

Title: Satisfactory Academic Progress

Policy
No.: ADM 3.34

Date: 2/27/2007
Rev.: 10/19/09

Areas Affected: All BSMSON Faculty

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SATISFACTORY ACADEMIC PROGRESS

PURPOSE:

To monitor satisfactory academic progress (SAP) of students using quantitative and qualitative measures as mandated in federal regulations.

SOURCE:

34 Code of Federal Regulations §§ 668.16(e), 668.32(f), 668.34

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 course may be repeated more than once. Failure of any two nursing courses in the program results 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. (See SAP Appeal Process)

- **Percentage of attempted courses completed**

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 allowable credits for program completion** (Total program credits minus transfer credits multiplied by 150%)

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

Reference Policy # _____

Approved by:

Dean _____
CEO _____

Signature

Title

Date

Approval History:

Committees and Dates:

Office of Financial Aid – 10/09

Faculty Organization –

Faculty Forum –

All credits attempted while enrolled at Bon Secours Memorial School of Nursing count toward the 150% of the standard program length. Students who complete the program within the maximum time frame 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 School either as a regular student or in an extended enrollment status (granted at the discretion of the School) and receive the original academic credential for which he or she enrolled. In situations that exceed the maximum time frame, students will be awarded a Certificate of Completion instead of the original academic credential of a diploma. Additionally, once a student exceeds 150% of the standard program credits, the student is ineligible for financial aid.

PROGRAM – Registered Nurse	Standard Program Credits	Maximum Program Credits (150% of Standard)
# of Credits w/o Transfer credits	110	165
# of Credits w/ max. General Education Transfer credits	66	99

SAP is evaluated at the end of every semester.

ACADEMIC PROBATION:

A cumulative GPA of 2.0 or higher in all nursing and non-nursing courses 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 ≥ 2.0 is not achieved by the end of the probation period, the student is academically dismissed and must withdraw from the program. 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 by the Admission/Progression/Graduation (APG) Committee (SEE SAP APPEAL PROCESS).

REPEATED COURSES:

Both the original and the repeated course grade are used to calculate credit hours attempted, GPA, and SAP.

TRANSFER CREDITS:

Transfer credits completed prior to enrollment will neither count toward a student's GPA nor will be used to determine SAP. Only courses taken while enrolled at Bon Secours Memorial School of Nursing will count toward a student's GPA and will be used to determine 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 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.

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.

REMEDIAL COURSEWORK:

Remedial coursework completed will not count toward a student's GPA and will not be used to determine SAP.

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.

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.

WITHDRAWAL:

If a student withdraws from a course either voluntarily or involuntarily, the credit hours attempted for that course will be included in the calculation used to determine the maximum credits for program completion.

If a student withdraws from the school either voluntarily or involuntarily, the student must meet the standards for readmission. All prior Bon Secours Memorial School of Nursing credit hours attempted and GPA will be used in determining all readmitted students' SAP.

CHANGING PROGRAMS WITHIN THE SCHOOL:

At this time, Bon Secours Memorial School of Nursing offers only one program – Registered Nurse Diploma Program.

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 Bon Secours Memorial School of Nursing, 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 Bon Secours Memorial School of Nursing 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 probation or dismissed for failure to maintain SAP may appeal the action through the following process:

The appeal must be submitted in writing and describe any mitigating circumstances the student feels deserve further consideration (e.g., death in the family, illness of the student, etc.) The appeal is sent to the Assistant Dean for Student Services who presents to the APG (Admission, Progression and Graduation) Committee 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. The APG Committee will not review appeals until all the information requested has been received.

If the APG Committee grants a student's appeal, the student will be placed on academic probation for one semester and will be considered making satisfactory academic progress during that period.

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, Lettie Pate Whitehead Scholarship, St. Luke's Scholarship, The Modlin Scholarship, and the Mary Marshall Nursing Scholarship.

SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

Student Name: _____

SONIS ID _____

Address: _____

Phone: _____

Please summarize the special or unusual circumstances that contributed to your lack of compliance with the SAP Guidelines. Be sure to state your **REASONS** for the appeal, attach **DOCUMENTATION** of your stated reasons for the unsatisfactory progress, and identify the **PLAN OF ACTION** you have taken to ensure your future academic.

Please use the space provided on the bottom and reverse side of this form to write your appeal. You may attach a separate sheet of paper if additional space is needed.

The APG Committee will not review your appeal until all the information requested has been received. You will receive a response after the committee has sufficient time to review and make a decision on your appeal.

SUMMARY OF CIRCUMSTANCES - (continue on back of sheet)_____
Student's Signature_____
SSN#_____
Date

--- OFFICE USE ONLY ---

 Appeal Approved Appeal Denied 1 semester beginning _____ 2 semesters beginning with _____Conditions:

_____Instructions to the processors:

Counselor's Signature_____
Date

Date/Initial: _____ Response letter sent to student.

ORIGINAL