

## Satisfactory academic progress

The standards for satisfactory academic progress are applied across the institution, and are equally applicable for all students, regardless of whether they are receiving US financial aid or not.

Each final alphabetic grade for a module is given a grade point value (GPV). The GPVs for American College Dublin's alphabetic grades are as follows:

|    |   |                                   |
|----|---|-----------------------------------|
| A  | = | 4 grade points for each credit    |
| B+ | = | 3.5 grade points for each credit  |
| B  | = | 3 grade points for each credit    |
| B- | = | 2.75 grade points for each credit |
| C+ | = | 2.5 grade points for each credit  |
| C  | = | 2 grade points for each credit    |
| D  | = | 1.5 grade point for each credit   |
| F  | = | 0 grade points                    |

ACD operates the following standards of satisfactory academic progress (SAP):

**Grade Point Average (GPA).** A student's cumulative GPA should always be above 2.0 (that is to say, averaging an alphabetic grade of C or above). A student whose cumulative GPA drops below 2.0 is required to meet the Academic Dean and / or Registrar and be advised that he or she has been placed on academic probation. Academic probation is defined by the College as a status connoting the possibility of academic dismissal without further warning if academic performance does not improve appropriately; during such time as a student is on academic probation, he or she is prohibited from engaging in any extracurricular College activities (playing on College sports teams, serving on student representative committees and the like). If the student's GPA is less than 2.0 for two consecutive semesters the student is automatically dismissed, unless exceptional mitigating circumstances are presented to the Academic Committee. In such circumstances, the student may have the period of probation extended for one semester, providing the student agrees in writing to meet such performance standards as the committee stipulates.

**Course Completion Ratio (CCR).** Students are required to complete their program within 150% of the applicable time frame. This is calculated for each student by dividing the total number of courses attempted (this number excludes repeat examinations, transfers, and courses for which an "I" was awarded) by the number of courses completed and multiplying the number which results by 100. Thus, a student who has attempted 15 courses and completed 12 has a CCR of 125% (15 divided by 12 equals 1.25; 1.25 multiplied by 100 equals 125) and is achieving satisfactory academic progress; a student who has attempted 15 modules and completed 9 has a CCR of 166% (15 divided by 9 equals 1.66; 1.66 multiplied by 100 equals 166) and is not achieving satisfactory academic progress. A student whose CCR exceeds 150% is

ineligible to graduate; if the CCR reaches a level at which it cannot be brought below 150%, even if all remaining modules are completed at the first attempt, the student will be advised by the Academic Committee that his or her enrolment is to be terminated.

In terms of credit hours, this means that in the course of one of the institution's undergraduate programs, in which 30 credit hours per academic year are attempted, the student should complete a minimum of 21 credit hours in the course of the academic year. If the student completes less than 21 credit hours (that is to say, less than 33% of the credit hours attempted in the academic year), he or she is not completing credit hours at a sufficient pace to be able, unless performance subsequently improves, to complete the program within 150% of the applicable time frame (within 90 credit hours attempted for a 60-credit hour program, within 135 credit hours attempted for a 90-credit program, within 180 credit hours attempted for a 120-credit hour program).

In order to ensure that a registered student has a realistic chance of completing the program within 150% of the applicable time frame, the College requires that a student repeats, fails (F), withdraws (W) or is not present (NP) in no more than 33% of the credit hours taken in any academic year (courses which receive an F or NP in the regular semester but are passed in repeat examinations during the same academic year are not included in this calculation) up to the graduating year.

A student who receives a fail (F) or not present (NP) grade in more than 33% of the credit hours attempted in one academic year will be required to meet the Registrar and be advised that he or she has been placed on academic probation; if the student receives a fail (F) or not present (NP) grade in more than 33% of the credit hours attempted in any further academic year (courses which receive an F or NP in the regular semester but are passed in repeat examinations during the same academic year are not included in this calculation), he or she will be automatically dismissed, unless exceptional mitigating circumstances are presented to the Internal Student Learning Assessment Board. In such circumstances, the student may have the period of probation extended, providing the student agrees in writing to meet such performance standards to improve the pace of credit hour completion to one which will allow the student to finish the programme within 150% of the applicable time frame as the Internal Student Learning Assessment Board stipulates.

For the purposes of evaluating SAP, transfers and incompletes (I – excused incomplection) are not taken into account. Repetitions of courses (though not a repeat final examination completed within the same academic year), Withdrawal (W – awarded when a student withdraws from a class after the one-week drop/add period, unless the withdrawal is due to documented reasons beyond the student's control), Not Present (NP – unexcused incomplection) and Fail (F) grades are all taken into account in calculating SAP. If an NP or F is converted to a passing grade in the repeat final examination period in the same academic year, the original NP or F is not taken into account in calculating SAP.

**Prerequisites.** Students may only take a module if they have completed the prerequisites for that module; pre-requisites are indicated above for each module in the section, Module descriptions. Pre-requisites may only be waived for study abroad students, providing such students have

received prior approval for the waiver from their home institution.

**Regular academic progression.** Apart from specific prerequisite stipulations, certificate, diploma and degree students are expected to follow the general sequence of modules set out in the program outlines provided above in section three, Academic programs. A student should seek to avoid taking a module from an academic year subsequent to the one in which he or she is currently enrolled, unless this follows on from consultation with registrar, academic dean or head of department. If a student has not completed a module from a previous academic year, he or she should complete it as soon as is practicable.

**Re-admission following academic dismissal.** Students who have been dismissed for academic reasons may apply for readmission through the Admissions Office after completing the equivalent of one full semester at another accredited institution and attaining a minimum 2.00 GPA. Students in this category should contact the Admissions Office for information on re-applying.