

Policy Title	Satisfactory Academic Progress
Policy Number:	ADM 2.06
Department:	SCHS
Functional Area:	Finance
Contributing Department	
Approved by:	RHEI Leadership Team
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Section	ADM 2

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. 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).

III. 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.

IV. Scope

This policy applies to all students who utilize Title IV Financial Aid programs that are administered by SCHS, including Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), 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.

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	69 credits	150%	103 credits
Radiologic Technology	83 credits	150%	124 credits
Diagnostic Medical Sonography	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 impact the students' Cumulative GPA (Qualitative Progress) and Maximum Time Frame (Quantitative Progress). Related policies as listed in Section VIII 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**

It 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 (1) 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**

It 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**

It 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 Aid 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 students' 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.

Student Financial Aid Appeal Committee Decisions

- **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. Definitions

Academic Plan for Success

It is a plan developed by the student in conjunction with the Center for Student Success 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.

Add Drop Period

Is the period of time, generally measured as the start of each Semester or Term (Module) through 11:59 p.m. on the tenth (10th) calendar day of each Semester or Term (Module) which students have the capability to add, or drop, course(s) from enrollment without financial penalty.

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

It 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

Is the 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 103 credits (69 credits * 150%), Radiologic Technology 124 credits (83 credits * 150%) and Diagnostic Medical Sonography 100 credits (67 credits * 150%).

Payment Period

Is a Semester or Term (Module); that is the standard measurement of time in higher education used to group weeks of instructional time in the academic year. Specific to the Radiologic Technology and Diagnostic Medical Sonography programs, a Semester denotes a Payment Period. For Nursing, a Term (Module) denotes a Payment Period.

Semester

Is the standard measurement used to group weeks of instructional time in the academic year. Specific to the Radiologic Technology and Diagnostic Medical Sonography 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

The committee is 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 Nursing, a Term (Module) is an eight (8) week period of enrollment and instructional time. For Title IV purposes, Term (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 include Federal Pell Grant, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans (Subsidized, Unsubsidized and Parent PLUS).

VII. Attachments

N/A

VIII. Related Policies and Procedures

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

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), 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.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	8/1/2021	N/A	New template. General revisions	N/A	Dean of Finance

2.0	8/1/2023	N/A	New template. Updates for Term (Module)	1.0	CFO
3.0	8/1/2024	N/A	Removed Nursing (curriculum prior to Fall 2023). Updated program name.	2.0	CFO
4.0	5/2/2024	N/A	Removed (curriculum effective Fall 2023). Minor formatting changes	3.0	CFO
5.0	5/15/2025	5/15/2026	Revisions	4.0	CFO
6.0	5/15/2026	5/15/2028	Update for FWS & FSEOG programs.	5.0	CFO
1	5/15/2026	5/15/2028	Version Changed – BSMH Template Adopted	5.0	CFO

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.

