Policy Name:	Satisfactory Academic Progress (SAP) - SCHS
Policy Number:	ADM 2.06
Title of Policy Owner:	Chief Financial Officer
Policy Type:	☐RHEI/Shared Services ☐BSMCON ☒SCHS ☐SOMI
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	2.0
Policy Status:	Approved

I.   Policy

It is the policy of Southside College of Health Sciences (SCHS) to measure and monitor students' academic progress in accordance with the procedures and deadlines set forth in this policy and the requirements of Title IV – Higher Education Act of 1965, as amended (Title IV Regulations).

II.   Purpose

The purpose of this policy is to establish procedures for the measurement and monitoring of students' Satisfactory Academic Progress (SAP) towards the completion of an academic program, in accordance with Title IV Regulations. Students' must meet and maintain SAP requirements, which include both qualitative and quantitative standards, in order to maintain eligibility for Title IV Financial Aid.

III.   Scope

This policy applies to all students who utilize Title IV Financial Aid programs that are administered by SCHS, including Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). SAP requirements related to Title IV Financial Aid eligibility are more stringent than satisfactory academic progress standards for the academic programs. As such, a student may fail to meet SAP for Title IV Financial Aid eligibility and continue in "good standing" according to academic program standards, which are further defined in ACA 2.02 Academic Progression policy.

IV.   Definitions

Academic Plan for Success – a plan developed by the student in conjunction with the appropriate SCHS faculty or administrative staff to improve academic performance by identifying behavioral changes that support academic success and the resources that will aid the student in achieving SAP requirements. The Academic Plan for Success must include the reasons preventing the student from achieving SAP requirements and a clear action plan that will support the student in achievement of SAP requirements.

Credits Attempted – is the number of credits related to a course for which the student remains enrolled after the Add/Drop period has ended, regardless of completion or success within the course.

Credits Earned – is the number of credits related to a course for which the student remained enrolled after the Add/Drop period and completed with a passing grade of "C", "P" or higher.

Cumulative Grade Point Average (GPA) – refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted, as further defined in ACA 3.06 College Grading System.

Financial Aid Appeal – is the process by which students who fail to meet any of the SAP requirements and are placed on Financial Aid Suspension may petition the Financial Aid Office for reconsideration of the students' eligibility to access Title IV Funds.

Financial Aid Probation – is the status assigned to students who have submitted a Financial Aid Appeal and the Student Financial Aid Appeal Committee has rendered a decision to approve the appeal and reinstate the student's Title IV Financial Aid eligibility for one (1) Semester or Term (Module).

Financial Aid Status – is a status assigned with respect to students' eligibility to access Title IV Financial Aid. Financial Aid Statuses include Financial Aid Warning, Financial Aid Suspension and Financial Aid Probation.

Financial Aid Suspension - is the status assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester or Term (Module). Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

Financial Aid Warning – status assigned to a student who does not achieve a cumulative GPA of 2.0 in all coursework or does not complete 67% of all Attempted Credits for a time period not to exceed one Semester or Term (Module).

Maximum Time Frame – is the measurement of maximum time, measured in credit hours (credits) that cannot exceed 150% of the published program length. SCHS' Maximum Time Frame by program is as follows: Nursing (curriculum effective Fall 2023) 103 credits (69 credits * 150%), Nursing (curriculum effective prior to Fall 2023) 108 credits (72 credits * 150%), Radiologic Technology124 credits (83 credits * 150%) and Diagnostic Medical Imaging 100 credits (67 credits * 150%).

Semester - is the standard measurement used to group weeks of instructional time in the academic year. Specific to the Nursing (curriculum prior to Fall 2023), Radiologic Technology (RAD), and Diagnostic Medical Sonography (DMS) programs, Semester is a period of enrollment and includes fall (16 weeks), spring (16 weeks), and summer (15 weeks). For Title IV purposes, a Semester also denotes a Payment Period.

Student Financial Aid Appeal Committee – is the committee tasked with reviewing and rendering a decision on a student's Financial Aid Appeal. The committee is comprised of no less than three (3) SCHS associates, of which no less than two (2) must be SCHS Financial Aid Office associates. The remaining associate(s) is selected by the Director of Financial Aid.

Term (Module) – Specific to the Nursing curriculum effective Fall 2023, a Term (or Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, a Term (or Module) also denotes a Payment Period.

Title IV Financial Aid – is Federal Financial Aid authorized by Title IV of the Higher Education Act of 1965, as amended. Title IV Financial Aid programs that SCHS participates in includes Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS).

V.   **Policy Details**

A.   Designation of a Responsible Party

The Chief Financial Officer is responsible for monitoring compliance with the requirements of this policy and applicable Title IV Regulations.

B.   SAP Requirements

SAP is calculated within SCHS' Student Information System (SIS) consistently for all students for all periods of enrollment at the end of every Semester or Term (Module), for every payment period. SAP measures academic progress towards the completion of the academic program in qualitative and quantitative components. The inclusion or exclusion of certain course work and grades for the purpose of calculating SAP is outlined in Section C. Students who fail to meet SAP requirements are subject to Financial Aid Statuses indicative of Title IV Financial Aid eligibility, as described in Section D.

a. Qualitative Progress – Cumulative Minimum GPA

Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a "C".

b. Quantitative Progress (Maximum Time Frame) – Students are required to complete their academic program within a reasonable time frame based upon the published program length.

- Maximum Time Frame – Students must complete the academic program within 150% of the published program length, as measured in credit hours. SCHS' Maximum Time Frame by program is listed in the table below. The Maximum Time Frame allowable is reached upon the maximum Credits Attempted or when it becomes mathematically impossible to complete the program within 150% of the Maximum Time Frame, whichever is sooner.

	Total Program Credit Hours	X 150%	Maximum Time Frame (as measured in Credit Hours)
Nursing (curriculum effective Fall 2023)	69 credits	150%	103 credits
Nursing (curriculum effective prior to Fall 2023)	72 credits	150%	108 credits
Radiation Science	83 credits	150%	124 credits
Diagnostic Medical Imaging	67 credits	150%	100 credits

- Pace of Completion – represents the rate of progress (pace) at which students must advance through their academic program to ensure program completion within the Maximum Time Frame. Students must maintain a percentage of no less than 67% when dividing cumulative Credits Earned by cumulative Credits Attempted during all terms of enrollment. For the purposes of calculating SAP, all Credits Attempted are included, regardless of Title IV Financial Aid utilization during the term of enrollment.

C.   Impacts to SAP Calculation

For purposes of calculating SAP, the following table identifies how certain credits, course work and/or grade impacts the students' Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as listed in Section VII should be referenced in conjunction with the table below. If a grade change is effectuated within the SIS after the SAP calculation is performed for the applicable Semester or Term (Module), SAP will be recalculated.

SAP Impact	GPA	Credits Earned	Credits Attempted
Transfer Credit	Not included	Included	Included
Incomplete Grade ("I")	Not included*	Not included*	Included
Failing Grades ("D" or "F")	Included	Not included	Included
Other Non-Punitive Grades ("W", "WA")	Not included	Not included	Included
Repeated/Remedial Course Work	Included	Included**	Included
Proficiency Credit (NLN, CLEP, etc.)	Not included	Included	Included
Non-Credit Course Work (audit)	Not included	Not included	Not included
Readmission	Included	Included	Included

*Not included until completion grade is received. Then SAP is recalculated.
**Included upon receiving a grade of "C" or better.

D.   Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Quantitative or Qualitative Progress, will be notified electronically via the SIS, in accordance

with ADM 1.12 Student Communication policy. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

a. Financial Aid Statuses

- Financial Aid Warning – is assigned to students who fail to meet SAP requirements upon completion of a Semester or Term (Module) for the subsequent Semester or Term (Module), not to exceed one term of enrollment. Students placed on Financial Aid Warning will continue to be eligible for Title IV Financial Aid during this one (1) Semester or Term (Module).

- Financial Aid Suspension – is assigned to students who have been placed on Financial Aid Warning and fail to meet SAP requirements in the subsequent Semester or Term (Module), thus failure to meet SAP requirements for two (2) consecutive terms of enrollment. Students placed on Financial Aid Suspension are no longer eligible to receive Title IV Financial Aid. However, students regain Title IV Financial Aid eligibility once SAP requirements are achieved.

- Financial Aid Probation – is assigned to students who have submitted a Financial Aid Appeal and the Student Financial Aid Appeal Committee has rendered a decision to approve the appeal and reinstate the student's Title IV Financial Aid eligibility for one (1) Semester or Term (Module), as further described in Section E.

E. Financial Aid Appeal

Students who are placed on Financial Aid Suspension due to failure to meet SAP requirements and who have extenuating circumstances affecting their ability to meet such requirements may appeal their Financial Aid Status one (1) time during the Semester or Term (Module) in which the student is (or remains) on Financial Aid Suspension.

A completed Financial Aid Appeal Form must be submitted to the Director of Financial within five (5) calendar days of communication to the student of Financial Aid Suspension status. Relevant documentation including, but not limited to, description of the extenuating circumstance (such as death, serious illness or injury, medical issue, or other special circumstance), reason(s) preventing the student from achieving SAP requirements, mechanisms in place that allow achievement of SAP requirements at the next calculation and an Academic Plan for Success must be submitted with the Financial Aid Appeal Form.

Within fifteen (15) calendar days of receipt of the Financial Aid Appeal Form, the Director of Financial Aid will schedule and conduct the Student Financial Aid Appeal Committee hearing. During the hearing, the Committee will review

documentation submitted with the appeal and all information contained in the student's file. Based on this information, the Student Financial Aid Appeal Committee will render a decision within five (5) calendar days to approve or deny the student's request for Title IV Financial Aid reinstatement for one (1) Semester or Term (Module). Regardless of decision rendered, students will be notified within five (5) calendar days of the Student Financial Aid Appeal Committee's decision in writing electronically via the SIS including the students Financial Aid Status and any impact to Title IV Financial Aid eligibility. Students are limited to submitting one (1) Financial Aid Appeal per Semester or Term (Module). Once a decision is rendered for that Semester or Term (Module), it is deemed final without further appeal.

<u>Student Financial Aid Appeal Committee Decisions</u>

- Appeal Denied – If the Financial Aid Appeal is denied, the student remains on Financial Aid Suspension and is not eligible to receive Title IV Financial Aid until SAP requirements are achieved.

- Appeal Approved – If the Financial Aid Appeal is approved, the student is placed on Financial Aid Probation status and is eligible to receive Title IV Financial Aid for the remainder of the Semester or Term (Module). Upon completion of the Semester or Term (Module), the student must meet SAP requirements to be eligible to receive Title IV Financial Aid. If, upon completion of the Semester or Term (Module), the student does not meet SAP requirements, the student is placed on Financial Aid Suspension until SAP requirements are met or a successful Financial Aid Appeal decision is rendered.

VI.   Attachments

None

VII.   Related Policies

ACA 2.02 Academic Progression
ACA 3.06 College Grading System
ADM 1.12 Student Communication
ADM 3.10 Transfer Credit

VIII.   Disclaimers

Nothing in this policy creates a contractual relationship between Southside College of Health Science (SCHS) and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX.   Version Control

Bon Secours
Southside College of Health Sciences

Version	Date	Description	Prepared by
1.0	08/01/2021	New template. General revisions	Dean of Finance
2.0	08/01/2023	New template. Updates for Term (Module)	Chief Financial Officer