



ACADEMIC STATUS

While the School's staff and faculty wish to see every student enjoy academic and personal success, it remains every student's responsibility to seek assistance, to understand institutional policy, and to know his or her academic status. It is important that all students be familiar with the guidelines for Academic Satisfactory Progress as well as those for Financial Aid Satisfactory Progress (see Financial Aid section).

Please Note:

With regard to academic standing, if a student is suspended or dismissed and they are pre-registered for the following semester, their classes are dropped immediately following the issuance of standing letters.

Financial aid satisfactory progress is calculated separately from academic satisfactory progress. Please be sure you are familiar with both of these policies. Questions can be directed to the Academic Advising and Student Success or Student Financial Services, as applicable.

Undergraduate Academic Status

Requirements for maintaining academic good standing at the School apply to full-time and half-time (6 credit hours or more) undergraduate degree-seeking students and pertain to all fall and spring semesters for which the student is enrolled at SAIC. Undergraduate student academic progress is evaluated twice a year, first in the winter and then in the summer. The number of credit hours completed is divided by the number of credit hours attempted to determine a credit hour completion ratio. A student is expected to complete grades of credit (CR) for at least two-thirds of all credit hours attempted each semester. Courses assigned a grade of W are not counted as credit hours attempted when calculating academic standing.

Graduate Academic Status

Requirements for maintaining academic good standing at the School apply to full-time and half-time (6 credit hours or more) graduate degree-seeking students and post-baccalaureate certificate-seeking students and pertain to all terms for which the student is enrolled at SAIC. Graduate student academic progress is evaluated twice a year: summer and fall terms are evaluated in the winter, while winter and spring terms are evaluated in the summer.

ACADEMIC STANDING – UNDERGRADUATE STUDENTS

Academic Good Standing

An undergraduate student is considered to be in academic good standing when she or he receives credit (a grade of CR) for at least two-thirds of all credit hours attempted each fall and spring semester.

Academic Warning

In a given semester, an undergraduate student who fails to successfully complete at least two-thirds of all the credit hours attempted is placed on academic warning. An undergraduate student on academic warning receives written notice from the Director of Academic Advising and Student Success and is encouraged to meet with an Academic Advisor. The student can return to academic good standing if, during the fall or spring semester following the academic warning, the student completes credit for at least two-thirds of all credit hours attempted in that semester.

Academic Probation

If an undergraduate student fails to complete two-thirds of all credit hours attempted during the fall or spring semester following academic warning, the student is notified in writing that he or she has been placed on academic probation. If, however, an undergraduate student in academic good standing fails 100% of credit hours attempted in the fall or spring semester, the student's academic standing will drop from good to probation. The student must then make an appointment to meet with an Academic Advisor. The student is required to work under the supervision of an academic advisor to register for courses. An undergraduate **student on academic probation is not eligible for study trips, exchange programs, or co-op**. He/she must work towards returning to academic warning by completing at least two-thirds of all credits attempted in the following spring or fall semester and must do the same in the next fall or spring semester to return to academic good standing.

Academic Suspension

If an undergraduate student fails to complete at least two-thirds of all credit hours attempted in the fall or spring semester subsequent to being placed on academic probation, or if a student fails to complete 100% of credit hours attempted in the fall or spring semester subsequent to being placed on academic warning, he or she is notified in writing that he or she has been placed on academic suspension. A permanent notation is also made on his or her record. The student placed on academic suspension is not permitted to enroll at the School the following summer/fall or winter/spring semesters. Should the student have pre-registered for the following semester prior to being placed on academic suspension, the student will be dropped from all classes for that term.

A student may appeal an academic suspension to the Academic Review Board if the student believes extenuating circumstances exist. Appeals must be made in written form and be received by the Registrar at least one week prior to the first day of classes of the following spring or fall semester. A meeting with the Assistant Director or Director of Academic Advising and Student Success is recommended prior to submitting an appeal.

Upon return to the School, the suspended student must meet with the Assistant Director or Director of Academic Advising and Student Success before he or he is allowed to register for classes. The student is required to return in a fall or spring semester; register full-time (including two academic courses) and successfully complete credit for all credit hours attempted in that semester. A student cannot drop or withdraw below 12 credits or receive any incompletes during the return from suspension semester.

The suspended student who successfully completes 100% of credit hours attempted in the return from suspension (RTSP) semester is placed on academic probation at the end of that semester. The suspended student who fails to complete 100% of credit hours attempted during the return from suspension (RTSP) semester is dismissed from the degree program (see academic dismissal below) and is not eligible to earn a degree from the School.

More than one suspension during a student's career will result in academic dismissal.

Academic Dismissal

An undergraduate student who is dismissed from the degree program permanently loses eligibility for earning a degree from the School. The student dismissed for academic reasons receives written notice of academic dismissal and a similar notation is made on the student's academic record.

Appeal of Academic Dismissal

An undergraduate student may appeal an academic dismissal to the Academic Review Committee if the student believes that extenuating circumstances exist. Appeals must be made in written form and be received by the Registrar at least one week prior to the first day of classes of the following fall or spring semester. A meeting with the Assistant Director or Director of Academic Advising and Student Success is recommended prior to submitting an appeal.

ACADEMIC STANDING – Graduate Degree and Post-Baccalaureate Certificate Students
Academic Good Standing

Graduate and certificate students are considered to be in academic good standing when they receive credit in all credit hours attempted each semester.

Academic Probation

If a graduate degree or certificate student fails or withdraws from one or more courses attempted, the student is notified in writing that he or she has been placed on academic probation. The student must then make an appointment to meet with his/her respective Academic Department Chair. While on Academic Probation, the student is required to work under the supervision of their respective Department Chair to register for courses.

A student on academic probation is not eligible for study trips, exchange programs, or co-op.

To return to Academic Good Standing, a graduate degree or certificate student must receive credit in all credit hours attempted in the following term.

Academic Dismissal

If a graduate degree or certificate student who is on academic probation fails or withdraws from one or more courses in the following term, the student's academic standing will drop to dismissal. A student who is dismissed from either the graduate degree or post-baccalaureate programs permanently loses eligibility for earning a degree from the School. The student dismissed for academic reasons receives written notice of academic dismissal and a similar notation is made on the student's academic record.

Appeal of Academic Dismissal

A graduate or certificate student may appeal an academic dismissal to the Academic Review Committee if the student believes that extenuating circumstances exist.

Appeals must be made in written form and be received by the Registrar at least one week prior to the first day of classes of the following fall or spring semester. Prior to submitting an appeal, it is recommended that the student meet with his/her Department Chair and the Graduate Division Chair. The Assistant Director and Director of Academic Advising and Student Success are available to assist the student in arranging this meeting.

In addition to this general statement of academic status, specific departments/programs may require graduate and post-baccalaureate student compliance with standards applicable to that department/program. These specific standards shall be in addition to the requirements set forth herein.