



## **SATISFACTORY ACADEMIC PROGRESS POLICY 2020-2021**

### **Background:**

The California Institute for Human Science is required by Federal regulations and the WASC Senior College and University Commission to establish standards for measuring Satisfactory Academic Progress (SAP).

Students who enrolled at CIHS before Winter 2020 may be eligible for exceptions to the SAP Policy via the SAP Appeal Process.

### **Definitions:**

Published Length of the Program: The recommended time for program completion based on full-time status:

- B. A. = 2 years
- M.A. = 2.5 years
- Ph.D. = 4 years

Maximum time frame for program completion: The absolute maximum a student can take to complete the program. The length varies from 150% to 200% of the published length of the program.

- Undergraduate programs = 150% max.
- Graduate programs = 200% max.

For CIHS:

- B.A. = 2 to 4 years (=150%)
  - Depending on the number of units the student would transfer.
- M.A. = 5 years (=200%)
- Ph.D. = 8 years (=200%)

### **Full-Time/Part-Time Definitions**

Undergraduate programs:

- Full-time: Students must be enrolled in 10 units per quarter, 3 quarters per year (one quarter off is optional except for the Fall quarter).
- Part-time: Students must be enrolled in 5 units per quarter, 3 quarters per year (one quarter off is optional except for the Fall quarter).



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Graduate programs:

- Full-time: Students must be enrolled in 8 units per quarter, 3 quarters per year. One quarter off is optional except for the Fall quarter.
  - Ph.D. students in the Dissertation Sequence will be considered full-time as long as they are registered for 5-6 units per quarter.
- Part-time: Students must be enrolled in 4 units per quarter, 3 quarters per year. One quarter off is optional except for the Fall quarter.

**Overview of SAP Standards:**

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (credits toward degree completion) measure of a student's progress toward completing a program of study. The SAP Policy consists of three (3) Standards.

Students must meet all three (3) standards that measure their satisfactory progress toward graduation. The policy is consistently applied to all students. It complies with the guidelines established by the California Institute for Human Science accrediting/state agencies and the federal regulations established by the U.S. Department of Education. The SAP Standards are:

**Standard 1: Minimum cumulative grade point average (GPA)**

Standard 1 measures the student's grade point average (GPA) for the academic quarter and cumulative for the program. The minimum requirements are as follows:

1. Undergraduate Programs: 2.0
2. Graduate Programs: 3.0

All students at the California Institute for Human Science will have course work evaluated and reported by the faculty using letter grades or administrative symbols. Grades and symbols are listed below, together with grade point values.

Grade	Grade Point
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

**Standard 2: Minimum completion rate**



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Standard 2 measures the pace at which a student is progressing toward program completion. The pace is measured by the cumulative percentage of courses attempted that are successfully completed for credit.

Students at the California Institute for Human Science must maintain a minimum cumulative completion rate of half credits attempted (50%) as measured by comparing the total completed credits to the total attempted credits.

**Standard 3: Maximum time frame for program completion**

Standard 3 measures if the student is completing the academic program within a reasonable amount of time. All students at the California Institute for Human Science must complete their programs within the Maximum Time Frame for Program Completion, as follows:

1. Undergraduate degrees: 150% of the published length of the educational program.
  - 2 to 4 years (=150%). Depending on the number of units the student transfers.
2. Graduate degrees: 200% of the published length of the educational program.
  - M.A. = 5 years (=200%)
  - Ph.D. = 8 years (=200%)

The table below describes the difference between the Published Length of the Program and the Maximum Time Frame for Program Completion.

<b>Program</b>	<b>Published Length of the Program</b>	<b>Maximum time frame for program completion</b> (150% of the Published Length of the Program)
Undergraduate (Students transferring 60 units)	3 years	4.5 years
Undergraduate (Students transferring 90 units)	2 years	4 years
Undergraduate (Students transferring 135 units)	1 year	2 years



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<b>Program</b>	<b>Published Length of the Program</b>	<b>Maximum time frame for program completion</b> (200% of the Published Length of the Program)
Doctoral	4 years	8 years
Master's	2.5 years	5 years

The Published Length of the Program corresponds to the calculation for program completion based on a recommended full-time course schedule. At the California Institute for Human Science, the recommended full-time schedule for graduate programs is as follows:

<b>Ph.D.</b>		
<b>Standing</b>		<b>Units</b>
Year 1		24
Year 2		24
Year 3		24
Year 4		
Dissertation Sequence	896	5
	897	5
	898A	6
	898B	6
<b>TOTAL</b>		<b>94</b>

<b>M.A.</b>		
<b>Standing</b>		<b>Units</b>
Year 1		24
Year 2		24
Year 3		8
<b>TOTAL</b>		<b>56</b>



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### **How Satisfactory Academic Standards are Measured**

SAP Evaluation Periods are equal to each academic quarter and are monitored as follows:

- Bachelor's Degree: At the end of each academic quarter.
- Master's Degree: At the end of each academic quarter.
- Doctoral Degree: At the end of each academic quarter.
  - Students in the doctoral dissertation sequence are excluded from the minimum cumulative grade point average requirement as long as they are making progress toward degree completion.

Students who fully meet all three standards above at the end of each evaluation period are considered in good standing for SAP. Students may access their reports via the unofficial transcript in order to track his/her progress towards meeting satisfactory progress.

### **Failure to meet Satisfactory Academic Progress:**

Students who fail to meet the SAP Policy will be placed on warning status. The warning status has three (3) stages as follows:

**Academic Warning:** Students who fail to meet academic progress at the SAP evaluation period will be placed on Academic Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. If at the end of the Academic Warning period, the student has still not met SAP requirements, he/she will be determined as not making satisfactory progress and will be placed on Academic Probation.

**Academic Probation:** Students who fail to meet academic progress at the end of the Academic Warning period will be placed on Academic Probation. The student will be notified via e-mail and official mail and contacted by the Dean of Administration/Registrar. As a result of being placed on Academic Probation, an Academic Improvement Plan (AIP) will be initiated by the Program Director, detailing the steps necessary to be removed from Academic Probation status. Students must satisfy the requirements of their Academic Improvement Plan (AIP) by the end of the Academic Probation period. If, at the end of the Academic Probation period, the student has still not met the three (3) SAP Standards, he/she will be determined as not meeting satisfactory academic progress and recommended for administrative withdrawal from CIHS.

**Notice of Administrative Withdrawal:** Students who fail to meet SAP at the end of the Academic Probation period will be Notice of Administrative Withdrawal from CIHS. The University will notify students by e-mail and official mail. If by the end of



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the Notice of Administrative Withdrawal, the student has not met SAP Policy, he/she will be administratively withdrawn for unsatisfactory academic progress.

### **SAP Appeal Process**

A student may appeal the decision (Academic Warning, Academic Probation, or Notice of Administrative Withdrawal) if he/she has a documented reason for the unsatisfactory progress, and the underlying circumstances have changed (see appeal procedure below). The basis for filing an appeal, such as the death of a relative, injury, illness, or other special circumstances, must be fully documented in the student's file. The California Institute for Human Science must determine that Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period for the appeal to be approved. Please note that the Administrative Withdrawal decision cannot be appealed.

#### ***Appeal Procedure:***

If a student is determined as not making satisfactory progress or is administratively withdrawn from CIHS for not making satisfactory progress, he/she may appeal the negative determination due to:

1. Personal or family emergency
2. Injury or illness of the student
3. Military leave of absence
4. Other circumstances beyond the student's control

The student must submit a written appeal (SAP Appeal Form) to Dean of Administration/Registrar within ten (10) business days of not making satisfactory progress or administrative withdrawal. The student must include supporting documentation of reasons why the determination should be reversed and what circumstances have changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation period. If the student fails to appeal this decision, the decision will stand. If a student is administratively withdrawn for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, plagiarism, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within ten (10) business days of receipt of the written appeal. This hearing will be attended by the student, the Program Director, Dean of Administration, Dean of Student Life, and the Dean of Academic Affairs. A decision on the student's appeal will be rendered within five (5) business days by the Dean of Academic Affairs and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory



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progress, the student will be automatically removed from Warning, Probation, or Notice of Administrative Withdrawal.

### **Interruptions to Academic Program**

An Interruption to Academic Program is a temporary break in a student's program and refers to a specific academic quarter of non-attendance. The interruption may not exceed one (1) quarter in one academic year. Students may not request the Fall quarter off.

Students must notify CIHS about their planned interruption by submitting the required Interruption of Academic Program Form. After the interruption, students will be expected to enroll in regular classes to continue their academic program.

### **Leave of Absence**

A Leave of Absence is for students who may need to take more than one (1) quarter off. The following rules apply:

- The total length of an LOA may not exceed 12 months, including the interruption students, may have taken already.
- LOA does not affect the student's Satisfactory Academic Progress status.
- LOA time does not involve any additional charges from the California Institute for Human Science
- Students may not take more than one LOA during the duration of their academic programs.

An LOA will be granted if the request meets the following criteria:

- Must be submitted to the Institute in advance unless prevented by unforeseen circumstances.
- Must be submitted using the Leave of Absence Request Form.
- The student did not take an LOA before.
- The request must be approved by the Dean of Administration/Registrar.
- To request a full 12-month period of LOA, complete documentation and certain conditions will be needed to support said request, *i.e., jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).*
- If enrollment is temporarily interrupted for an LOA, the student will return to school in the same Satisfactory Academic Progress status as prior to the LOA.
- A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the student will be informed that the last date of physical attendance will be used for the purpose of calculating refunds.



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**Re-admission Policy**

Students who withdraw from the program or do not return after the LOA period may apply for re-admission. If the application for re-admission is approved, the student will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who are re-admitted after the 12-month LOA period will be charged at the current tuition rates for newly entering students. Additionally, the student's academic program will change to the current catalog year.

**Exceeding the Maximum time frame for program completion**

Students who enrolled in a degree program at CIHS before Winter 2020 may qualify for an exception to the Maximum Time Frame for Program Completion. See Standard 3 for details on the Maximum Time Frame for Program Completion.

CIHS seeks to be a student-centered institution that monitors and communicates regularly with students in order to avert or address situations that may present conflicts with the policies described above, and it encourages students to reach out to instructors, Program Directors, or the Dean of Academic Affairs if they have questions or concerns about their GPA, credits earned, or progress along their degree path and for timely degree completion.

To apply for an exception to the Maximum time frame for program completion, students must submit a letter addressed to the Dean of Academic Affairs and Program Director explaining all the circumstances preventing timely completion of his/her degree. The student must attach documentation to support the petition. The Dean of Academic Affairs and Program Director will review the letter and evidence within ten (10) business days. A meeting with the student may be requested to clarify any areas of the request for an extension. Decisions made by the Dean of Academic Affairs and Program Director will be considered final.