

POLICY

Policy Name: Satisfactory Academic Progress
Policy Category & Number: FA6
Person Responsible: Dean of Finance
Approved by: Dean of Finance
Effective Date: 08/01/2020
Version: 01
Policy Status: Approved

I. Policy:

It is the policy of Bon Secours St. Mary's School of Medical Imaging (SOMI) to measure and monitor students' academic progress in accordance with the procedures and deadlines set forth in this policy and the requirements of Title IV – Higher Education Act of 1965, as amended (Title IV Regulations).

II. Purpose:

The purpose of this policy is to establish procedures for the measurement and monitoring of students' Satisfactory Academic Progress (SAP) towards the completion of an academic program, in accordance with Title IV Regulations. Students' must meet and maintain SAP requirements, which include both qualitative and quantitative standards, in order to maintain eligibility for Title IV Financial Aid.

III. Scope

This policy applies to all students who utilize Title IV Financial Aid programs that are administered by SOMI, including Federal Pell Grant and Federal Direct Loans (Subsidized, Unsubsidized and PLUS). SAP requirements related to Title IV Financial Aid eligibility are more stringent than satisfactory academic progress standards for the academic programs. As such, a student may fail to meet SAP for Title IV Financial Aid eligibility and continue in "good standing" according to academic program standards, refer to grading policy A1.

IV. Policy Details

A. Designation of a Responsible Party

The Dean of Finance is responsible for monitoring compliance with the requirements of this policy and applicable Title IV Regulations.

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B. SAP Requirements

SAP is calculated within SOMI's Student Information System (SIS) consistently for all students for all periods of enrollment at the end of every Semester (Payment Period). SAP measures academic progress towards the completion of the academic program in qualitative and quantitative components. The inclusion or exclusion of certain course work and grades for the purpose of calculating SAP is outlined in Section C. Students who fail to meet SAP requirements are subject to Financial Aid Statuses indicative of Title IV Financial Aid eligibility, as described in Section D.

a. Qualitative Progress – Cumulative Minimum GPA

Students must maintain a Cumulative Minimum GPA of 2.0, equivalent to a "C".

b. Quantitative Progress (Maximum Time Frame) – Students are required to complete their academic program within a reasonable time frame based upon the published program length.

- **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 will count toward the 150% of the published length of the program.
- **Pace of Completion** – In order to meet SOMI 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.

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- c. Students are permitted to repeat one (1) clinical course and must repeat it immediately following the 5th 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.

C. Failure to Meet SAP Requirements

Students who fail to meet SAP requirements, either Quantitative or Qualitative Progress, will be notified electronically via the SIS, in accordance with G17 Student Record Maintenance & Private Communication policy. In such an event, the communication will include Financial Aid Status and any impact to Title IV Financial Aid eligibility.

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 G27 Student Appeal Policy.

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.

D. Financial Aid Appeal

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A completed Financial Aid Appeal Form must be submitted to the Director of Financial within five (5) calendar days of communication to the student. Relevant documentation including, but not limited to, description of the extenuating circumstance (such as death, serious illness or injury, medical issue or other special circumstance), reason(s) preventing the student from achieving SAP requirements, mechanisms in place that allow achievement of SAP requirements at the next calculation.

Within fifteen (15) calendar days of receipt of the Financial Aid Appeal Form, the Director of Financial Aid will schedule and conduct the Student Financial Aid Appeal Committee hearing. During the hearing, the Committee will review documentation submitted with the appeal and all information contained in the student's file. Based on this information, the Student Financial Aid Appeal Committee will render a decision within five (5) calendar days to approve or deny the student's request for Title IV Financial Aid reinstatement for one (1) Semester. Regardless of decision rendered, students will be notified within five (5) calendar days of the Student Financial Aid Appeal Committee's decision in writing electronically via the SIS including the students Financial Aid Status and any impact to Title IV Financial Aid eligibility. Students are limited to submitting one (1) Financial Aid Appeal per Semester. Once a decision is rendered for that Semester, it is deemed final without further appeal.

Student Financial Aid Appeal Committee Decisions

- Appeal Denied – If the Financial Aid Appeal is denied, the student remains on Financial Aid Suspension and is not eligible to receive Title IV Financial Aid until SAP requirements are achieved.
- Appeal Approved – If the Financial Aid Appeal is approved, the student is eligible to receive Title IV Financial Aid for the remainder of the Semester. Upon completion of the Semester, the student must meet SAP requirements to be eligible to receive Title IV Financial Aid. If, upon completion of the Semester, the student does not meet SAP requirements, the student is placed on Financial Aid Suspension until SAP requirements are met or a successful Financial Aid Appeal decision is rendered.

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V. Definitions

Credits Attempted – is the number of credits related to a course for which the student remains enrolled after the Add/Drop period has ended, regardless of completion or success within the course.

Credits Earned – is the number of credits related to a course for which the student remained enrolled after the Add/Drop period and completed with a passing grade of “C”, “P” or higher.

Cumulative Grade Point Average (GPA) – refers to overall GPA which includes dividing the number of quality points earned by Credits Attempted.

Financial Aid Appeal – is the process by which students who fail to meet any of the SAP requirements and are placed on Financial Aid Suspension may petition the Financial Aid Office for reconsideration of the students' eligibility to access Title IV Funds.

Financial Aid Suspension - is the status assigned to students who fail to meet SAP requirements in the subsequent Semester. Students placed on Financial Aid Suspension are not eligible to receive Title IV Financial Aid.

VI. Attachments

None

VII. Related Policies

A1-Grading Policy

G17-Student Record Maintenance & Private Communication

G27-Student Appeal

VIII. Disclaimers:

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

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IX. Version Control

Version	Date	Description	Prepared by
1.0	8-1-2020	Revisions and new template	Dean of Finance