

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

## ACADEMIC APPEALS

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Learners have the right to appeal satisfactory academic progress (SAP) determination, academic probation, or any other adverse action by submitting, within ten (10) business days of receiving the adverse action notice, a letter detailing the reasons for reconsideration of the action to the program director. The program director will convene an appeals panel and respond to the learner within ten (10) business days of the receipt of the appeal letter. The decision issued by the program director may not be appealed further. Neither the College president nor any of the College's officers are authorized to override faculty's academic decisions unless violations of the College's non-discrimination policies have occurred.

*Note: Learners who have been withdrawn from the College following twelve (12) calendar days of non-attendance may appeal to be reinstated in the following semester and must pay for and repeat the courses that have been attempted, but not completed.*