



Title: Satisfactory Academic Progress	Policy No.: ADM 3.34	Date: 2/27/2007 Rev.: 7/6/11
Areas Affected: All BSMCON Faculty & Students		Page 1 of 4

**POLICY STATEMENT:**

Satisfactory academic progress (SAP) of students will be monitored as mandated in federal regulations.

**POLICY:**

Satisfactory academic progress must be maintained by all students whether they receive financial aid or not. There are three measures for SAP:

- **Cumulative Grade Point Average (GPA):**

In order to meet the qualitative standard for SAP, students must maintain, every semester, a minimum cumulative GPA of 2.0 on a scale of 4.0, C, or its equivalent, or have academic standing consistent with graduation. No nursing or pathopharmacology course may be repeated more than once. A second failure of any nursing or pathopharmacology course will result in dismissal from the program and cancellation of eligibility for financial aid.

Students who do not meet the cumulative GPA standard for two consecutive semesters will be dismissed. A student not meeting the cumulative GPA standard may appeal the dismissal.

- **Percentage of Attempted Courses Completed (Pace):**

The student must complete 67% of all credits attempted (cumulative). Should the student not achieve 67%, they will then be placed on academic probation for one semester. Should the student not raise the cumulative GPA credits attempted above 67% at the end of the probation period, they will be dismissed.

- **Maximum Standard Number of Credits for Program Completion:**

Complete all academic requirements within 150% of the published length of the program.

Transfer credits accepted towards completion of student's program and all credits attempted while enrolled at the College will count toward the 150% of the standard program length. Students who complete the program within the maximum standard number of credits will receive a diploma. In no case can a student exceed one and one-half times the standard number of credits as defined by the College either as a regular student or in an extended enrollment status (granted at the discretion of the College) and receive the original academic credential for which he or she enrolled. In situations that exceed the maximum standard number of credits, students will be awarded a Certificate of Completion instead of the original academic credential for that program. Additionally, once a student exceeds 150% of the standard program credits, the student is ineligible for financial aid.

Reference Policy # \_\_\_\_\_

<b>Approved by:</b>		
_____	<u>AD of Student Services</u>	_____
_____	<u>Provost/VP</u>	_____
Signature	Title	Date
<b>Approval History:</b>		
Committees and Dates:		
Dir. of Registration & Enrollment: 6/11		
Policy Committee – 7/6/11		
Key words: Academic Progress		

PROGRAM	Standard Program Credits # of Credits w/o Transfer Credits	Maximum Program Credits (150% of Standard)
Diploma	110	165
BSN & RN to BSN	124	186

- **Changing Programs within the College:**

At this time, the College is phasing out the Registered Nurse Diploma Program and will offer the BSN Program and the RN to BSN Program. Students currently enrolled in the Registered Nurse Diploma Program are not eligible to change (transfer) to the BSN Program. BSN students are not eligible to change (transfer) to the RN to BSN Program. RN Diploma Program students must graduate from the program and apply for acceptance into the RN to BSN Program and meet all the admission standards of the RN to BSN Program.

RN Diploma students accepted into the RN to BSN Program will ONLY have transfer credits accepted towards the completion of the RN to BSN Program. All credits attempted from the period of enrollment in the RN to BSN Program will be considered in the calculation of attempted credits, % of attempted credits completed, and maximum allowable credits for program completion.

- **Title IV Financial Aid Eligibility:**

To be eligible for federal, state, and institutional aid programs, a student must meet SAP policy standards, regardless of whether the student has received financial aid previously. Violation of any one of the three measures of SAP (> 2.0 cumulative GPA, completion of 67% of credits attempted and not more than 150% of allowable credits) will result in loss of financial aid eligibility. These standards represent minimum performance requirements based on federal statutes and regulations and do not necessarily coincide with academic program requirements. SAP standards apply to all students including those who wish to establish or maintain financial aid eligibility. These standards apply to a student's entire academic record at the College, whether or not financial aid was received for prior terms of enrollment. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs.

SAP is verified at the end of every semester. Students are notified in writing by the Office of Financial Aid when they do not meet SAP and lose their financial aid eligibility. A student who has lost his/her financial aid eligibility will have his/her financial aid eligibility reinstated for the following semester if he/she makes SAP at the end of his/her current enrolled semester.

- **SAP Appeal Process:**

A student who is placed on academic probation, academic warning, or dismissed for failure to maintain SAP may appeal the action through the following process:

Academic Appeal: See Grade Review (ADM 1.41)

- **Financial Aid Appeal:**

The financial aid appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration, e.g., death in the immediate family (father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister), illness of the student, etc. The financial aid appeal with supporting documentation is sent to the Director of Financial Aid, who will review the written records, collect other information as necessary, and issue the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals will not be reviewed until all the information requested has been received.

If the student's financial aid appeal is approved, a status of "Financial Aid Probation" is assigned. The student's financial aid will be reinstated for one semester and the student will be considered making satisfactory academic progress during that period. If the student at the end of the semester does not meet the standards of SAP the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

If the approval of the financial aid appeal is contingent upon the student meeting with the Director of Student Success to develop an "Academic Plan" to re-establish SAP, the student will have ten (10) working days from being notified of require action, to submit a copy of the "Academic Plan" to the Director of Financial Aid. Failure to submit "Academic Plan" to the Director of Financial Aid will result in the student not being eligible for financial aid until SAP standards are met. The student may not appeal this decision.

An "Academic Plan" will ensure the student will be able to meet SAP standards by a specific point in time. As long as the student is successfully following and meeting the requirements of his/her "Academic Plan," the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her "Academic Plan" period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met. The student may not appeal this decision.

**ACADEMIC PROBATION:** A cumulative GPA of 2.0 or higher in all coursework is required for progression to the next level of the curriculum and to graduate. A student with a cumulative GPA < 2.0 in all nursing and non-nursing courses may continue course work within their current level of curriculum or in courses without prerequisites but will be placed on ACADEMIC PROBATION for a period not to exceed one semester. If a cumulative GPA of  $\geq 2.0$  is not achieved by the end of the probation period, the student is academically dismissed and must withdraw from the College. A probation period is defined as one semester (fall, spring, or summer). Students on Academic Probation are NOT eligible for financial aid unless an APPEAL has been approved.

**ACADEMIC WARNING:** Students who are being readmitted may have a GPA of less than 2.0 while they repeat a course, but must bring the GPA up to at least 2.0 by the end of the second semester in which they return. Students are considered to be on Academic Warning for these two consecutive semesters unless a GPA  $\geq 2.0$  is achieved by the end of the first semester, placing the student in good academic standing. Students on academic warning are NOT eligible for financial aid unless an APPEAL has been approved.

**DEFAULT ON PAYMENT:** All financial obligations are met prior to the start of registration of courses for the next semester. A student who defaults on payment is not eligible to register for the next semester.

**INCOMPLETE GRADES:** Courses receiving a grade of Incomplete are counted in the student's attempted credits. However, these courses cannot be counted in a student's earned credits until the student has received a completion grade. If a student fails to meet the satisfactory progress standard for % of attempted courses completed due to an incomplete grade for a course, the recording of a successful completion grade within a semester which brings a student's % of attempted courses completed up to the SAP standard will restore financial aid eligibility for the current semester.

**NON-CREDIT COURSEWORK:** Only courses approved for the curriculum are recorded on the academic record, are used to evaluate SAP, and are used to determine financial aid.

**OTHER NON-PUNITIVE AND FAILING GRADES:** All courses receiving grades of In Progress (IP), Withdrawn (W), Withdrawn Failing (WF), Withdrawn Passing (WP), and Failing (F) are considered NOT earned course credits. These grades/credits will be considered in the calculation of attempted credits, % of attempted courses completed, and meeting SAP requirements.

**READMITTED STUDENTS:** All prior College credit hours attempted and GPA will be used in determining all readmitted students' SAP.

**REMEDIAL COURSEWORK:** Remedial coursework will be counted in determining financial aid eligibility, enrollment status, and is considered in the calculation of attempted credits, % of attempted credits completed, and maximum allowable credits for program completion. Remedial coursework completed will not count toward a student's GPA. Students will be limited to no more than thirty (30) remedial credits for financial aid eligibility.

**REPEATED COURSES:** Both the original and the repeated course grade will be considered in the calculation of GPA, attempted credits, % of attempted credits completed, and meeting SAP requirements.

**TRANSFER CREDITS:** Transfer credits completed prior to enrollment will not count toward a student's GPA. Only courses taken while enrolled at the College will count toward a student's GPA. Transfer credits accepted towards completion of student's program will count as both credit hours attempted and credit hours completed and will be considered in the calculation of % of attempted credits completed, maximum allowable credits for program completion, and meeting SAP requirements.

**COURSE WITHDRAWAL:** If a student withdraws from a course either voluntarily or involuntarily, the credit hours attempted for that course will be considered in the calculation of attempted credits, % of attempted credits completed, and maximum allowable credits for program completion.

**WITHDRAWAL FROM THE COLLEGE:** If a student withdraws from the College either voluntarily or involuntarily, the student must re-apply to the College and meet the standards for readmission.

**SOURCE:**

34 Code of Federal Regulations 668.34

Federal, state, private, and College aid programs include but are not limited to: Federal Pell Grant, Federal Subsidized and Unsubsidized Stafford Loans, Federal PLUS Loan (Parent Loan for Undergraduate Students), Veterans Educational Benefits, National Guard Educational Benefits, Lettie Pate Whitehead Scholarship, St. Luke's Scholarship, The Modlin Scholarship, and the Mary Marshall Nursing Scholarship.