



SATISFACTORY ACADEMIC PROGRESS POLICY

Criteria for Maintaining Satisfactory Academic Progress:

1. **Minimum GPA:** Students must maintain a minimum cumulative GPA of 3.0 as assessed at the end of each term.
2. **Credit Hours Completion (Pace):** Students must successfully complete 67% of the total credit hours attempted.
3. **Maximum Timeframe for Completion:** Students must complete their master's degree program in a maximum timeframe of eighteen (18) months and twenty-one (21) months for the EMBA degree program.

The Academic Coordinator reviews students' academic progress at the end of each term to identify students at-risk of not meeting SAP requirements and may be placed on Academic Warning. Failure to meet Satisfactory Academic Progress (SAP) standards within the timeframe allotted results in academic probation, and eventually academic withdrawal.

ACADEMIC WARNING, PROBATION, AND WITHDRAWAL POLICY

Students may be placed on academic warning, academic probation, or academic withdrawal, based on their performance relative to Satisfactory Academic Progress (SAP) criteria. Additionally, the following outlines a clear path for students to return to good standing and achieve academic success.

Academic Warning:

Students are placed on academic warning when their performance does not meet the Satisfactory Academic Progress (SAP) criteria. This status serves as a formal initial notification of the need for academic improvement. During the next term, Academic Advisors contact students weekly to ensure they are achieving their academic goals. Students must attend any required academic support sessions or workshops. Students on academic warning must return to good standing by the end of the next term.

Academic Probation:

Students are placed on academic probation when their performance does not meet Satisfactory Academic Progress (SAP) criteria for a second consecutive term. This status serves as a formal second notification of the need for academic improvement. Students on Academic Probation must meet with the Academic Coordinator to discuss their performance and develop an improvement plan. Students must meet weekly with their Academic Advisor to review progress and attend all required academic support sessions or workshops. Students must return to good standing by the end of the next two terms.



Academic Withdrawal:

SUMMA University withdraws students who are unable to return to good standing within two academic terms after being placed on Academic Probation. Students withdrawn for not maintaining Satisfactory Academic Progress can appeal their withdrawal if there were extenuating circumstances that contributed to their lack of academic progress within ten (10) days following their withdrawal from SUMMA University.

APPEALS PROCESS FOR ACADEMIC WITHDRAWAL

Students who have been academically withdrawn can submit an appeal and request reconsideration of their academic status by following the process outlined below.

Eligibility for Appeal:

Students who have been academically withdrawn may appeal the decision if they believe there were extenuating circumstances that contributed to their academic difficulties. Eligible reasons for appeal may include:

- Medical issues or personal emergencies
- Family or significant life events
- Administrative errors or discrepancies
- Other factors beyond students' control

Appeal Submission Procedure:

Students must submit a written appeal to the Academic Coordinator by sending an email to studentservices@summeuniversity.us. Appeals must be received within 10 (ten) business days from the date of academic withdrawal. Late appeal submissions will not be reviewed.

Students must submit the following documentation with their appeal:

- A detailed explanation of the reasons for the appeal.
- Supporting documentation relevant to the circumstances (e.g., medical records, letters from professionals, or other relevant evidence).
- A proposed plan for addressing academic deficiencies, timing expected to do so, and plan for ensuring future success.

Appeals Review Process:

The Academic Coordinator conducts an initial review of the appeal to ensure all required documentation and information were received. The Dean schedules a meeting with the student to discuss the appeal in detail. The Dean and the CAO review



the appeal based on the provided information, documentation, and any additional input from the student expressed during the initial meeting. The Dean and the CAO makes a decision based on the results of this comprehensive review. Possible outcomes include:

- **Approval:** The appeal is accepted, and the student's academic withdrawal status is reconsidered. The student may be allowed to return to their program under Academic Probation and must return to good standing within two academic terms.
- **Denial:** The appeal is denied, and the academic withdrawal status remains in effect.

The Academic Coordinator notifies students within 15 (fifteen) business days of the appeal submission.

Post-Appeal Actions:

If Approved:

- **Reinstatement:** The student will be reinstated into their degree program under Academic Probation and have two academic terms to return to good standing and must meet goals outlined in the improvement plan. Students must meet weekly with their Academic Advisor to review progress and attend all required academic support sessions or workshops.

If Denied:

- **Final Decision:** The decision of the Academic Appeals is final. The student must adhere to the academic withdrawal status and may explore alternative options such as reapplication or seeking additional support. Students may re-apply to SUMMA University six (6) months following their academic withdrawal.

This appeals process ensures that students have a fair opportunity to present their case and seek reconsideration of their academic withdrawal status. The goal is to support students in overcoming academic challenges and achieving their educational goals.

RE-ADMISSION PROCESS FOR STUDENTS ACADEMICALLY WITHDRAWN

Students who have been academically withdrawn for not meeting Satisfactory Academic Progress (SAP) are eligible to re-apply for admission to SUMMA University after a minimum period of six (6) months from the date of their academic withdrawal.

Re-Admission Process:

1. **Completion of Re-Admission Application:** Students must complete a re-admission application letter and email it to the CAO at claudia.sandoval@summauniversity.us.



2. **Submission of Supporting Documentation:** Students must submit a detailed letter explaining the reasons for their previous academic difficulties and the steps they have taken to address these issues, including any evidence of additional academic work or activities undertaken during the withdrawal period to improve skills and knowledge that supports their readiness to resume their studies.
3. **Meeting with Academic Coordinator:** Students must schedule a meeting with the Academic Coordinator to discuss their re-admission application, review their academic plan, and ensure that they understand the SAP requirements and will participate in University provided support services.
4. **Review of Re-Admission Application:** The Academic Coordinator, Dean, and CAO reviews the re-admission application and supporting documentation to determine the student's eligibility for re-admission. They consider faculty such as the student's previous academic record, the actions taken during the withdrawal period, and the likelihood of future academic success.
5. **Decision Notification:** The Academic Coordinator notifies students in writing of the University's re-admission decision within 30 days of receiving their application. If re-admitted, students receive a re-admission packet with information on their academic plan, registration procedures, and available support services.
6. **Academic Probation Period:** Re-admitted students are placed on academic probation and have two consecutive academic terms to return to good standing. During this probation period, students must meet with the Academic Coordinator regularly (bi-weekly) and adhere to an individualized improvement plan to help them return to good standing.
7. **Monitoring and Support:** The Academic Coordinator closely monitors students' progress during the probation period and provides guidance and support to help them succeed. Failure to return to good standing in two consecutive academic terms following re-admission may result in academic dismissal.
8. **Re-Evaluation of Academic Status:** The Academic Coordinator reviews students' academic progress at the end of each term. If at the end of the probation period, the student has met the SAP requirements, they will return to good academic standing and be removed from Academic Probation. If the student has not met the SAP requirements, further actions, including potential academic dismissal, will be taken.