Satisfactory Academic Progress (SAP) Policy

Purpose and Scope

The Satisfactory Academic Progress (SAP) Policy outlines the academic standards that all students must meet to maintain continued enrollment at Harson University. The policy applies to all students enrolled in 100% online undergraduate and graduate degree programs offered in Spanish.

Cumulative Grade Point Average

All *Harson University* students must meet and maintain the cumulative grade point average (GPA) required by the university.

- *Undergraduate students* must maintain a minimum cumulative GPA of 2.0.
- *Graduate students* must maintain a minimum cumulative GPA of 3.0

Failure to maintain the required cumulative GPA may result in a warning, probation, or academic suspension under the Satisfactory Academic Progress policy.

Rate of Progress (PACE)

To ensure the timely completion of academic programs, Harson University measures each student's rate of progress, referred to as PACE. This calculation determines whether a student is completing their coursework at a rate sufficient to graduate within the maximum allowable timeframe.

PACE is calculated using the following formula:

$$\text{PACE} = \left(\frac{\text{Cumulative Credits Earned}}{\text{Cumulative Credits Attempted}} \right) \times 100$$

Students must maintain a minimum PACE of **67%**, meaning they must complete at least 67% of all attempted credit hours. All attempted credits, including withdrawals, repeated courses, incompletes, and accepted transfer credits, are included in the calculation.

Failure to meet the required PACE may result in a warning, probation, or academic suspension under the Satisfactory Academic Progress policy.

SAP Review Process and Academic Status

SAP is reviewed at the end of each 16-week semester (including review of enrollment results for both 8-week terms A and B on students' GPA and PACE). Students will receive written notification of their educational status immediately following each 16-week semester.

Good Standing: The student is meeting all measures of the SAP policy and is in good standing.

Academic Warning: If a student fails to meet SAP for the first time at the conclusion of a 16-week semester, they will be placed on Academic Warning for one semester. No appeal is required. Students may continue enrollment and are encouraged to meet with an academic advisor.

Academic Suspension: If a student fails to regain SAP standing during the Academic Warning semester and does not appeal—or if they fail to meet the terms of Academic Probation—they will be academically suspended. Suspended students are not eligible to register for classes unless they successfully appeal.

Academic Probation: If a student has successfully appealed a SAP violation (see below), they will be placed on Academic Probation for one 16-week semester or more if adhering to an Academic Improvement Plan. Failure to meet Plan requirements for any given 16-week Semester will result in Academic Suspension. If at any point, it becomes statistically impossible for the student to regain academic Good Standing prior to program completion, they will be academically dismissed.

Appeal Process

Students may appeal their suspension due to extenuating circumstances such as medical issues, personal hardship, or family emergency. The appeal must include:

- A written explanation of the circumstances
- Supporting documentation (e.g., medical notes, legal records)
- An Academic Improvement Plan developed with an academic advisor

All appeals should be sent directly to the Registrar's Office by email, no later than 30 calendar days from the start of the 16-week semester following SAP suspension. If the appeal is approved, the student will be placed on Academic Probation for one term. Decisions for Satisfactory Academic Progress (SAP) Appeals are normally made within 3 weeks of submission.

Academic Probation and Continued Enrollment

Students on Academic Probation must meet all conditions of their Academic Improvement Plan. Failure to do so will result in Academic Dismissal. Dismissed students may reapply for admission after sitting out one full academic year.

Academic Record and Notifications

All SAP statuses (Probation, Warning, Suspension) will be recorded in the student's official academic file. Students will be notified via email.