



Bon Secours Health System, Inc.
Richmond Region
Memorial Regional Medical Center

Policy / Procedure
Policy Manual: Administrative

Title: FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS	Policy No:	Date: 02/27/2007 Rev.:
---	------------	---------------------------

Areas Affected: All Areas	Page 1 of 2
---------------------------	-------------

POLICY STATEMENT: FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal regulations require the Office of Financial Aid to monitor the academic progress of all students toward the completion of a degree. This monitoring process is called **Satisfactory Academic Progress (SAP)**. Academic progress is evaluated using three factors: 1. Qualitative Standard (grade point average), 2. Quantitative Standard (percentage of attempted courses completed), and 3. Time Frame Standard (maximum credits of eligibility in which to complete a program). Failure to maintain Satisfactory Academic Progress will result in cancellation of eligibility to receive funds from federal (Title IV), state, private, and Bon Secours Memorial School of Nursing aid programs*.

Satisfactory Academic Progress (SAP) is evaluated at the end of the spring semester every academic year.

Bon Secours Memorial School of Nursing Students are required to:

- 1. Qualitative Standard (grade point average)

In order to meet the qualitative standard for SAP, students must maintain a 2.00 cumulative (overall) grade point average with no clinical nursing course repeated more than once. Failure of any two clinical nursing courses in the program results in dismissal from the program and cancellation of eligibility for financial aid.
- 2. Quantitative Standard (percentage of attempted courses completed)
 - a. A student must receive passing grades in a minimum of 67% of all attempted courses (attempted courses refer to courses for which payment is made and not fully refunded).
 - b. Courses receiving grades of IP, W, WF, WP, F, and I are not considered completed hours.
 - c. Adult, continuing education (CEU), and non-credit courses are not eligible for financial aid and are not considered in the evaluation of SAP.
- 3. Time Frame Standard (maximum credits of eligibility in which to complete a program)

Complete all degree requirements within 150% of the published length of the program (12 semesters).

APPEAL PROCESS

Students who had extenuating circumstances which resulted in failure to maintain Satisfactory Academic Progress may appeal the cancellation by **submitting a Satisfactory Academic Progress Appeal Form and attach third party documentation**, as appropriate to the BSMSON Office of Financial Aid for presentation to the Financial Aid Review Committee.

The Financial Aid Review Committee meets on an at need basis. Appeal cases are reviewed and decisions made within 10 to 15 business days after receipt. Students are notified in writing of the outcome of their appeals.

* Federal, state, private, and Bon Secours Memorial School of Nursing 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, Bon Secours Memorial Student Loan, Lettie Pate Whitehead Scholarship, St. Luke's Scholarship, The Modlin Scholarship, and the Mary Marshall Nursing Scholarship.
