

for summer trimester or later; and July 15 for consideration for fall trimester or later.

An earned grade of 80% or equivalent is required for coursework being used as evidence for course exemption. Syllabi may be supplemented by documentation of relevant professional trainings, certifications and licenses. In the case of MUIH 500-level courses, relevant undergraduate coursework and syllabi will be considered as evidence for exemption. In the case of MUIH 600-level or above courses, only graduate coursework and syllabi will be considered as evidence for exemption. This coursework may be supplemented by documented

evidence of professional trainings, certifications, and/or licenses.

Students should apply for course exemption review during the application process. If a student applies after acceptance into a program and after the admissions process is complete, the Registrar's Office will oversee the process including final notice to the student.

The Department Chair or subject-matter expert will determine Course Exemption using a rubric approved by the University Curriculum Committee. If the review of the student's material does not yield a clear decision, an exam or other form of assessment will be required

to qualify for exemption. If an exam is required, arrangements for taking the exam must be made through the Registrar's Office, which will schedule the exam with the Department Chair. The Registrar's Office will notify the student of the outcome of the exam.

Students will receive notice of award of course exemption from the Graduate Admissions Office or, if approved at a later date, from the Registrar's Office. Upon approval, course credits without the grades are applied to the MUIH transcript.

ACADEMIC ENROLLMENT POLICIES

ATTENDANCE AND PARTICIPATION STANDARD

This policy outlines the University's standards for attendance and participation in academic courses.

Course attendance requirements are designated by faculty members and vary depending on course content, learning outcomes, and assignments. Students should consult the "Course Policies" section of the syllabus for details.

ONLINE COURSES

Students are required to participate in online courses to remain enrolled in the course. Participation requires active, consistent, and timely engagement in the online course and is measured by submitting assignments, taking quizzes

and exams, completing online activities, and participating in online discussions. As a general rule, students should expect to spend a total of 45 hours of time per credit over the course of the trimester. For example, in a two-credit course that is ten weeks long, students should expect to spend a minimum of nine hours per week engaging in the modules and work that accompanies the course.

FACE-TO-FACE COURSES

While attendance requirements may vary, all students must participate in required learning activities and assessments. Participation requires active, consistent, and timely engagement and is measured by submitting assignments, taking quizzes and exams, completing required activities, and participating

in required discussions. The in-classroom and out of classroom hours vary for face-to-face courses depending on the type of course (e.g., didactic vs. lab) and whether the course is in an intensive or trimester-long format. As with online courses, student should expect to spend a total of 45 hours of time per credit over the course of the trimester. This includes hours inside the classroom and hours working outside of the classroom (reading, reviewing notes, completing assignments, etc.)

SATISFACTORY ACADEMIC PROGRESS (SAP) PURPOSE

This policy outlines qualitative and quantitative standards for satisfactory academic progress (SAP)

at Maryland University of Integrative Health (MUIH). The policy also details academic and financial aid consequences of failure to maintain SAP status.

POLICY

MUIH, in accordance with Federal Title IV Student Financial Aid regulations, established guidelines for all students regarding Satisfactory Academic Progress (SAP). Student progress will be monitored from the first trimester of their enrollment in each program, to ensure minimum SAP requirements are met in order to maintain financial aid eligibility. Students who do not meet SAP requirements may lose their eligibility to receive financial aid and may result in the requirement for recipients of financial aid to repay all or some of the aid they received. The Federal Financial Aid requirements on SAP have two components: (1) a qualitative measure, and (2) a quantitative measure.

It is important to note that separate from the policy outlined herein for financial aid purposes, the Academic Affairs Office conducts reviews of student academic performance in accordance with MUIH standards. Refer to the information below or the Academic Catalog for details about academic performance standards and related sanctions.

Since MUIH does not use a traditional GPA model, the University will measure the percentage of successfully completed courses to the total number of courses attempted by the student to comply with the qualitative measure.

All communications from the University regarding SAP will be made electronically, unless otherwise noted.

Satisfactory Academic Progress (SAP) Requirements

The following requirements are necessary in order to maintain SAP:

- Maintain a successful course completion rate of at least 50% (calculation based upon credit count);
- Maintain the necessary pace for completion within the Maximum Time Frame (MTF); and,
- Meet student specific requirements set forth by the Academic Department, the Financial Aid Office, and an Academic Advisor (when applicable)

Qualitative Measure – Successful Course Completion Rate

(UPDATE FALL 2018: STUDENTS IN THE DOCTOR OF CLINICAL NUTRITION PROGRAM SHOULD CONSULT ADDENDUM 1 AT THE BOTTOM OF THIS POLICY FOR ADDITIONAL QUALITATIVE MEASURES THAT CAN IMPACT THEIR SAP STATUS)

Students must maintain a cumulative successful course completion rate (i.e., a Pass rate) of at least 50%. This calculation is based on cumulative credit totals (not individual terms or courses), and includes all grades, including Pass (“P”), Fail (“F”), Incomplete (“I”), Remediated (“R”), and Withdrawal (“W”). This calculation will be completed for students enrolled in multiple programs, independently.

- Example of successful completion rate: A student is enrolled in and has completed 9 credits this trimester. The student has already completed 6 credits, with “P” grades during the prior term. At the end of this term, when all grades have been submitted, the student has the following grades: 3 credit course = P; .50 credit course = F; .50 credit course = I; 3 credit course = W; 2 credit course = P. By definition, all credits are

counted in the calculation and the student has successfully completed 11 credits, and has attempted 15 credits in total. The successful course completion rate = 11/15 or 73%. This student is meeting the qualitative factor for SAP.

Students are not required to retake failed or withdrawn elective courses (unless no other option exists) for successful completion, and instead may satisfy SAP requirements by completing any approved elective course. Elective courses, passed or failed, will be considered and accounted for during the Financial Aid and Academic review for SAP.

Quantitative Measure – Pace

This measure assesses the pace at which a student progresses toward attainment of their degree. The calculation to determine pace is done by testing the student against pre-determined progression benchmarks at the end of the terms referenced below. These benchmarks are designed to assess whether or not a student will be able to complete their program of study within the Maximum Time Frame (MTF) for completion as defined by MUIH.

The chart below outlines the appropriate pace of completion by trimester, based on a larger percentage of courses due to be successfully completed later in the program. The MTF is calculated from the first trimester of a student’s enrollment and all trimesters are counted even if a student is not taking any courses or is on a leave of absence. Therefore, pace is calculated in reference to all terms enrolled, regardless of activity (or non-activity). Any break in a student’s enrollment, except total program withdrawal, will be included in the calculation of pace.

Degree Type	Trimesters 3-5	Trimesters 6-8	Trimesters 9-11	Trimesters 12-14	Trimesters 15-17	Trimesters 18-20	Trimester 21
Post-Baccalaureate							
Certificate	25%	50%	MTF				
Master's Degree	10%	25%	50%	75%	MTF		
Post-Masters							
Certificate	25%	50%	MTF				
Doctoral							
Degree	10%	25%	50%	50%	75%	85%	MTF

- **Example of Appropriate Pace:** A student who is enrolled in a Post Masters Certificate at the end of their third trimester has taken and passed 6 credits of course work, and has also transferred in 3 credits. The program is 12 credits in total. The calculation of pace is as follows: 12 total program credits divided by 9 successfully completed credits, equals 75% completion. Because the minimum expectation of pace is to have completed 25% of courses at that time, the student is maintaining a successful pace to complete the program within the MTF.

A student is ineligible for federal and state financial aid, and no appeal will be considered, when it becomes mathematically impossible to complete the program within the MTF (inclusive of a one-year extension, if granted). See table below.

Quantitative Measure – Maximum Time Frame (MTF)

Federal law requires that an SAP policy include a Maximum Time Frame (MTF) in which a student receiving federal financial aid must complete their educational program. The MTF for a graduate program at MUIH may be no longer than the maximum number of years allowed by Maryland state law. If a student completes one degree and decides to pursue a second degree, the MTF would reset. The MTF is calculated from the first trimester of a student's enrollment and all trimesters are

counted even if a student is not taking any courses or is on a leave of absence.

Credits counted in the MTF are all attempted credits within a student's specific program at MUIH (even when not a financial aid recipient) and all transfer credits accepted toward their academic program (at the time of SAP Review). At the point that all required coursework for an academic program is completed, financial aid eligibility will be suspended even if the student does not apply to graduate.

The MTF to be eligible for merit-based and need-based funding is:

Degree Type	Maximum Time Frame
Post-Baccalaureate	
Certificate	9 trimesters
Master's Degree	15 trimesters
Post-Masters	
Certificate	9 trimesters
Doctoral Degree	21 trimesters

With respect to the MTF, all degree seeking students have the ability to apply, and if approved, be granted an additional year of eligibility to complete their program of study.

PROCEDURES

Failure to Meet SAP Requirements for Academic Purposes

The Academic Affairs Office through each Academic Advisor will conduct a Satisfactory Academic Progress review for all students at the completion of each trimester. The review will not occur until the

submission of all grades for a student. Since this review cannot be completed before the submission of all grades for a student in each trimester and due to the nature of MUIH's course structure, students may be notified and removed from a course after the course has begun.

(UPDATE FALL 2018: STUDENTS IN THE DOCTOR OF CLINICAL NUTRITION PROGRAM SHOULD CONSULT ADDENDUM 1 AT THE BOTTOM OF THIS POLICY FOR ADDITIONAL CRITERIA THAT CAN LEAD TO FAILURE TO MEET SAP REQUIREMENTS AND ACADEMIC PROBATION, ACADEMIC JEOPARDY, OR ACADEMIC DISMISSAL)

Academic Probation

Students will be placed on Academic Probation:

- When they fall below a cumulative 50% successful course completion rate (in courses attempted).
- When they are not maintaining an appropriate pace as defined by the benchmarks noted in the quantitative measure of SAP.

Academic Jeopardy

Students will be placed on Academic Jeopardy:

- When they fail to increase their cumulative successful completion rate above 50% for two consecutive trimesters.
 - Future student registration will be held until the student has met with their Academic Advisor.
 - A plan to improve successful completion rate will be documented with each student.

- When they are not maintaining an appropriate pace as defined by the benchmarks noted in the quantitative measure of SAP for two consecutive trimesters.

Academic Dismissal

Students will be Academically Dismissed:

- When they fail to increase their cumulative successful completion rate above 50%, or they have failed to meet the appropriate pace benchmark after three consecutive trimesters of being on either Academic Probation or Academic Jeopardy.

Failure to Meet SAP Requirements for Financial Aid Purposes

Students who are placed under academic sanctions by the Academic Affairs Office are considered to be failing SAP standards. This will trigger the steps listed below and a student may become ineligible for Financial Aid.

The Financial Aid Office, in coordination with the Academic Affairs Office, will review the status of all financial aid applicants at the conclusion of each trimester (summer, fall, and spring), when all grades for a student are available. The review consists of the cumulative record of all prior trimesters (including trimesters when a student may not have received financial aid funding), including transfer credits accepted toward an academic program at the time of the SAP Review. All elements of SAP will be evaluated: successful course completion, pace/progress rate, and Maximum Time Frame.

Financial Aid Warning

If MUIH determines a student is not making SAP, the student is given the status of Financial Aid Warning. During the subsequent trimester, the student will have the opportunity to meet the SAP standards and remain financial aid eligible. If the

standards are met by the end of that trimester, the Financial Aid Warning is lifted and the student maintains eligibility for financial aid. If at the end of the trimester, the student does not meet the SAP standards, the student's eligibility for financial aid is suspended until SAP is met beginning with the next immediate trimester. A student may be placed on Financial Aid Warning multiple times if they have intermittent trimesters of meeting and not meeting SAP requirements.

- Example: A student is not meeting SAP standards upon review of the fall 2015 trimester performance and the student is placed on Financial Aid Warning. At the end of the following trimester, spring 2016, the student is meeting SAP standards and the student maintains eligibility for financial aid. At the end of fall 2016 trimester, however, the student once again has not met SAP standards. The student is again placed on Financial Aid Warning (i.e. the clock re-sets after each trimester of successfully meeting SAP requirements).

Financial Aid Suspension

If a student is not meeting SAP requirements after a trimester of Financial Aid Warning, the student will be notified that eligibility for aid is suspended. In addition, when it becomes mathematically impossible for a student to complete their program within the MTF, financial aid will be suspended. The student may appeal the suspension. The outcome of the appeal will determine whether the student is granted Financial Aid Probation or if the suspension remains in place.

Financial Aid Probation

Financial Aid Probation is a status assigned to a student who has failed to make SAP, was put on Financial Aid Suspension, and then successfully

appealed and has had eligibility for aid reinstated for a defined period of time.

Appeals

Circumstances to appeal a Financial Aid Suspension decision are limited. A student may appeal suspension if the student did not make SAP due to extenuating circumstances (e.g., personal illness, the death of a relative). All circumstances must be documented and approved by the Director of Financial Aid and Chief Financial Officer (CFO).

Appeals must be submitted within seven days of receiving notification of Financial Aid Suspension. Late appeals may be considered, but timely review is not guaranteed before the start of the next trimester.

If a student chooses to appeal the Financial Aid Suspension, they must first meet with their Academic Advisor to create an Academic Plan and then complete a Financial Aid Satisfactory Academic Progress Appeal Agreement with the Director of Financial Aid. Students should also submit any documentation that supports the request to the Director of Financial Aid. This process must be completed each trimester they are assigned this status. The contract is individualized and includes the agreed upon Academic Plan.

The Director of Financial Aid and the CFO will review the appeal and may uphold the suspension, approve the appeal, or require additional information prior to making a decision:

- If the Director of Financial Aid and CFO determine the appeal cannot be approved, the suspension remains in place and financial aid eligibility remains suspended.
- If the Director of Financial Aid and CFO determine the appeal is sufficient and the student should be able to achieve SAP by the end of

their next trimester of enrollment and/or the student is taking sufficient credits to graduate prior to exceeding the MTF, the student will be placed on Financial Aid Probation for one trimester. At the end of the trimester of Financial Aid Probation, the student's performance will be reviewed. If SAP requirements have been met, the student regains financial aid eligibility. If SAP requirements have not been met, the student's eligibility for financial aid is again suspended beginning with the next immediate trimester until SAP is met.

- If placed on Financial Aid Probation, the student's performance will continue to be monitored every trimester. An Academic Plan will have specific goals for a student to achieve each trimester of Financial Aid Probation and even if the goals are met early, the student continues on Financial Aid Probation until the end of the trimester. If a student does not meet the specific goals of the Academic Plan, the student's eligibility for financial aid is suspended beginning with the next immediate trimester, and until SAP is met.

Academic Plan

An Academic Plan is a course of action that, if achieved, will ensure that the student is able to meet the SAP standards by a specific point in time. An Academic Plan may include guidance provided by the student's Academic Advisor with suggestions for shifts in time management and prioritization of schoolwork.

Regaining Financial Aid Eligibility

If an appeal is denied, a student may regain financial aid eligibility by completing a specified number of credit hours (as determined by the Academic Advisor) without the benefit of federal or state aid, by

restoring good academic standing with the University, and by meeting SAP standards. If those conditions are met, a student will be considered eligible for federal and/or state financial aid.

If a student has successfully appealed Financial Aid Suspension and is placed on Financial Aid Probation but fails to meet the requirements of the Financial Aid Probation contract/Academic Plan, the student may not appeal again unless:

- the student is granted permission by the Associate Vice President of Enrollment Management, the Director of Financial Aid, and the Academic Department Chair to continue in the program; and
- the student is able to attend without receiving federal, state, or institutional financial aid and meet SAP and University academic standards.

If the above conditions are met, a student must then submit a new appeal to request a review of eligibility for financial aid. Students may not submit two consecutive appeals.

Other Considerations

- Transfer Credits – Courses that are transferred from another institution and accepted toward an academic degree program at the University (at the time of SAP Review) count as attempted and completed hours for the purpose of measuring pace and for Maximum Time Frame (MTF).
- Incomplete Grades – Credit hours in which a student receives a grade "I" are included in the number of attempted credits, but do not count toward successfully completed credits. Students with numerous incompletes may have difficulty meeting the SAP standards at the time of evaluation. SAP will only be re-evaluated at the end of the next trimester.

- Failing Grades – Credit hours in which a student receives a grade "F" are included in the number of attempted credits. Failing grades are not successfully completed credits.
- Withdrawals – Credit hours in which a student receives a grade "W" are included in the number of attempted credits, but don't count towards successfully completed credits.
- Audited Credits – Audited class credits are not considered attempted coursework. A student cannot receive financial aid for audited courses.
- Grade Changes – Students who are on Financial Aid Probation must resolve all incomplete grades before the Financial Aid Office will make a final determination that they meet the SAP guidelines. Students must report any grade changes that impact their financial aid eligibility directly to the Financial Aid Office. Students must notify the Financial Aid Office once their final grades have been posted.

All information presented in this section is subject to change without notice based on changes to federal law, regulation, or University policy and procedure. If changes are made, students are required to abide by the new policy. This policy will be updated as frequently as possible to reflect current standards.

DEFINITIONS

- Academic Plan – a course of action that, if followed, will support a student's ability to meet the SAP standards by a specific point in time. Academic Plans are included in the student's probation contract.
- Academic Program – is the program in which a student plans to attain their degree.
- Audit Courses – courses that do not apply towards degree requirements, and are not taken for earned credit. Audit Courses are ineligible for financial aid.

- Completed Credits – Credits previously earned in the Acupuncture and Oriental Medicine department, toward the completion of a Doctor of Acupuncture/Doctor of Oriental Medicine degree, or pre-requisite/pre-admission course work as a part of the Doctor of Clinical Nutrition program. These credits only apply to the Doctoral Acupuncture and Oriental Medicine (AOM) and Nutrition programs
- Course Withdrawal – the process by which a student discontinues their enrollment in a particular course.
- Exempted Credits – credits awarded to enrolled students in which they have prior experience or learning in a subject (course) that meets the outcomes of a particular MUIH course.
- Financial Aid Probation – a status assigned to a student who has failed to make SAP, has appealed, and had eligibility for aid reinstated for a defined period of time.
- Financial Aid Suspension – results in termination of financial aid eligibility.
- Financial Aid Warning – a status assigned when a student fails to meet SAP requirements for the first time. A student may be assigned a warning status multiple times.
- Remediated Course – a course for which a student previously enrolled, failed, and has successfully completed with a grade of “P”.
- Successful Completion – finishing the courses for which one has subsequently enrolled and with the grade of “P” or “R”.
- Transfer Credits – include all credits earned at other institutions of post-secondary education that are accepted for credit toward completion of program requirements at MUIH.

ADDENDUM 1

The following modifications to the SAP policy will be applied to Doctor of Clinical Nutrition (DCN) students

beginning in the Fall 2018 trimester. These modifications do not apply to grades earned prior to the Fall 2018 trimester. This addendum does not replace any components of the existing policy and students in the DCN program are subject to all the primary policy as well as this addendum. These additional SAP criteria are in place to help maintain appropriate rigor in a post-master’s doctoral program.

- Earning an “F” grade in a DCN course represents a failure to meet SAP requirements for academic and financial aid purposes. Students who receive a first “F” grade will be placed on Academic Probation and Financial Aid Warning.
- To move off Academic Probation, lift the Financial Aid Warning, and return to SAP status, the student must pass all courses in the trimester following an “F” grade.
- If the student does not pass all courses in the trimester following the “F” grade, the consequences are as follows: if the student receives a second “F” grade they meet the criteria for Academic Dismissal and will be dismissed from the program; if the student withdraws from one or more courses they will be placed on Academic Jeopardy. Under Academic Jeopardy, the student may not be eligible for financial aid (See Section 3.2 in the policy above).
- To move off Academic Jeopardy, the student must pass all courses in which they enroll in the following trimester. If the student fails a course or withdraws from any courses while on Academic Jeopardy, the student will meet the criteria for Academic Dismissal and will be dismissed from the program. If the student passes all of their courses during the trimester on Academic Jeopardy, the academic sanction will be lifted and the student will return to SAP status.
- In addition to the above, if at

any point during the program a student earns a second “F” grade, the student will meet the criteria for Academic Dismissal and will be dismissed from the program. Failure to remediate the first earned “F” grade at the first available opportunity, also meets the criteria for Academic Dismissal.

LEAVE OF ABSENCE ELIGIBILITY

Students may take a Leave of Absence (LOA) for up to one full trimester* per academic year (with no consecutive trimesters off), only after approval by the University. A student is eligible to request a LOA if they:

- Have completed one full trimester at MUIH;
- Are in good academic standing as per the Satisfactory Academic Progress policy;
- Are in good financial standing with the University, meaning that they have no unpaid bills for tuition and/or fees;
- Are in good standing with the Library
- Have consulted with someone in the Financial Aid Office, if applicable
- Have no pending disciplinary action and
- Request an LOA by the deadline

If a student is requesting LOA as an accommodation for a disability, the requirements above may not apply.

*Note: “One trimester” is defined as having had one full trimester off, either by requesting the LOA during the schedule adjustment period of that trimester, for a leave immediately, or by requesting LOA for a future full trimester.

DEADLINES FOR REQUESTING A LOA

A student may request a LOA for the current trimester until the end of the schedule adjustment period. Any request for LOA during the schedule