COLLEGE
CATALOG
2016
2017

ADDENDUM
September 26, 2016

Bon Secours
Memorial College of Nursing

verification of attendance

All students are required to verify attendance each semester in which they are enrolled. Students will be notified by email with instructions and when to start this process. Students are required to self-certify their attendance using the College's student information system CampusNexus (formerly SONISWeb). Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. The student certification does not preclude instructors from taking class attendance.

BSMCON identifies the last date of attendance for both on-ground and online students in order to be in compliance with federal reporting requirements, determine refunds, etc. At the end of drop/add each semester, if a student has not attended or had academic engagement, the Registrar will be notified. After the student has been absent 14 consecutive days, the Registrar will begin the withdrawal process. Please review the full policy (ADM 2.08) online for dates and deadlines.

academic status and satisfactory academic progress

Academic status, financial aid status, and satisfactory academic progress (SAP) of students is monitored as mandated in federal regulations. Satisfactory Academic Progress policies and procedures exist to measure the academic progress of students in meeting their degree requirements in a timely manner.

ACADEMIC STATUS
Good Academic Standing
A student who is enrolled at the College is in "good academic standing" until such time as the student is placed on academic warning, probation, or is academically dismissed. Students should consult their program of study regarding specific adademic standards constituting good standing in the program (Policy NUR 2.02). Students must be in good academic standing and have a minimum cumulative grade point average of 2.0 in order to be eligible to graduate from the College.

Academic Warning
Students who 1) do not achieve a cumulative GPA of 2.0 in all coursework, or,
2) do not complete 67% of all attempted credits are placed on Academic Warning for a period not to exceed one semester.

Readmitted students potentially may not have a cumulative GPA of 2.0, or, may not have completed 67% of all attempted credits upon their return. A readmitted student who does not meet these SAP standards will return on academic warning.

Students on Academic Warning are strongly encouraged to contact the Office of Student Success to develop an academic plan for success. It is the student's responsibility to ensure his/her academic success. Students on Academic Warning and who are receiving financial aid will be placed on Financial Aid Warning.

Academic Probation
Students who fail to return to good standing at the end of the warning period are placed on Academic Probation for a peroid not to exceed one semester (fall, spring, summer).

Students on Academic Probation are strongly encouraged to contact the Office of Student Success. It is the student's responsibility to ensure his/her academic success. Students on Academic Probation are not eligible for financial aid unless a Financial Aid SAP Appeal has been approved.

Dismissal

Students who fail to return to good standing at the end of the probation period are academically dismissed, and must resign from the College. Students may also be dismissed for administrative reasons.

Students are notified in writing by the Office of the Registrar when there is any change in academic status.

Appeals

Students have the right to appeal all academic and administrative decisions, per policy guidelines. See policy ADM 1.06 Student Appeal of Academic and Administrative Decision.

Readmission

See Policy ADM 2.04 for information about readmission.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress must be maintained by all students whether they receive financial aid or not. Meeting SAP ensures students complete their degree in a timely manner. The College calculates satisfactory academic progress each semester.

The College measures progress according to the U.S Department of Education guidelines. There are three measures for SAP:

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

In order to meet the qualitative standard for SAP, students must maintain a minimum cumulative GPA of 2.0.

- **Percentage of Attempted Courses Completed: (PACE)** (Quantitative Measure)

Students must successfully complete at least two-thirds (67%) of all attempted credits (cumulative), including transfer credits.

- **Maximum Credits for Program Completion: (Time Frame)**

Students may not exceed 150% of the credits necessary for a degree, see table 1. Federal regulations limit financial aid eligibility to 150% of the credits necessary for a degree. Students who have attempted 125% of the credits necessary for their degree will be notified that they are approaching the maximum time frame and are in jeopardy of losing their financial aid. Once a student has attempted the maximum number of credits, eligibility for federal financial aid will end.

Table 1

BSN Program	Standard Program Credits (100%)	(125% of Standard)	Maximum Program Credits (150% of Standard)
Pre- and Post-Licensure	124	155	186

Table 2 - Pre-Licensure

Term	Credits Attempted	Required Minimum GPA	Time Frame
Year 1	32 credits	Admission GPA for track	25%
Year 2	62 credits	2.00	50%
Year 3	93 credits	2.00	75%
Year 4	124 credits	2.00	100%
Year 5	155 credits	2.00	125%
Year 6	186 credits	2.00	150% (maximum)

Table 3 - Post-Licensure

Term	Credits Attempted	Required Minimum GPA	Time Frame
Year 1	48 credits	2.00	50%
Year 2	124 credits	2.00	100%
Year 3	144 credits	2.00	125%
Year 4	186 credits	2.00	150% (maximum)

SAP is verified at the end of each semester. Students receiving financial aid must maintain SAP toward their degrees in order to remain eligible for scholarships and financial aid programs. Failure to maintain SAP will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and College aid programs. Recipients of financial aid are notified in writing by the Office of Financial Aid when SAP changes their financial aid status.

The minimum percentage of work that a student must successfully complete at the end of each semester in order to complete the education program within the maximum time frame previously defined in this policy may be attained by following the sample curriculum guide for their program of study.

At the discretion of the College, a student may be placed in an extended enrollment status and may receive the original academic credential for which he or she enrolled provided there are no additional financial obligations to the College and the requirements to graduate are met.

DEFINITIONS:

Academic Plan for Success: The student, in conjunction with the Office of Student Success, will develop a plan for improving his/her academic performance and identify support resources that will aid the student in achieving good academic standing/SAP.

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 percentage of attempted courses completed standard due to an incomplete grade, and, the subsequent recording of a final grade within a semester brings the student into compliance with that SAP standard, financial aid eligibility will be restored 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 Failing (F), Incomplete (I), Withdrawn (W), Administrative Withdrawal (WA), Withdrawal – Satisfactory Progress (WS), Withdrawal Unsatisfactory Progress (WU), and Audit (AU) are considered NOT earned course credits. These credits are considered in the calculation of attempted credits, percentage of attempted courses completed, the maximum allowable credits for program completion and meeting SAP requirements. These credits, with the exception of an F grade, are not used in the calculation of GPA.

Proficiency Credit: Transfer credit may be awarded for successfully completed College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) examinations that cover material that is part of the College curriculum. Students may receive transfer credit for CLEP exams while enrolled. Post-licensure students may receive transfer credit for National League for Nursing (NLN) proficiency testing.

Readmitted Students: All prior College credit hours attempted and GPA will be used in determining a readmitted student's SAP.

Remedial Coursework: Approved remedial coursework will be counted in determining financial aid eligibility, enrollment status, and is considered in the calculation of attempted credits, percentage of attempted credits completed, and maximum allowable credits for program completion. Students who have not tested into remedial coursework but fail a course may take a remedial course after consultation with the Office of Student Success and approval by the Dean of the Program. Students will be limited to no more than thirty (30) remedial credits for financial aid eligibility.

Repeated Courses: A student who receives less than a "C" in a course must repeat the course to meet curriculum requirements. A course may be repeated only once. A student may also be granted a single repeat of a passed required course that a grade lower than an "A" was received, with appropriate approval. Both the original and the repeated course grade will be considered in the calculation of GPA, attempted credits, percentage of attempted credits completed, and meeting SAP requirements. Refer to program specific policy for additional requirements related to failure and repetition of course work.

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

FINANCIAL AID STATUS

Financial Aid Good Standing

A student who is receiving financial aid at the College is in "financial aid good standing" until such time as the student fails to meet SAP standards and is placed on financial aid warning, financial aid probation, Financial Aid Termination or is academically dismissed.

Financial Aid Warning Status

Students on Academic Warning receiving financial aid will be automatically placed in a Financial Aid Warning Status for one (1) semester and are expected to meet SAP requirements by the end of that semester. Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and will be place on Financial Aid Termination. However, with a successful Financial Aid SAP appeal, those students will be placed on Financial Aid Probation and will retain financial aid eligibility.

Financial Aid Probation

Students who have successfully appealed the loss of their financial aid will be placed on Financial Aid Probation. Students on financial aid probation are eligible to receive financial aid for one (1) semester, after which they MUST be meeting all of the satisfactory academic progress standard or the requirements of an academic progress plan that was pre-approved by the by the Office of Student Success.

Financial Aid Termination

Students in any of the below categories will be placed on Financial Aid Termination status and are no longer eligible for financial aid until SAP standards are met. Students may not appeal this status.

1. Students who are unsuccessful in meeting the SAP standards and choose not to submit a financial aid appeal.
2. Students who have NOT met SAP standards after being placed on Financial Aid Probation for one (1) semester or completion of their "Academic Plan for Success."
3. Students who reach the maximum credits for program completion. Federal regulations limit financial aid eligibility to 150% of the credits necessary for a degree.

FINANCIAL AID APPEAL PROCESS:

Financial Aid Appeal: Personal statement and supporting documentation asking for financial aid to be reinstated based on an extenuating circumstance that prevented the student from meeting Satisfactory Academic Progress. Appeals that are approved will allow a student a probationary semester (Student Status – Financial Aid Probation) and require that the student sign an "Academic Plan for Success."

Students who fail to meet satisfactory academic progress requirements at the end of the financial aid warning status semester will lose their eligibility for financial aid and must submit a Financial Aid Appeal and an "Academic Plan for Success" to the Office of Financial Aid for consideration of reinstatement for one (1) semester, after which they must be meeting all of the satisfactory academic progress standard or the requirements of an "Academic Plan for Success" that was pre-approved by the by the Office of Student Success.

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 and supporting documentation is sent to the Director of Financial Aid, who reviews the written records, collects other information as necessary, and issues the final determination within ten (10) working days from the receipt date of the original request. Financial aid appeals are not reviewed until all the information requested has been received.

Students must meet with the Office of Student Success to develop an "Academic Plan for Success" to re-establish SAP, the student will have ten (10) business days from being notified of the required action, to submit a copy of the "Academic Plan for Success" to the Director of Financial Aid. It is the student's responsibility to initiate contact with the Office of Student Success to begin the process. Failure to submit "Academic Plan for Success" 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 for Success" will support the student in his/her effort to meet SAP standards by a specific point in time. As long as the student is successfully following the requirements of his/her "Academic Plan for Success," the student is considered meeting SAP and continues to be eligible for financial aid. If, at the end of his/her "Academic Plan for Success" period, the student does not meet the standards of SAP, the student is no longer eligible for financial aid until SAP standards are met and the student is assigned a status of Financial Aid Termination. The student may not appeal this decision.

If the student does not meet SAP standards at the end of the semester or meeting all the requirements of the "Academic Plan for Success" that was pre-approved by the by the Office of Student Success., the student is no longer eligible for financial aid until SAP standards are met and will be assigned a status of Financial Aid Termination. The student may not appeal this decision.

FINANCIAL AID REINSTATEMENT

Students assigned a status of Financial Aid Termination will have their financial aid eligibility reinstated for the following semester if they make SAP at the end of their current enrolled semester.

SOURCE:

34 CFR § 668.34 –Satisfactory academic progress, N.P., e-CFR Data as of January 27, 2015, http://www.ecfr.gov/cgi-bin/text-idx?SID=4915fe2cb9ff9deaf964c6a941d46a5a&node=pt34.3.668&rgn=div5#se34.3.668_134

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