

GRADUATION REQUIREMENTS

In order to graduate, students must attain an overall 2.0 cumulative grade point average, attain minimum skill requirements in the selected program, if applicable, and successfully complete all required courses in the program. Candidates for graduation must be free of indebtedness to the school.

Maximum Time Frame Or Required Completion Rate Evaluation (As Part of Satisfactory Academic Progress)

The maximum time frame allowed for a student to complete a program is one and one-half times the number of required credits for the program in which the student is enrolled. The maximum time frame is calculated for each student and is reduced or increased to reflect course exemptions, transfer credits, the need for developmental courses or changes in programs. Students are evaluated according to credit hours attempted versus credits completed.

In no case can a student exceed one and one-half times the standard time frame as defined by the institution either as a regular student or in an extended enrollment status and receive the original academic credential for which he or she enrolled.

HONORS

In order to stress the importance of academic performance, the institution awards honor recognition quarterly to qualifying students. A student must achieve a quarterly GPA of 3.5 or above to achieve the honors recognition and a quarterly GPA of 4.0 to achieve highest honors. Students maintaining a cumulative GPA of 3.5 or above will graduate with honors. Students maintaining a cumulative GPA of 4.0 will graduate with highest honors. The institution also recognizes perfect attendance.

LEAVE OF ABSENCE POLICY

Globe University/Minnesota School of Business does not offer leaves of absence.

MILITARY ABSENCE

Alternately, students in the military will be allowed to choose an extension on course work and exams for the time that they are absent. The student must notify the campus education department and provide documentation including military orders or a letter of activation from their military unit indicating the specific dates of service. These absences would include students on active duty who encounter an extended mission of a sensitive nature. In these situations, you need to send an email and/or letter from your unit stating you will be unavailable for a timeframe but not the nature of the mission. Finally, a student may be issued a grade of Incomplete or the grade that the student has earned to date if a sufficient amount of course work has been successfully completed.

In order to select the appropriate option to best meet your academic needs, you must contact the academic department at your home campus. Lack of notification may result in ineligibility to receive these provisions.

PROGRAM / CURRICULUM REVISIONS

The school reserves the right to vary the sequence of courses and to revise curriculum content for the purpose of upgrading program material. Students who drop from school for one or more quarters will be required to reenter their program under the current catalog requirements. Prerequisites may be waived for certain courses with the approval of the dean of students.

RE-ENTRY

The definition of a re-entry student is any student who drops from school after the first week of his/her initial quarter. The student must be out of school for at least one quarter or until the next start date. Re-entry students will be treated as continuing students for all academic

and financial requirements. Students who drop from school for one or more quarters will be required to re-enter their program under current catalog requirements. A student may have only one reinstatement unless extenuating circumstances exist.

UNIT OF CREDIT

A quarter credit earned may be defined as the successful completion of a minimum of 10 hours of lecture, 20 hours of lab or 30 hours of internship.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school after the fifth business day of the initial quarter will have all attended courses recorded on their transcript, and they will be charged for the time attended.

MILITARY WITHDRAWALS

Students called to active military duty, and as a result are unable to complete the current quarter, will receive a grade of "WM" Withdrawal for Military Duty for all currently registered courses upon the school's receipt of duty orders. A full tuition refund will be applied to the student's account for all courses for which the student is actively enrolled at the time of military activation. The student will be liable for any financial aid Stipends received above the cost of tuition/fees/books for the quarter of enrollment.

WITHDRAWALS

A student who withdraws from an individual course after the fifth business day of the quarter will have the course recorded on the student's transcript, and the student will be charged for the course.

Students attending Globe University campuses in Wisconsin who drop a course within the first 60 percent of that course will be obligated to the school for a pro rata portion of the tuition for that course. Pro rata portion means the percentage derived by dividing the total number of hours of instruction in that course into the number of those hours that had expired at the time of the student's withdrawal.

LATE COURSE WITHDRAWAL

GU/MSB understands there are times when extenuating circumstances occur that may require consideration of the course withdrawal policy. If a student encounters mitigating circumstances after the last day to withdraw from a course with a grade of "W", the student is encouraged to submit a written appeal to the dean of students. An appeal committee will determine whether the deadline will be waived, allowing the application of a "W" grade or if the student will be held to the deadline. All decisions made by the committee are final.

SATISFACTORY ACADEMIC PROGRESS

GU/MSB SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require the academic and financial aid departments to monitor the academic progress of all active students toward the completion of their degrees. This monitoring process is called Satisfactory Academic Progress (SAP). The complete academic record of a student's current program is considered regardless of whether financial aid was received. Academic progress is evaluated each quarter using three factors: grade point average, percentage of attempted credits completed, and maximum number of credits allowed. Failure to maintain satisfactory academic progress may result in cancellation of eligibility to receive Federal Title IV funding, institution-based scholarships or other financial aid.

SAP REQUIREMENTS

In order to be making satisfactory progress, a student must meet ALL of the following requirements:

1. Achieve a Cumulative Grade Point Average (CGPA) required at each evaluation point
2. Maintain a 67 percent cumulative completion rate. Completion rate is calculated as:

$$\frac{\text{all successfully completed credits}^*}{\text{all attempted credits}^*}$$

*See below for what constitutes completed credits and attempted credits.

3. Complete all degree requirements within the maximum time frame, which is 150 percent of the minimum number of credits required to graduate. For example, if a program requires 100 credits, the student may attempt a maximum of 150 credits. If a student has transfer, test out, prior learning and/or work experience credit, the program length for the student's remaining courses is reduced by the number of credits awarded, thereby reducing the maximum time frame allowed.

*Only credits of courses that may be applied to current program of enrollment will be considered in the above equation.

HOW COURSES ARE COUNTED

Successful completion of a course of study requires a grade of A, B, C or D. Grades of F, I, W and N do not constitute successful completion of a course. See below for more detailed information of the effect of grades on satisfactory academic progress:

Grades of A, B, C and D earned in Globe University/Minnesota School of Business courses

Courses with grades of A, B, C and D count as credits attempted and completed. These grades count toward the CGPA as follows: A = 4.0, B = 3.0, C = 2.0, D=1.0.

Grades of F earned in Globe University/Minnesota School of Business courses

Courses with grades of F count as credits attempted but not completed and count toward the CGPA as 0.0 points. If a course is repeated, only the most recent grade counts toward the CGPA. A course may be attempted only three times.

Dropped Courses and Course Repeats

Individual courses dropped during the first five business days of the quarter are deleted from the student's record and therefore do not count toward any SAP calculation. If a course is dropped after the fifth business day of the quarter, but before the end of the ninth week, it counts as a withdrawal. Courses dropped after the ninth week will be issued a grade of "F". If a course is repeated, only the most recent grade counts toward the CGPA; however, both courses will count as an attempt and will be considered in the completion rate calculation. Courses dropped due to military commitments will not be considered in the completion rate calculation.

Incomplete Courses

Courses with grades of I, W and N are not complete and therefore count as credits attempted but not earned. These grades are not factored into the CGPA but are considered in calculating completion rate.

If a student has an incomplete course at the time of the SAP calculation, the credits are counted as attempted but not completed. An incomplete is not counted toward the CGPA. Whenever a student's grade of incomplete is changed to a letter grade, SAP is recalculated for that student with the final grade being replaced in the SAP calculation.

Incomplete grades will be given in nursing courses only upon approval of the faculty and dean of nursing. Incomplete grades are approved for extreme situations and only if the student may reasonably complete course requirements within the required deadline. Incompletes will not be given due to absence days in a clinical rotation. RN courses that are prerequisites to subsequent courses must be resolved with a successful completion grade of "C" or greater by the second week of the next quarter. If the student does not receive a passing grade of "C" or greater the student will be required to withdraw from any courses for which the failed course was a prerequisite. The student must meet with the dean of nursing and faculty committee regarding their status in the nursing program.

Course Repeats

If a course is repeated, only the most recent grade counts toward the CGPA. If a student drops an individual course during the add/drop period (first five business days of the quarter), the course does not count as an attempt. If a student is still enrolled in the course when the add/drop period ends, the course will count as an attempt and will be considered in the completion rate, even if the student subsequently withdraws from the course.

Transfer, Test Out, Prior Learning, Audit and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits, test out (P) credits, prior learning (PL) credits, audit (AD) credits and work experience (WE) credits do not count toward credits attempted or credits completed, and are not factored into the CGPA. However, these credits are subtracted from the program length when determining the maximum time frame. For example, if a student enrolls in a program with 100 credits and transfers in 20 credits, there are 80 credits remaining. The student's maximum time frame for the remaining 80 credits is therefore $80 \times 1.5 = 120$ credits.

Change in Program

If a student changes programs, all courses that can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame), including courses with grades of W or F. Courses that are not in the new program are excluded from all SAP calculations. A determination of courses that may be included in the new program as electives will be made in consultation with the dean of students.

Additional Degrees

If a student earns a degree at GU/MSB and enrolls in another program for an additional degree, all courses that have been successfully completed and can be applied to the new program are used in all SAP calculations (CGPA, completion rate and maximum time frame). Courses that are not in the new program, including courses with grades of W or F, are excluded from all SAP calculations.

Non-Credit / Remedial Courses

Students in a non-degree seeking status will not be measured by SAP. The foundations (remedial) courses may be required as part of a student's program based on his/her placement test score. Foundations courses would then be included in both the qualitative and quantitative calculation with the overall program credit requirements increasing to reflect the foundations course(s).

EVALUATION POINTS & STANDARDS

Students in active status are evaluated at the end of each quarter. The following evaluation standards are based on maximum program length and credits attempted. The maximum program length is 150 percent of the total credits required for program completion. All applicable courses attempted are included in this evaluation measurement. Any time a student is unable to complete his/her program within the maximum time frame allowed, or meet the minimum grade point average required to graduate, the student will lose financial aid eligibility and will be suspended from school.

Formal Evaluation Point (Total number of credits attempted)	Required Minimum CGPA	Required Minimum Completion Rate	Result if Standard Not Met
19-36 Credits Attempted	1.25	55%	Probation
50% Program Completion (Diploma Programs)	1.50	60%	Suspension
37-72 Credits Attempted	1.50	60%	Suspension
73-108 Credits Attempted	2.00	67%	Suspension
109-104 Credits Attempted	2.00	67%	Suspension
145 Credits and Above	2.00	67%	Suspension

Individual program standards tables listing all evaluation points, expected minimum qualitative and quantitative standards, and the results if not met, are available in the administrative offices.

1. Credits equivalent to 1 academic year = 36
2. Credits equivalent to 2 academic years = 72
3. Credits equivalent to 3 academic years = 108
4. Credits equivalent to 4 academic years = 144
5. The maximum allowable credit attempts for the program
6. Sufficient credits completed to graduate, or
7. Cumulative grade point average of 2.0 or above

STUDENTS NOT MEETING SAP REQUIREMENTS

Students in active status are monitored at the end of every quarter based on the evaluation standards above to help ensure a successful progression from one evaluation point to the next. Students who are not meeting SAP requirements will be given a warning, placed on probation, suspended from financial aid, or terminated from school, as follows:

Warning

A student will be placed on warning at the end of any quarter for which he/she fails to meet either a 2.0 CGPA or 67 percent completion rate.

Students will receive written notification within 10 business days of the end of the quarter they have been placed on warning. The warning notice will also inform the student of resources available for assistance through the academic and student services departments. Additional support services will be discussed as necessary. During the quarter they are placed on warning, students will be eligible to receive financial aid.

Probation

A student who has attempted 19-36 of his/her required credits will be placed on probation if s/he is not meeting SAP requirements (see chart). Probation notices will be distributed within 10 business days of the end of the quarter. The probation notice will also inform the student what GPA s/he must achieve and the number of credits that must be successfully completed by the end of the probation quarter in order to meet the minimum requirements by the next evaluation point. Students will be expected to meet with academic personnel to ensure their understanding of the application of satisfactory academic progress standards and must sign a consultation form to verify their understanding. Additional support services will be discussed as necessary.

At the end of the probationary quarter, if the student has not met the minimum requirements as determined in the SAP consultation agreement s/he will be suspended. If the student has met the minimum requirements as determined in the SAP consultation agreement, s/he will be considered to be making satisfactory academic progress. A student is allowed a maximum of two consecutive quarters of probation. If at the end of a second consecutive probationary quarter the student has not become compliant with the minimum requirements as established in the Evaluation Points and Standards chart, s/he will not be considered to be making satisfactory academic progress and will be suspended.

Suspension

Students will be suspended from school and financial aid if they do not achieve the minimum requirements at an evaluation point that requires suspension (see chart). The student will be notified in writing of the suspension within 10 business days of the end of the quarter. Students will be recommended to meet with academic personnel to ensure their understanding of the application of satisfactory academic progress standards and may sign a consultation form to verify their understanding. Additional support services will be discussed as necessary.

Financial Aid Suspension - Extended Enrollment Status

Suspended students may request to enter extended enrollment status for one quarter to retake courses in order to meet SAP requirements. Students in extended enrollment status will be charged full tuition and fees and will not be eligible to receive financial aid.

If the student has not met the minimum requirements for the evaluation point at the end of the extended enrollment quarter, the student will remain in extended enrollment status, provided the student has earned a minimum **quarter** grade point average of at least 2.0 and a **quarter** completion rate of at least 67 percent.

Courses taken while a student is in extended enrollment status will count as credits attempted in the completion rate calculation and repeated courses will replace any previous course grade in the CGPA calculation. Students will remain suspended from financial aid until they meet the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum time frame limit (150 percent of the program's length) either as a regular student or in an extended enrollment status and receive the original credential for which he or she enrolled.

Reinstatement

If a student meets SAP requirements during the extended enrollment period s/he will be reinstated as a regular student and will be eligible to receive financial aid.

APPEALS & MITIGATING CIRCUMSTANCES

A student who disagrees with the application of the satisfactory progress standards or feels that there are mitigating circumstances that warrant the waiving of satisfactory academic progress standards may appeal in writing to the dean of students. An appeal must be filed within two weeks after being placed on probation or financial aid suspension.

A campus appeal committee will determine if an appeal is warranted. Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's satisfactory academic progress in their academic program. No waivers will be granted for graduation requirements.

A student who is granted a waiver of SAP policy will sign a consultation form stating the academic outcomes that must be met in order to remain in school. The student will be considered to be making SAP and will be eligible for financial aid as long as the conditions on the consultation form are met. A student who fails to meet the conditions will have his/her enrollment terminated.

PROGRAM TRANSFER

Students interested in transferring programs may do so two times or at the discretion of the dean of students. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. Students transferring programs must complete a status change form with the academic department.

ADDITIONAL REQUIREMENTS FOR NURSING STUDENTS

All Nursing program students must achieve a grade of “C” or above in all RN, medical technology and liberal arts courses. Receiving a withdraw or a grade less than a “C” in these courses will result in being unable to progress in the Nursing program. Students who withdraw or receive a grade less than a “C” will be required to meet with the dean of nursing and faculty committee regarding their status in the Nursing program. Withdrawing from or receiving a grade less than a “C” from an RN, medical technology or liberal arts course will result in a delayed graduation date, dependent upon the student’s eligibility to remain in the Nursing program. No RN course may be repeated more than once due to withdrawal or receiving a grade less than “C”. No RN course final theory exams can be retaken. Nursing program students will not be allowed to continue in the Nursing program if they have failed or withdrawn for academic reasons from the same nursing course more than once of from two different RN nursing courses in the same or subsequent quarters. Refer to the current Nursing Program Policy Manual for complete program policy regarding academic progression within the Nursing program.

GRADUATION REQUIREMENT

In order to graduate, students must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame.

STUDENT SERVICES

EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

When requested, the school will release directory information to third parties unless a limitation of release is requested in writing by the student. In addition, the career services office will release information specific to a student or graduate’s career search when consent to release information to potential employers is granted in writing. For more information about the release of records, review the Family Educational Rights and Privacy Act section of the course catalog.

PART-TIME EMPLOYMENT

The school’s career services department assists students in finding part-time work. Many students are able to defray a part of their expenses by working while attending school.

GRADUATE EMPLOYMENT

Students participate in a career development course, which covers job-seeking and job-keeping skills and techniques, such as identification of individual skills, meeting employer expectations, interview preparation and presentation, and identification of potential employment opportunities in business and industry.

Students are advised regarding opportunities for job interviews. They are advised of the requirements of business and industry and are offered suggestions on conduct during personal interviews. Students compose their resume, cover letter, thank you letter and reference page. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training.

Students should feel free to consult the career services department for advice on career opportunities available to them upon successful completion of their program.

In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employer of record are prepared and sent six months after graduation. In addition, graduates and employers are encouraged when appropriate to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the Institution receives a request for access. Students, or in the case of the student being a minor, the parent, should submit to the registrar, education department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the school Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without school consent is disclosure to officials with legitimate educational interests. A school official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the Institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment is not liable to any person for the disclosure of information.
5. The right to disclose – without the written consent or knowledge of the student or parent – information from a student’s education records in order to comply with a “lawfully issued subpoena or court order in three contexts.
 - a. Grand Jury Subpoenas – The institution may disclose education records to the entity or persons designated in a Federal grand jury subpoena. In addition, the court may order the institution not