

# **2011 SPRING CATALOG ADDENDUM**

## **EFFECTIVE – SUMMER QUARTER, 2011**

### **DISTANCE EDUCATION COURSES**

Our online teaching pedagogy focuses on students who were unable to successfully complete a required course using the traditional classroom model. By offering the courses in an online format students can immediately retake the course during the next quarter. Neumont currently offers six online courses. By taking the course online, students can use the online format to focus their attention to the individual topics they struggled with in previous attempts and can reduce the time spent on topics that they are already familiar.

Neumont's online courses include synchronous and asynchronous instruction. As with any Neumont course, whether it be ground or online delivered, the instructor plays an integral role in delivering the material and mentoring the students. The asynchronous component of the online courses allow students to work through lessons at their own pace while the synchronous sessions integrate the traditional instructor led classrooms. This hybrid model gives students the benefit of direct instruction and mentorship from an instructor through weekly virtual classrooms as well as scheduled reviews and exams. Students will develop their communication and collaboration skills via discussion forums, chat groups, social learning, and breakout sessions.

Online courses are only offered to students currently enrolled in a degree program at Neumont University. Students enrolled in online courses will use the standard materials and equipment that are currently part of the Neumont program (school-approved laptop, course materials, etc.). No additional fees are required to enroll in an online course.

### **CHANGE IN PREREQUISITES**

MOA140 is no longer a prerequisite for CSC280.

### **SATISFACTORY ACADEMIC PROGRESS**

#### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain Satisfactory Academic Progress (SAP) in order to remain eligible to continue as regularly enrolled students of the university and to remain eligible for Title IV/HEA funding. (Title IV/HEA is federal student financial aid, such as Pell Grants and federal direct loans.)

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All students, whether or not they receive Title IV/HEA funding, are subject to the SAP standards outlined in this catalog. SAP is measured for all students at the end of each academic quarter.

Satisfactory Academic Progress is determined by measuring the student's cumulative grade point average (cGPA) and the student's pace toward completion of their academic program. If a student fails to meet the required standards of SAP, which are outlined in the SAP tables included in this section, he or she will be placed on Financial Aid Warning ("Warning") or Financial Aid Probation ("Probation"). Students enrolled in all education levels (undergraduate and graduate) are subject to SAP standards as outlined in the SAP tables.

The elements of Satisfactory Academic Progress are as follows:

- Cumulative grade point average
- Pace (rate of progress), including maximum time frame

Neumont University uses progressive cGPA and pace standards. Undergraduate and graduate students enrolled in their first three quarters have lower cGPA and pace requirements than students in their fourth quarter or later. This system gives students time to adjust to the rigors of college or a graduate program.

For information on how a student's cGPA and pace of completion are affected by course incompletes, withdrawals, retakes/repetitions, or transfers of credit from other institutions, see the GRADING SYSTEM AND PROGRESS REPORTS unit in the ACADEMIC INFORMATION section of the *Course Catalog*.

### **CUMULATIVE GRADE POINT AVERAGE**

To meet SAP requirements, students must meet specific cumulative grade point average (cGPA) requirements during their enrollment. For information on cGPA requirements for each program, refer to the SAP tables included in this section. cGPA is measured at the end of each quarter.

An academic year is defined as three quarters. Students with a cGPA of 1.99 or lower at the end of the 2nd, 3rd, 4th, etc., academic years will be dismissed. Note that students in this situation are not eligible for Warning status. However, in the case of a successful mitigating circumstances appeal, these students may be eligible for Probation or they may apply for Extended Enrollment status. For more information, see the APPEAL and EXTENDED ENROLLMENT sections of the *Course Catalog*.

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### PACE

The university specifies the pace at which a student must progress through his or her educational program to ensure that all students will complete the program within the maximum time frame. Neumont calculates the pace at which the student is progressing by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

A student must complete all of the requirements for graduation without exceeding 150% of the required quarter credit hours for the program in which they are enrolled; this limitation is known as maximum time frame. Undergraduate students may attempt a maximum of 270 credits (150% of 180 credits). Graduate students may attempt a maximum of 81 credits (150% of 54 credits). (For illustrative purposes: If a student had attempted 84 credits and earned 76 credits, their pace would equal 90.4%.)

Thus, in addition to the cGPA requirements, a student must successfully complete a certain percentage of the credits attempted. The pace (or rate of progress) requirements per quarter are noted in the undergraduate and graduate SAP tables. The pace requirements will be reviewed at the end of each quarter, once grades have been posted, to determine if the student is progressing satisfactorily toward graduation. If it becomes mathematically impossible to complete the program within the maximum time frame, a student may be immediately dismissed. The student may appeal or continue as a Non-Degree Seeking student at the regular tuition rate until they have completed the maximum allowable credits.

### ELEMENTS OF SAP - TABLES

Satisfactory Academic Progress- Undergraduate Programs		
Evaluation Point	Cumulative Grade Point Average (cGPA)	Pace (rate of progress)
1st Quarter	1.50	40.00%
2nd Quarter	1.75	45.00%
3rd Quarter	1.85	50.00%
4th Quarter	2.0	55.00%
5th Quarter	2.0	60.00%
6th Quarter and thereafter	2.0	66.67%

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Satisfactory Academic Progress- Graduate Programs		
Evaluation	Cumulative Grade Point Average (cGPA)	Pace (rate of progress)
1st Quarter	2.5	50.00%
2nd Quarter	2.75	55.00%
3rd Quarter	2.85	60.00%
4th Quarter	3.0	60.00%
5th Quarter	3.0	60.00%
6th Quarter and thereafter	3.0	66.67%

### **WARNING**

The institution evaluates SAP at the end of every quarter. If a student does not meet SAP requirements he or she will be notified by the Office of the Registrar using his or her official Neumont student e-mail account.

For a student who did not meet the cGPA and/or pace requirements at the end of a quarter, the university will, for the following quarter, place the student on Warning status. To meet SAP standards and return to good standing, the student must—at the end of their Warning quarter—meet the cGPA and pace requirements outlined in the SAP table. (“Good standing” is defined as meeting or exceeding all SAP criteria for that evaluation point. See the SAP table.) The university will disburse Title IV/HEA program funds to the student while on Warning status.

Students who, at the end of a quarter in which they are on Warning status, do not meet SAP but who meet the following criteria will be eligible for Probation and Title IV/HEA funds in the subsequent quarter:

- The student’s Warning quarter grade point average is 2.67 or higher; and,
- The student’s Warning quarter pace (credits earned and attempted in that quarter alone) is 80% or higher

The university evaluates the record of every Warning student who does not meet SAP to determine whether or not they meet these quarter criteria.

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In essence, this is a mitigating circumstances appeal that is filed by the university on behalf of qualifying students; the student does not need to complete appeal paperwork or provide documentation. (See the APPEAL section of the *Course Catalog*.)

### **PROBATION**

For a student who did not meet the SAP requirements at the end of their Warning quarter, or who did not have a cGPA of 2.0 or higher at the end of their second or subsequent academic year, the university may place them on Probation for the subsequent quarter and disburse Title IV/HEA program funds. To be eligible, the student must appeal (in writing) the determination based on mitigating circumstances (see DISMISSAL APPEAL section of the *Course Catalog*), and:

- The university determines that the student should be able to meet SAP standards by the end of the subsequent quarter; *or*,
- The student agrees to a university- and student-sanctioned academic plan—which may include requirements such as taking a reduced course load, enrolling in specific courses, or other requirements—that, if followed, will ensure that student is able to meet the university’s SAP standards by a specific point in time.

To meet SAP standards and return to good standing, the student must—at the end of their Probation quarter— meet the cGPA and pace requirements outlined in the SAP table. (“Good standing” is defined as meeting or exceeding all SAP criteria for that evaluation point. See the SAP table.) The university will disburse Title IV/HEA program funds to the student while on Probation status.

### **DISMISSAL**

A student who does not meet SAP at the end of their Warning or Probation quarter may be dismissed from the university. Dismissal will occur unless the student has a successful mitigating circumstances appeal and is then granted a quarter of Probation (and, hence, the ability to continue their enrollment). A dismissed student is not eligible for Title IV/HEA funds.

### **APPEALING A DISMISSAL**

An appeal is a process by which a student who has not met the university’s SAP standards petitions the institution for reconsideration of their eligibility for Title IV/HEA program assistance and for continued school enrollment.

Students that have been notified that they did not meet SAP standards at the end of a Warning or Probation quarter and will therefore be dismissed from the university, or who did not have a cGPA of 2.0 or higher at the end of their second or subsequent academic year, will have the opportunity to appeal the determination for mitigating circumstances.

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Grounds for a mitigating circumstances appeal are:

- Death or serious illness of a family member
- The student missed a substantial amount of class due to an illness or injury
- The student met the requirements specified by the institution in the student's academic plan
- Quarter grade point average and pace requirements as outlined in the WARNING and PROBATION sections
- Other special circumstances

Additional appeal requirements:

- In the appeal, the student must submit information regarding why they failed to make SAP and what has changed in their situation that will allow them to meet SAP standards at their next evaluation point.
- The student must submit the appeal and all required information to the Registrar no later than the last Friday before the start of the subsequent quarter.

Students should use the *SAP Dismissal Appeal* form, which can be obtained from the Registrar's Office. The completed *SAP Dismissal Appeal* form must be turned in to the Registrar's Office no later than 4:00 p.m. on the Friday prior to the start of the next quarter.

If the appeal is accepted, the student is allowed an additional quarter of Probation, during which they are eligible for Title IV/HEA funding. The outcome of the appeal and conditions for reinstatement are recorded by the Appeal Committee and are communicated to the student. If a student does not appeal or the appeal is denied, and the student declines or is not eligible for Extended Enrollment, the student will be dismissed from the university. Dismissed students will lose their eligibility for Title IV/HEA funding. The lender will be notified of the student status change within 30 days from the last date of attendance.

### **EXTENDED ENROLLMENT STATUS**

A student who does not meet SAP and who has been notified that they will be dismissed from the university may be eligible to continue in an extended enrollment status, but will be subject to the following limitations:

- The student may be in extended enrollment status for one quarter following a Warning or Probation quarter.
- The student will not be eligible for federal financial aid of any kind (Title IV/HEA) and will be charged for courses at the current tuition rate.
- Credits attempted during the extended enrollment quarter will be counted toward cGPA and pace/maximum time frame.
- At the end of an extended enrollment quarter, students must meet SAP standards or they will be dismissed from the university; these students may not appeal their dismissal.

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- Students will not be eligible to graduate if they exceed one and one-half times the standard time frame, either as a regular student or in an extended-enrollment status. (See the PACE section.)
- The student must petition the Office of Student Affairs in writing for approval of extended enrollment status. If extended enrollment status is granted, the student must meet with a member of the Office of Student Affairs and agree to a written corrective action plan. A request for extended enrollment status will only be granted if the student can mathematically meet SAP at the end of the extended enrollment quarter.
- At the end of the extended enrollment status period, if the student has met SAP requirements, he or she will—for the subsequent quarter—resume eligibility for federal financial aid and return to good academic standing with the university. If Satisfactory Academic Progress is still not met, he or she will be dismissed from the university with no immediate appeal option. (For more information, see RE-ESTABLISHING ELIGIBILITY re-admission requirements in the *Course Catalog*.)

### RE-ESTABLISHING ELIGIBILITY

A student will be removed from Warning, Probation, or Extended Enrollment status — and 1. re-establish eligibility for Title IV/HEA funds and 2. return to good academic standing — only when he or she fully meets the standards of SAP for their evaluation point(see SAP table).

(For illustrative purposes: a student who is on Warning status in their third quarter, due to having a cGPA that is below the 1.75 requirement for their second quarter, must have a cGPA of 1.85 at the end of their Warning/third quarter; this is because the student must meet SAP requirements for the end of the Warning/third quarter, and in this case that requirement is higher than the requirement in place at the previous evaluation point/second quarter.

A student who has completed a Warning quarter and meets SAP will resume eligibility for Title IV/HEA funds and return to good academic standing. A student who does not meet SAP must appeal and have that appeal granted (placed on Probation for the subsequent quarter), be approved for Extended Enrollment, or be dismissed from the university.

A student who has completed a Probation quarter and who meets SAP will resume eligibility for Title IV/HEA funds and return to good academic standing.

A student on Probation who does not meet SAP may only receive an additional quarter of probation if the university determines that they have fully met the requirements specified in the student's academic plan; otherwise, the student must be approved for Extended Enrollment or be dismissed from the university.

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The university will notify a student who is on Warning, Probation, or Extended Enrollment status regarding whether or not they have met the standards of SAP and of their status for the following quarter.

Students dismissed from the university may apply for re-admission to the university with a return date of no sooner than one year after their dismissal. The student must show evidence that the issues causing the academic deficiency and dismissal have been addressed and corrected. Evidence might include community service completed, a successful record of employment, or academic accomplishment at another college or university, and other personal development activities. If re-accepted to the university, the student would be placed on Warning status for their first post-reenrollment quarter and be eligible for Title IV/HEA funding. The student's application is reviewed by the Acceptance Committee, whereupon the application is either approved or denied. Students who are interested in applying for re-admission to the university should contact the Office of the Registrar.

### **TRANSFER CREDIT - APPLICATION OF GRADES AND CREDITS**

Transfer credits are not included in the calculation of cGPA but are included in the calculation for pace: total number of credits attempted and earned. A grade for a repeated course replaces the original grade in the calculation of cGPA; however, the original course credits remain included in the total number of credits attempted and earned in order to evaluate a student's pace toward graduation. The original credits are considered attempted but not earned.

### **TRANSFERRING TO ANOTHER NEUMONT PROGRAM**

For a student who transfers to a different degree program, the university will recalculate SAP based on the credits attempted and grades earned that count toward the student's new program of study. A student who would have been out-of-compliance with SAP in their original degree program may be in-compliance in their new program of study.

### **APPLICATION OF SAP POLICY**

Credit is earned for courses in which a student earns a passing grade. For required courses, a passing grade is a 'C' or better. For non-required courses, a passing grade is a 'D-' or better. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop or course adjustment period.

If there is a grade change (including resolution of an incomplete), SAP is calculated after the change to determine whether the student is in good standing with the university. Students enrolled in all educational levels at Neumont are subject to all elements of SAP standards.

No student on Warning or Probation status will be allowed to graduate. Thus, every Neumont graduate must have a cGPA of 2.0 or higher.