The SAP policy requires that students meet both quantitative and qualitative standards. To demonstrate how Satisfactory Academic standards are calculated and help you to understand your current SAP situation please answer the following three questions using your unofficial transcript which can be found on MyUB in My Student Center>Academics in the drop down box “other academics”>

View Unofficial Transcript>

Report type: the transcript for your current academic career

*Hint: It may be helpful to print or copy and paste the transcript to have it available to review while completing the tutorial.*

**Question # 1:** What is your Cumulative GPA for all study within your career (ie Graduate, Undergraduate etc) here at UB?  *Hint: The Cumulative GPA is at the bottom of the transcript after the last semester completed. It is designated as Cum GPA.*

**Answer # 1:** My Cumulative GPA is __________

**Question # 2:** What is your Cumulative Completion Ratio within your career here at UB?  *Hint: your cumulative completion ratio is the number of classes you have attempted compared to the number of classes you have successfully completed.*

Definitions

**Attempted classes** includes: any class, for credit, not for credit, P/F, or repeat class that appears on your unofficial transcript.

**Successfully completing** includes: any letter grade between a D- and an A+ as well as any P on a Pass/Fail course count as successfully completed, this also includes Repeat D- or above.

W, WA’s, F, FA, I, Repeat F’s are not counted towards successfully completing.

Calculate by listing the # of credits attempted and the # of Credits successfully completed for each semester. You may need to add additional lines, depending on the length of your study at UB.
### Semester # of Credits Attempted # of Credits successfully completed.

**Example:**

<table>
<thead>
<tr>
<th>Semester</th>
<th># of Credits Attempted</th>
<th># of Credits successfully completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2008</td>
<td>12</td>
<td>9</td>
</tr>
</tbody>
</table>

__________    __________    __________

__________    __________    __________

__________    __________    __________

Totals: ________ ________

Total # of credits attempted  Total # of credits successfully completed

To determine your cumulative completion ratio you must divide the total # of credits successfully completed by the total # of credits attempted.

The result is your cumulative completion ratio.

**Answer #2** My cumulative completion ratio is __________

**Question #3** In which areas are you meeting the minimum requirements?

If you are an Undergraduate student you must have a 2.0 cumulative GPA and a 66.66% or higher cumulative completion ratio to meet the minimum standards.

If you are a Graduate or APD (LLM) student you must have a 3.0 cumulative GPA and a 66.66% or higher cumulative completion ratio to meet the minimum standards.

If you are a Law student you must have a 2.0 cumulative GPA and a 66.66% or higher cumulative completion ratio to meet the minimum standards.

If you have questions or need assistance in completing this tutorial please call or visit our office.

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