

## **Standards of Satisfactory Academic Progress**

Student Academic Progress (SAP) is evaluated at the end of each academic term based on the student's grade point average (GPA) and the maximum time frame for successful completion of the program.

1. Students who fail to maintain a 2.5 grade point average for any academic term will be placed on academic probation the following term. A student on probation will receive written notification and will be counseled and given assistance, if needed, in order to improve his/her GPA. If the student earns a 2.5 GPA or higher at the end of the probationary period, he/she will be removed from probation, provided the student meets the maximum timeframe requirements in the following section. If the student does not earn a 2.5 GPA or higher at the end of the probationary period, he/she will be terminated from school.
2. The maximum timeframe for completion of each program is 1.5 times the credit hours required to complete the program. The maximum number of credit hours that can be attempted is listed below.

<b><u>Program</u></b>	<b><u>Length of Program in Credit Hours</u></b>	<b><u>Maximum Timeframe in Credit Hours</u></b>
Practical Nurse	61.5	92.25

The maximum time frame is evaluated at the end of each academic term by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted. A student must earn at least 67% of the credit hours attempted toward completion of the program to ensure the program completion within the maximum timeframe.

If the student does not maintain the required 67% completion requirement, the student will be placed on academic probation the following term. At the end of the probation period, if the student earns a 2.5 GPA or higher for the probationary academic term and meets the minimum completion timeframe requirements indicated above, the student will be removed from probation. If the student does not achieve 67% of earned credits attempted at the end of the probationary term, the student will be terminated as a regular student at which time the student will be eligible to apply for extended enrollment status as described in Section 3 below.

3. Students who have been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue their studies at the institution in an extended enrollment status. During this time, the student is not eligible to receive federal financial aid or loans and must attempt to improve the deficient areas that led to the student's dismissal by retaking courses they have failed. The student must receive the approval of the school director to continue in an extended enrollment status. At the completion of the

term, a student who has established satisfactory progress according to the above table may apply to the administration to return to a regular student status and reinstate their eligibility for financial aid. A meeting will be scheduled between the director and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one term.

3. All course work must be completed and passed with a minimum grade of C+ to progress to the next term. A student not passing all classes at the end of the term will be terminated from the program. The student may apply for re-admission at a later date by writing a letter of request to the nursing program director and follow the guidelines under the school re-entry policy.

If a student returns to the program at a later date after withdrawing, the student will be placed on academic probation for one term. If the student does not maintain a 2.5 GPA while on probation, he/she will be terminated from the program and will be ineligible to return.

5. Students who withdraw within the first 50% of class will be awarded a grade of "W." This grade is not calculated into the GPA, but will be considered credits attempted if the student has incurred a financial obligation for the term and will affect the successful course completion percentage. Students who withdraw from class after 50% of class will be given a failing grade. If a student withdraws from school while on probation, the student will be considered as not maintaining satisfactory progress and will not be eligible to return as a regular student. A leave of absence will be treated as a withdrawal for purposes of meeting satisfactory academic progress. A student's last date of physical attendance is used in computing tuition due or refunded, notifying government agencies of termination, and in determining whether grades are issued.

6. A student is required to repeat any course which he/she has received a grade of "E," or has withdrawn from prior to completion. The new grade will replace the original grade for the purpose of the calculation of the cumulative grade point average. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

7. In the event a student receives an incomplete grade at the end of a particular term, the following procedure will be used to determine if the student is maintaining satisfactory progress. Three weeks after the end of the term, all incomplete grades that have not been changed to passing will be converted to failing grades. At that time, the school will determine if the student is maintaining satisfactory progress in accordance with the school's published guidelines. If it is determined that a student is not maintaining satisfactory progress, the student will not be eligible to receive financial aid for any period beyond the term in which the incomplete grade was issued.

8. A student who fails to meet the satisfactory academic progress requirements due to extenuating circumstances outside the control of the student may appeal to the school director.

The appeal must be in writing and provide documentation relevant to the circumstances that had an adverse impact on the student's performance. The student must also explain what has changed to allow the student to meet satisfactory academic progress in the future. The decision of the school director is final and may not be further appealed. If the appeal is granted, the student will be placed on probation in the following term.

### **Additional Satisfactory Academic Progress for Title IV Federal Financial Aid**

The office of financial aid (OFA) must monitor satisfactory academic progress (SAP) for all financial aid recipients. Several types of monitoring that are required include time limit, GPA requirements, and completion rate.

#### **Time Limit**

All students must meet the minimum standards of academic achievement and successful course completion as listed below while enrolled at the institution. The maximum time frame a student must complete a program of study is 1.5 times the standard program length. ***NOTE: The maximum time frame is calculated by dividing cumulative credit hours the student successfully completed by the cumulative credit hours the student has attempted.***

#### **GPA Requirements**

Every student's progress will be evaluated at the end of each term. Students who fail to maintain a 2.5 grade point average (GPA) for any term will be placed on **Financial Aid Warning** for the following term. A student on **Financial Aid Warning** will be counseled, if needed, in order to improve his/her GPA. The student will be eligible to receive financial aid while on **Financial Aid Warning**. If a student earns a 2.5 GPA or higher at the end of the **Financial Aid Warning** period, he/she will be removed from **Financial Aid Warning**, provided the student meets the requirements in the time limit section below. If a student does not earn a 2.5 GPA or higher at the end of the **Financial Aid Warning** period, the student will be ineligible to receive additional federal financial aid funds, and their status will be changed to **Financial Aid Denial** until the 2.5 GPA is obtained, or the student applies for a SAP appeal and the appeal is granted. The SAP appeal process is explained at the end of this document.

#### **Completion Rate**

The maximum timeframe for completion of each program is 1.5 times the credit hours required to complete the program. The maximum number of credit hours that can be attempted is listed below

<b>Program</b>	<b>LENGTH of Program in Credit Hours</b>	<b>Maximum Timeframe in Credit Hours</b>
<b>Practical Nurse</b>	<b>61.5</b>	<b>92.25</b>

The maximum time frame is evaluated at the end of each academic term by dividing the cumulative number of credit hours earned by the cumulative number of credit hours attempted. A student must earn at least 67% of the credit hours attempted toward completion of the program to ensure the program completion within the maximum timeframe. Students who fail to maintain the required 67% completion requirement will be placed on **Financial Aid Warning**. The **Financial Aid Warning** period will extend to the end of the next term. The student will be eligible to receive financial aid while on **Financial Aid Warning**. At the end of the **Financial Aid Warning** period, if the student meets the minimum standards as indicated below, he/she will be removed from **Financial Aid Warning**. Any student who does not meet the minimum standard at the end of the next term will be ineligible to receive additional federal financial aid funds and their status will be changed to **Financial Aid Denial** until the completion rate is brought above the standards of the program length, or the student applies for an (SAP) appeal, and the appeal is granted.

### **SAP Appeal Process**

Students who have faced extraordinary circumstances may appeal the denial of financial aid. Documentation of circumstances is required. Students must explain their failure to meet SAP, what has changed to allow them now to regain SAP and must submit documentation supporting the appeal. Other documentation should be submitted also if relevant to the circumstances, e.g., a physician's letter for medical reasons. Students should be prepared to seek other options if the appeal is not approved. Appeal forms are available from the office of financial aid.