

**Policy: A8 – Satisfactory Academic Progress (SAP)**

**Rev.: 4/2020**

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary’s Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student - Academic

**Areas Affected: Students**

**Page 1 of 4**

**POLICY**

It is the policy of St. Mary’s Hospital School of Medical Imaging (“SOMI”) that benefits from programs regulated by Title IV – Higher Education Act of 1965, as amended (“Title IV Regulations”), remain in compliance with the requirements of 34 CFR 668.34 that pertain to Satisfactory Academic Progress (“SAP”).

**SCOPE**

This is an Institution-wide policy that applies to all students, regardless of whether the student receives Title IV Funds or not.

**RATIONALE**

The purpose of this policy is to establish internal controls and procedures for calculating and evaluating SAP to ensure that students complete their program in a timely manner and maintain access to Title IV Funds, if applicable. Title IV Regulations require that students meet SAP requirements in order to maintain access to Title IV Funds. Access to Title IV Funds is essential to provide students the ability to finance their education at a reasonable cost.

**APPEALS**

Students have the right to appeal all academic and non-academic decisions, per policy guidelines, see policy G27 Student Appeal.

**DEFINITIONS**

***Cumulative Grade Point Average (“GPA”)*** – GPA is the qualitative measurement of SAP.

***Enrollment Status*** – means the status in which the student is enrolled defined as full-time (12+ credits per semester), three-quarter time (9-11 credits per semester), half time (6-8 credits per semester) or less than half time (less than 6 credits per semester) for any Payment Period, defined as Semester.

***Payment Period*** – means Semester.

***Percentage of Attempted Courses Completed (“PACE”)*** – PACE is the rate of progress at which students must advance through the program to ensure that the program is completed within the Maximum Time Frame. PACE is calculated by dividing the number of credit hours that the student has successfully completed by the number of hours the student has attempted.

***Program Length*** – means the length of time in which students can complete the program. SOMI’s Program Length is 18 months.

***Maximum Time Frame*** – mean the greatest number of months for which a student may receive Title IV Funds while attempting to complete the program. Maximum Time Frame is monitored by PACE and in accordance with Title IV Regulations cannot exceed 150% of the published Program Length. SOMI’s maximum time frame is 27 months.

**Satisfactory Academic Progress (“SAP”)** – means the qualitative and quantitative measures of student success and progression through a program.

***Semester*** – means the defined Payment Period as set forth in the School Catalog.

***Title IV Funds*** – means federal student aid programs which are authorized under Title IV of the Higher Education Act (HEA) of 1965, as amended. Title IV Funds include, but are not limited to, Federal Pell Grant and Federal Direct Loans.

***Title IV Regulations*** – means regulatory requirements for federal student aid programs authorized under Title IV of the Higher Education Act (“HEA”) of 1965, as amended.

***GI Bill®*** – means any Department of Veterans Affairs education benefit earned by members of Active Duty, Selected Reserve and National Guard Armed Forces and their families.

## **PROCEDURE**

### **I. Application of SAP**

The measurement of SAP is consistently applied to *all* students, regardless of utilization of Title IV Funds or Enrollment Status.

### **II. Measurement of SAP**

SAP is measured at the end of each Payment Period, defined as Semester, based on the following criteria:

Cumulative Grade Point Average (“GPA”) – Students are required to maintain a minimum cumulative GPA of 2.0.

Maximum Time Frame – The quantitative standard for SAP is completion of all academic requirements within 150% of the published length of the program. Students who do not complete all academic requirements within 150% (27 months) of the published length of the program (18 months) will be dismissed from the program. Transfer credits accepted towards completion of the program and all credits attempted while enrolled at the School will count toward the 150% of the published length of the program.

Percentage of Attempted Courses Completed (“PACE”) – In order to meet School policy and to complete the program within the maximum timeframe: a student must complete a 100% of all credits attempted in the 1st semester, and 65% in all subsequent semesters. Transfer credits accepted towards

---

completion of a student's program and all credits attempted while enrolled at the School will count toward the percentage of attempted courses completed.

Students are permitted to repeat one (1) clinical course and must repeat it immediately following the 5<sup>th</sup> semester (summer).

Students repeating a clinical course, or making up an incomplete course grade, are eligible to continue receiving financial assistance if the following conditions are met:

- The student is otherwise making satisfactory progress;
- The time needed to satisfy the incomplete course work is within the maximum total program length.

### **III. Failure to Meet SAP Requirements**

If the student fails to meet any of the SAP requirements outlined above, the following will occur:

- Student is notified in writing by the Director/Dean of the program informing the student that s/he has failed to meet SAP requirements;
- Student is notified in writing by the Director of Financial Aid informing the student that s/he is no longer eligible to receive Title IV Funds or be certified for GI Bill benefits (if applicable) until SAP requirements are met in a subsequent semester;
- SOMI does not offer Financial Aid Warning or Financial Aid Probation status.
- Students who do not meet SAP requirements may appeal by following the academic appeal procedure outlined in the Student Appeal Policy G27.
- Students that do not meet SAP within the 150% maximum time frame will be dismissed from the program.
- Students that are terminated from the program due to failure to meet SAP must re-apply for admission.

### **IV. Measurement of SAP for Withdrawn, Incomplete or Repeated Course Work and Transfer Credits**

- Withdrawn or Incomplete Course Work - Courses in which a student receives a grade of Incomplete (I), Withdrawn (W), Administrative Withdraw (WA), Withdraw Satisfactory Progress (WS) and Withdraw Unsatisfactory Progress (WU) are not considered earned course credits. In these circumstances, the credit hours, with the exception of a failing grade, are not

used in the calculation of GPA. These credit hours will be considered in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

- Repeated Course Work – A student who does not meet GPA requirements in a required clinical course is permitted to repeat the course, but only once. In such circumstances, both the original and repeated course will be considered in the calculation of GPA, attempted credit hours, percentage of coursework completed and Maximum Time Frame.
- Transfer Credits – In rare circumstances, SOMI will accept transfer credits from an alternate accredited Radiologic Technology program if the student achieved good academic standing and the transfer between institutions is complete within one calendar year. In such cases, these credit hours are not included in the calculation of GPA. Transfer credits completed at an alternate institution are included in the calculation of attempted credit hours, percentage of coursework completed and Maximum Time Frame.

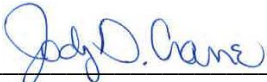
**RESPONSIBLE PERSONS:** Office of Financial Aid and Program Administration

**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

April 8, 2020



Signature

Title

Date

**Approval History:**

Committees and Dates:

Faculty and administrative review in: 12/2013, 8/2014, 8/2015, 6/2017, 5/2018, 7/2018, 9/2018, 4/2020

**DOCUMENTATION:** None

**REFERENCES:** 34 C.F.R. § 668.34 (Revised as of July 1, 2010).