

SATISFACTORY ACADEMIC PROGRESS

Policy

All degree seeking (matriculating) students pursuing an approved program at WITS are required to maintain satisfactory academic progress toward graduation, which is defined as being in good academic standing as defined in this policy. The qualitative and quantitative standards required for students receiving federal financial aid are the same for all matriculating students at WITS.

Qualitative Standard

Students are evaluated at the end of each semester and are expected to maintain a minimum cumulative grade point average of 2.0. The following table shows grade and grade point allocations according to the earned course average score.

Grade	Grade Value	Percentage
A	4.00	93-100
A-	3.70	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73 -76
C-	1.67	70-72
D	1.00	60-69
F	0	59 and below (Failure)
P	0	Pass
W	0	Withdrawal
INC	0	Incomplete

The final grade for each course is determined by a combination of assessments throughout the semester.

All courses given at WITS require a grade of D or higher to receive credit.

Although no credit is given for failing grades, all grades are recorded and calculated as part of the grade point average.

Quantitative Standard

Maximum Time Frame – A full-time student must make sufficient progress through the academic program to complete the 120-credit program, within a time period of not more than six years (12 semesters), which is 150% of the published length. A part-time student must make sufficient progress through the academic program to complete the 120-credit program, within a time period of not more than nine years (18 semesters), which is 150% of the published length.

Pace of Completion – Students must successfully complete 67% of their attempted credits per semester, with a maximum attempted credits ceiling of 180 credits. The following sample chart illustrates how maximum time frame and pace of completion are applied for a full-time student. The number of credits an individual student must earn may vary from what is depicted in the chart based on the enrollment schedule.

Semester	1	2	3	4	5	6	7	8	9	10	11	12
Credits	10	20	30	40	50	60	70	80	90	100	110	120
Maximum Credits Attempted	15	30	45	60	75	90	105	120	135	150	165	180

The following sample chart illustrates how maximum time frame and pace of completion are applied for a part-time student. The number of credits an individual student must earn may vary from what is depicted in the chart based on the enrollment schedule.

Semester	1	2	3	4	5	6	7	8	9	10	11	12
Credits	6	12	18	24	30	36	43	50	57	64	71	78
Maximum Credits Attempted	10	20	30	40	50	60	70	80	90	100	110	120

At the end of each semester, a student's academic files are evaluated to determine if the student is achieving satisfactory academic progress. As part of the evaluation, the student's earned credits are divided by attempted credits to determine if the student is progressing through the academic program at a pace sufficient to complete the program within the maximum time frame. If the number of credits earned divided by the number of credits attempted is 67% or greater and the student has earned at least the number of credits that appears in the table above that corresponds to the semester of attendance, the student is determined to be making satisfactory academic progress.

Federal Financial Aid Warning and Academic Probation

For continued eligibility for federal financial aid programs, if a student who had been making satisfactory academic progress falls below the satisfactory academic progress standards, the student will be given a financial aid warning during which time the student maintains federal financial aid eligibility. The warning period will last for one semester. During the federal financial aid warning period, the Academic Dean will counsel the student and attempt to improve the student's performance by providing various student services that might include special tutoring, a new study plan, or a scheduling accommodation. If after the federal financial aid warning period, satisfactory academic progress standards are still not met, the student will be notified that she will be terminated from financial aid. The student will be notified of the option of appealing the lack of satisfactory academic progress. Procedures for filing an appeal are described below. If the student successfully appeals the lack of satisfactory academic progress after the financial aid warning, the student will be placed on academic probation for one semester.

The Academic Dean will monitor the student during the period of probation and will devise a study plan to enable the student to improve academic standing. This may involve conferences with the student and the respective faculty member(s). If during the probation period the student's academic performance improves and the student's progress is within satisfactory academic progress standards, the probationary status will terminate.

If after the period of probation, the student's academic performance still fails to meet the academic progress standards of the institution, the student will be subject to academic discipline, which may include expulsion or suspension from the institution. The student will be ineligible to receive Title IV federal financial aid.

Reinstatement

When it is determined, by examining a student's progress for the semester, that a student who was not making satisfactory academic progress has improved her average and attained sufficient credits to bring the total to the appropriate number for the semesters completed, the student will be notified that she may once again receive aid from Title IV programs. The Academic Dean will notify the Office of Financial Aid of each student's status at the start of each semester.

Incomplete Grades

If a student has not completed all required course work but has completed at least 50%, the student may request an incomplete in the course. Granting an incomplete is at the discretion of the faculty member and the Executive Dean/Menahelas (kodesh courses) or the Academic Dean (general studies courses). If it can be determined that, without passing the course, the student will be in compliance with satisfactory academic progress standards, the incomplete will not be considered to affect the student's average or satisfactory academic progress in that interim. If it is determined that without passing this course the student will not be in compliance with satisfactory academic progress

standards, the student's Academic Advisor will meet with the Executive Dean/Menacheles or Academic Dean to discuss the situation. If they are able to determine that the student is making efforts in good faith to complete the missing work, they may allow the student to retain the status of satisfactory academic progress in the interim.

Changes of grade or adjustments to incomplete grades after the conclusion of the semester for contracted courses are in accordance with the policies of the contracting institution.

If granted an incomplete, a student will have until that semester's deadline to complete their missing coursework. Beyond that point, a student must petition in writing to the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses) for a further extension. Faculty are not authorized to grant individual extensions beyond the deadline. If no written request is submitted by the deadline, a student who has not completed the required coursework will receive a grade of F (Failure) for the course. The deadline for Fall Semester courses is May 15. The deadline for Spring and Summer semester courses is December 1.

Withdrawn Courses

Courses that a student withdraws from before the first drop deadline will not appear on the student's transcript and will not be included in the number of credits attempted. From that point until the second drop deadline, a student dropping a course will receive a grade of W (Withdrawal) for the course and the credits will be included in the number of credits attempted. After the second drop deadline, the student must complete the course or receive a grade of F (Failure). While a W (Withdrawal) does not factor into the GPA, an F (Failure) does. Dropping a course due to health reasons requires documentation from a medical professional and approval from the Executive Dean/Menacheles (kodesh courses) or the Academic Dean (general studies courses). There are no academic or financial penalties. All drop deadlines are noted on the Academic Calendar.

Transfer Credits

Transfer credits are not included in the calculation of the grade point average. However, the credits accepted are counted toward the number of credits earned by the student.

Appeal Process and Mitigating Circumstances

A student who wishes to appeal a determination of probationary status, lack of satisfactory academic progress, or similar issues must submit an appeal in writing to the Executive Dean/Menacheles. The Executive Dean/Menacheles will consider all relevant information, i.e., mitigating circumstances, such as illness or death in the immediate family or other unusual situations. The student must also explain how the situation has changed to allow her to make satisfactory academic progress. The Executive Dean/Menacheles will consult with faculty members as appropriate. The decision of the Executive Dean/Menacheles will be

conveyed to the student in writing within ten days of receipt of the student's written appeal.

Repeating Courses

A student who wishes to raise the grade of a specific course may repeat the same course. Both courses and grades will appear on all official transcripts. However, credit is only earned once. The lower grade will not be calculated as part of the semester grade point average nor the overall grade point average. All repeated courses are counted in the number of attempted credits, but cannot be counted toward full-time enrollment status for the semester in which the repeated course is taken, unless the student is retaking a course in which she received a failing grade. A student will be allowed to repeat a course provided the student will then remain within the time frame required for satisfactory academic progress.