



HOLMES UNIVERSITY FLORIDA

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PD79 – Satisfactory Academic Progress Policy

Policy Code	PD79
Policy Title	Satisfactory Academic Progress Policy
Domain	A – Academic, Admissions and Student Support
Internal Ref	A.79
Jurisdiction	Florida, United States – Holmes University Florida (HUF)
Version	1.0
Policy Owner	Director of Risk and Compliance, Holmes University Florida
Approved By	Holmes University Florida Board of Directors

1. Related Policies

- PD3 – Attendance and Monitoring (Florida)
- PD4 – Assessment and Moderation (Florida)
- PD48 – Student Withdrawal Policy (Florida)
- PD35 – Graduation and Conferral of Awards Policy (Florida)

2. Purpose and Scope

- 2.1** All students must meet minimum standards of academic achievement and course completion while enrolled at Holmes University Florida (HUF). This policy sets out those standards and how progress is evaluated. The Registrar performs satisfactory-academic-progress (SAP) calculations, and a student may be terminated for insufficient progress. SAP applies as an academic standard for all students; if and when HUF participates in Title IV federal student aid, SAP will additionally govern federal-aid eligibility. This policy is read with the Extenuating / Mitigating Circumstances Policy (PD49).

3. Maximum Time Frame

- 3.1** Students must complete their studies within a maximum time frame (MTF) to be eligible for a diploma or degree. The MTF is defined in terms of attempted credit hours: a student may attempt up to 1.5 times the number of credit hours required for the program of study ($MTF = \text{program credit hours} \times 1.5$). An authorized leave of absence does not count toward the MTF. A student unable to complete the program within the MTF is not eligible to receive the original credential and may instead receive a certificate of completion.

4. Evaluation Points and Minimum Achievement

- 4.1** Each student is evaluated for SAP at the following points: 25%, 50% and 100% of the MTF; the end of the first academic year; the end of the second academic year; and the end of each subsequent academic year. At each point the student must meet both a minimum cumulative grade point average (CGPA) and a minimum cumulative successful course-completion percentage.
- 4.2** The minimum CGPA required at each point is:
- 25% of MTF: CGPA 1.25
 - 50% of MTF: CGPA 1.50
 - 100% (end) of MTF: CGPA 2.0
 - End of first academic year: CGPA 1.25
 - End of second academic year: CGPA 2.0
 - End of each subsequent academic year: CGPA 2.0
- 4.3** In addition, each student must achieve a cumulative successful course-completion percentage of at least 55% of attempted credit at the evaluation points. A student who does not meet the standard at an evaluation point is placed on probation or dismissed as set out in section 5.

5. Probation, Dismissal, Extended Enrollment and Reinstatement

- 5.1** A student with a CGPA below 1.25 at the 25%-MTF point or at the end of the first academic year is placed on academic probation. A student with a CGPA below 1.50 at the 50%-MTF point is not eligible for probation and is dismissed. A student with a CGPA below 2.0 at the end of the second academic year or at any subsequent evaluation point is dismissed. Failure to maintain the required standard for a term results in probationary status unless the required cumulative standard is met at the relevant evaluation point.
- 5.2** A student dismissed for failure to maintain minimum academic standards may apply for extended-enrollment status as a “non-regular” student, and may be re-instated as a regular student on meeting the required standard. Accepted extenuating or mitigating circumstances are considered under PD49 and may affect the application of this policy. Standards of academic progress for students receiving veterans' education benefits are applied consistent with applicable U.S. Department of Veterans Affairs requirements (and, once issued, the Veterans and Military-Connected Students Policy).

Document Control

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