End of the second academic year; CGPA = 2.0
- End of each subsequent academic year; CGPA = 2.0

A student with a CGPA below 1.25 at the 25% maximum time frame point or at the end of the first academic year will be placed on academic probation. A student with a CGPA below 1.5 at the 50% maximum time frame point is not eligible for probation, and will be dismissed. A student with a CGPA of less than 2.0 at evaluation points at the end of the second or beyond will be dismissed. A student who has been dismissed owing to a failure to maintain minimum academic standards may apply for extended enrollment status as a “non-regular” student. Please see the section on Extended Enrollment.

Failure to maintain a 2.0 grade point average for any term will result in the student being placed on probationary status, unless the student has a cumulative grade point average of at least 2.0 at the end of the second academic year. Students who fail to maintain a 2.0 CGPA at this evaluation point will be dismissed.

Successful Course Completion

Each student must meet minimum successful course completion percentages for all courses attempted to remain enrolled as a regular student.

Evaluation Point	Required Cumulative Grade Point Average	Required Cumulative Successful Completion Percentage	Result if Satisfactory Progress Standard is not met
25% of maximum time frame	1.25	55%	Probation
End of first academic year (or 50% of the standard program length for programs of less than one academic year)	1.25	55%	Probation
50% of maximum time frame	1.5	60%	Dismissal†
End of second academic year or subsequent academic years	2.00	67%	Dismissal†
End (100%) of maximum time frame	2.00	67%	Dismissal

†Student may apply for extended enrollment status. Please see the section on extended enrollment.

Students must earn at least 55% of the credits attempted at the 25% maximum time frame or the end of the first academic year evaluation points. Students whose successful course completion percentage is less than 55% will be placed on academic probation. Students must earn at least 60% of the attempted credits at the 50% maximum time frame point. A student whose successful course completion percentage is less than 60% at this evaluation point will be dismissed. Students must earn a minimum of 67% of the credits attempted by the end of the second academic year, and at all subsequent evaluation points. A student whose successful course completion percentage is less than 67% at these evaluation points will be dismissed. A student who has been dismissed owing to a failure to maintain minimum academic standards may apply for extended enrollment status. Please see the section on Extended Enrollment.



Cumulative Nature of the Calculation of Satisfactory Academic Progress

Satisfactory academic progress is calculated at the evaluation points specified above. The standards of progress are cumulative, and apply to all periods of the student's enrollment, regardless of whether or not the student receives federal financial aid.

Application of Satisfactory Progress to Course Repeats, Withdrawals, and Incomplete Grades.

Course Repeat – Courses that are repeated will be counted in the calculation of the satisfactory progress completion rate and maximum timeframe standards.

Withdrawal ("W") Grades – A withdrawal grade is included in the satisfactory progress calculation for course completion, and counts as a credit attempted but not successfully completed.

Incomplete ("I") Grades – An I grade is a temporary grade, and does not count in the calculation of satisfactory progress standards or grade point average.

Application of Satisfactory Progress to Transfer of Credit

Treatment of Transfer credit – Upon admission, transfer students will be assumed to be maintaining satisfactory academic progress. After admission to the University, courses successfully completed in subsequent terms at another institution that fulfill degree requirements at Holmes University Florida may be used to achieve satisfactory academic progress compliance. Students must provide documentation to the Office of Financial Aid regarding such credit. Credit transferred from other institutions will be used in the calculation of the maximum time frame.

Application of Satisfactory Progress to Additional Programs of Study

Second Program of Study – The University may award financial aid to a student who enrolls in a second program of study. The maximum timeframe will be determined on an individual basis once all applicable credit from the previous program is considered for transfer into the new program.

Application of Satisfactory Progress to Changes in Programs.

Change in Program – Students who are in compliance with the University Satisfactory Academic Progress policy may change their program of study. Once the student is admitted to their new academic program and applicable credit is transferred to their new program, the maximum timeframe allowed will be individually determined. If students change their major, all credits attempted, including those taken towards the prior major will be counted when calculating the cumulative GPA. These credits will also be counted in the satisfactory progress course completion calculations.

Academic Probation

Any student whose GPA falls below 2.0 shall be placed on academic probation for one academic quarter. However, students shall not be subject to further action and will remain eligible for financial aid, unless their academic achievement or credit completion rate falls below the satisfactory progress parameters outlined above. Students will also be placed on academic probation (for one quarter) if their GPA or successful course completion percentages are below minimum standards at the 25% evaluation point. All students seeking re-enrollment as a regular student following a suspension for academic progress



will be placed on academic probation for one quarter. Failure to maintain a 2.0 grade point average for any term will result in the student being placed on probationary status for one quarter, unless the student has a cumulative grade point average of at least 2.0 at the end of the second academic year. Students who fail to maintain a 2.0 CGPA at the end of the second academic year, shall not be eligible for federal financial aid, and will be dismissed, but may continue under the extended enrollment provisions described below.

A student on academic probation will be counseled and given assistance, if needed, to improve his/her GPA. At the end of the probationary period, if the academic record does not comply with the standards of satisfactory academic progress, the student will be suspended for a minimum of one grading period.

Extended Enrollment

If a student fails to meet, the minimum standards (see above) at the 50% maximum time frame point or at longer evaluation points noted above, the student may no longer continue at the University as a regular student. However, with the permission of the Campus Director, the student may continue as a non-regular student for a period not to exceed one quarter. During this time, the student is expected to improve the deficient areas that led to the dismissal by taking remedial courses, retaking courses they have failed, or practicing previously learned skills in order to re-establish satisfactory academic progress. The student is responsible for all costs incurred while on extended enrollment status; no federal financial aid is available for students on extended enrollment status. Courses taken under the extended enrollment provisions will count towards credits attempted and will affect the MTF calculation. Students are not eligible for federal financial aid programs while on extended enrollment.

Re-instatement as a Regular Student

At the completion of the extended enrollment period, a student must apply in writing to the administration in order to return to regular status. A meeting will be scheduled between the Campus Director and the student applying for re-establishment to determine if the student has the academic ability and desire to successfully complete the program. A student may be re-instated as a regular student if, after re-taking courses, he or she demonstrates to the Campus Director that they are academically ready to continue their education. The re-instatement shall be based upon the student meeting the satisfactory progress parameters that were in effect when the student lost regular status. If re-instated, the student shall be placed on academic probation for a period of one term, and will regain eligibility for federal financial aid.

Mitigating Circumstances

The President or Campus Director may grant or extend a leave of absence, or waive interim satisfactory progress standards for circumstances of poor health, family crisis, or other extreme circumstances outside the student's control. The student must request a waiver of the satisfactory progress standards in writing, and document these circumstances in writing, and demonstrate that they had an adverse impact on the student's performance. A request for a waiver of satisfactory progress or leave of absence standards must be made, in writing, to the office of the President or Campus Director within 20 days of the initiating circumstance. The student will be notified within 10 business days of the request. No waivers will be issued for graduation requirements. If the student's request is approved, the student will be placed on academic probation for one academic quarter, and shall be deemed to be making



satisfactory progress during this time period. Student's not meeting satisfactory progress standards at the end of the probationary period, may only continue at the University as a non-regular student under the extended enrollment provisions described above.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term. A VA student whose Cumulative GPA fall below 2.0 at the end of any term will be placed on academic probation for a minimum of two (2) consecutive terms of enrollment. If the VA student's CPGA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after one term has elapsed and after attaining a CGPA of 2.0.

Source: Holmes University Florida Academic Catalog 2026/27, "Satisfactory Progress", pp. 37-41. Where there is any inconsistency between a policy and the Academic Catalog, the Academic Catalog prevails.